

MMCI Board of Trustees

MMCI Friend of Education / Member At-Large; GC Friend of Education

Updated 11/10/22

Duties and Responsibilities of the Board of Trustees:

- (1) Encourages the development of public charter schools in Frederick County.
- (2) Proposes amendments to an MMCI school's charter;
- (3) Ensures compliance with the school's charter.
- (4) Negotiates terms and use of facilities on behalf of its charter schools, including loans or contracts for the purchase of a land or building for its schools.
- (5) Monitors any independent contracts necessary for implementation of Corporation programs.
- (6) Communicates directly with the chartering authority on behalf of all of its charter schools.

(MMCI Bylaws, Section II)

Board Member Expectations

1. Attend all meetings of the Board of Trustees, including the annual meeting, work sessions, and committee meetings as appropriate. Meeting formats may vary between virtual, in-person, and hybrid. BOT meetings are held the Wednesday of each month, except in November when the annual meeting takes place. The date for the annual meeting will be announced no later than the first week of October each year.
2. Check email daily Monday - Friday (Monday - Sunday for officers) and participate in email discussions and evotes.
3. Be informed about the MMCI's mission, services, policies, and programs.
4. Review agenda and supporting materials prior to board and committee meetings.
5. Serve on and support MMCI committees or task forces and offer to take on special assignments related to areas of expertise or passion.
6. Inform others about MMCI, its mission, and implement active outreach.
7. Keep up-to-date on developments in the educational field, particularly local, state, and national policies and regulations on Charter Schools.
8. Follow MMCI policies and procedures and lead by example.
9. Assist the MMCI Board in carrying out its fiduciary responsibilities, such as reviewing the organization's monthly financial reports and contributing to the development of the annual budget.
10. Listen, analyze, think clearly and creatively, work well with people individually and in a group.

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Role of the Friend of Education:

There are two Friend of Education / Member At-Large positions on the MMCI Board of Trustees. These positions are open to community members other than parents/guardians of students enrolled in MMCI schools. There are no term limits and the Member At-Large is not an Officer of the Corporation.

There are three Friend of Education positions on the CCM Governing Council, and two on the MVM Governing Council.

Friends of Education serve as ambassadors of MMCI within the wider Frederick County community, helping to provide understanding of unique needs and contributions of public charter schools. Friends of Education provide input and expertise in at least one current area of need, as identified by the board as a whole. Needs may include, but are not limited to, fundraising, advocacy, diversity, communications, facilities, or community engagement.

Specific Responsibilities of a Friend of Education

- Participates in BOT activities, including monthly meetings and work sessions, evotes and email discussions;
- Supports MMCI Officers as requested; may be asked to take on specific projects or fundraising efforts related to areas of expertise, develop and/or maintain MMCI enrichment programs, attend public meetings with community organizations (FCPS, County Commissioners, Annapolis), and serve on committees of the BOT;
- Provides external perspective into all BOT or GC activity;
- Facilitates discussion / interaction with external organizations;
- Must sign the MMCI Confidentiality Agreement, and complete the MMCI Conflict of Interest Form annually.
- Must be able to dedicate a minimum of 10 hours/month for MMCI business, including preparation for and attendance at meetings and email monitoring.