

# MIT Parent Chair

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## Purpose of Position:

Per MIT bylaws, "The Parent Chair shall be the chief executive officer of MIT and, subject to the Board's control, shall supervise and control all of the assets, business and affairs of MIT." MIT is a 501c3 non-profit organization established and operating in the state of WA.

## Time Commitment:

Anywhere from 5 to 20 hours per week, 2 year term (September 2016 – September 2018)

## Responsibilities Include:

- Help to develop and oversee budget with Treasurer
- Co-sign checks greater than \$1,000 in value
- Sign yearly tax returns prepared by MIT's CPA & auditor
- Recruit open positions... write job descriptions when needed & post in all MIT communications
- Plan & run monthly general meetings and board meetings when needed
- Understand and define processes where applicable
- Communications: edit & contribute to weekly Office Notes, contribute to monthly Bear Facts Newsletter & MS News, help monitor and communicate regularly on MIT Facebook page, communicate with Teachers/Staff/Classroom Coordinators when needed.
- Meet regularly with Principal
- Work with Faculty Chair & Principal to keep teachers up to date and informed, and to understand needs
- Manage Volunteer Program Manager, MIT's sole employee. Includes annual goal setting, performance evaluation, and annual contract negotiations.
- Check in with all board positions, program & event chairs on a regular basis to ensure smooth operation and help to troubleshoot any issues.
- Respond to email enquiries in a timely manner.
- Fundraising: work closely with fundraising team especially during campaign time.
- Recruit for MIT presence at ESD functions and events.

## Required Knowledge & Skills:

- Volunteer management
- Financial statements (Balance Sheet, P&L) and cashflow
- Madrona's communications channels including website, email & social media (Facebook)
- MS Word, Excel, Google Docs, gmail, Dropbox
- Would be helpful if there was some familiarity with the following: Quickbooks, Mailchimp, SurveyMonkey, Powerpoint
- Robert's Rules of Order – rudimentary understanding acceptable
- How Madrona is structured and operates
- MIT processes (financial, operational, communications)
- Some knowledge of how the Edmonds School District operates would be helpful



