



MMCI Board of Trustees Position Descriptions and Responsibilities

Updated October 2023

MMCI BOT Secretary

Role of the Secretary, per the MMCI Bylaws:

1. Handle the general correspondence of the Board of Trustees;
2. Keep the minutes of the meetings of the Board and the membership, which shall be maintained in one or more books provided for that purpose;
3. Notify the membership of annual or special meetings and ensure that all notices required by statute and these bylaws are duly given;
4. Serve as custodian of the corporate records and the seal of the Corporation;
5. Ensure that the seal of the Corporation is affixed to all documents the execution of which is authorized by these bylaws, by statute or by the Board;
6. Maintain a register of the mailing address and phone number of each Trustee which shall be furnished to all Trustees; and
7. Perform such other duties as may be prescribed by the Board.

Secretary Position Description:

- Handle the general correspondence of the Board of Trustees and communications to the community
- Prepare Agendas and keep the minutes of the meetings of the Board and the membership
- Support the nominating committee and president in the organization and execution of the Annual Meeting and Election and ensure that all notices required by statute and these bylaws are duly given
- Serve as custodian of the corporate records and the seal of the Corporation

The Secretary is an Officer of the Corporation, and is elected for a 2 year term running July 1 through June 30, with a shadow period from January 1 through June 30; two-term limit.

Specific Duties of the Secretary Include:

- Send timely meeting notices for all Board of Trustees meetings.
- Manage BOT Calendar.
- Request monthly reports from Board members and link to Agendas.
- Prepare and post meeting Agendas on the MMCI website.
- Document closed session exceptions on Agendas and at meetings.
- Organize files and back up documentation ahead of meetings.
- Take meeting minutes.
- Compile and Action Items and Follow Up topics, and obtain updates from board members.
- Initiate evotes as needed. File all relevant documents for evotes, and record details of votes on subsequent meeting Agendas.
- Keep track of consent agenda items.

- Coordinate BOT member email account access with MMCI webmaster.
- Obtain and file signed Confidentiality Agreements and Conflict of Interest Disclosures for every Board member, GC member, Committee Chairs, and any other volunteers as necessary.
- Change meeting dates around holidays and other conflicts, update the calendar as needed.
- Update MMCI Website with current Board Member names, terms, and contact information.
- Serve on and support the MMCI Nominating Committee, the MMCI Lottery Committee and the MMCI Communications Committee.
- Request invoice for voting software and ensure that the Election Administrator has access ahead of the Annual Meeting and Election.
- Support planning and execution of the Annual Meeting and Election, including confirming timelines for meeting notice and election setup, creation of a presentation, securing volunteers.
- Send emails to the community, including but not limited to: meeting information, welcome letters, newsletters, updates and volunteer requests.
- Sign documents as requested by the President of the Board.

Additional Expectations for ALL Board Members:

1. Be informed about MMCI's mission, services, policies, and programs.
2. Review agenda and supporting materials prior to board and committee meetings.
3. Serve on and support MMCI committees or task forces and offer to take on special assignments related to areas of expertise or passion.
4. Inform others about MMCI, its mission, and implement active outreach.
5. Keep up-to-date on developments in the educational field, particularly local, state, and national policies and regulations on Charter Schools.
6. Follow MMCI policies and procedures and lead by example.
7. 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.
8. Listen, analyze, think clearly and creatively, work well with people individually and in a group.

Reference:

- [MMCI Documents](#) - MMCI Calendar, MMCI Meeting Agendas and Minutes; Charter Documents, MMCI Bylaws and Organizational Chart; School Annual Reports
- [MMCI Board Membership Manual](#)
- [CCMPCS School Governance](#)
- [MVMPCS Governing Structure](#)