



Short descriptions for open positions (more detail may be found in the MMCI Bylaws):

Board of Trustees (BOT): *Sets the overall tone, strategic vision/plans, budget oversight, facilities, enrichment programs, and interfaces with FCPS and the greater community.*

President:

Is the Principal Officer of the Corporation and shall perform all duties incident to the office of president and shall, in general, supervise and be responsible for all of the business of the Corporation; 2-term limit, even-year election, est. 80 hrs/month

- Must be available to attend meetings during normal business hours.
- Preside at all meetings of the membership and of the Board of Trustees;
- Sign, with the Secretary or any other designated member of the Corporation who is authorized, any deeds, mortgages, bonds, checks or other instruments or contracts, which the Corporation has authorized to be executed.

Secretary:

Is an Officer of the Corporation; 2-term limit, even-year election, est. 30 hrs/month

- Handle the general correspondence of the Board of Trustees.
- Keep the minutes of the meetings of the Board and the membership.
- Notify the membership of all public meetings.
- Serve as custodian of the corporate records and the seal of the Corporation.

Treasurer /Assistant Treasurer:

Is an Officer of the Corporation, 2-term limit, est. 25 hrs/month

- Primary Fiscal responsibility and accountability for the corporation.
- Works to ensure sound accounting practices.

Parent Representative:

Is NOT an Officer of the corporation, 2-term limit, est. 15 hrs/month

- Develop / lead enrichment activities.
- Support MMCI Officers, as requested.
- Active in areas of expertise or passion.

Governing Councils (GCs): *Function as the leadership teams for their schools, providing direction for school policy, procedures, curriculum, and strategic vision/plans.*

GC Parent Representatives:

Is NOT an Officer of the corporation, 2-term limit, est. 15 hrs/month.

- Develop & maintain understanding of Montessori and educational principles.
- Lead in one or more areas of GC activity (committees, planning, focus groups).
- One Parent Representative serves as the GC Chair.

Friend of Education (BOT or GCs):

Is NOT an Officer of the corporation, no term limit, est. 10 hrs/month

- Provide external perspective into all BOT or GC activity.
- Support MMCI Officers or GC members, as requested.
- Facilitate discussion / interaction with external organizations.