MIT Parent Chair

Revised Spring 2022

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 Washington.

Time Commitment:

1. Two year term running from September through September.
2. 5-10 hours per week.
3. 3 required meetings per month: Board, General and Administration
4. One parent tour per month.

Responsibilities:

1. Help to develop and oversee the budget with the Treasurer.
2. Co-sign checks greater than $1,000 in value.
3. Sign yearly tax returns prepared by MIT's CPA and auditor.
4. Recruit open positions. Update job descriptions as needed and post in all communications for MIT.
5. Plan and run monthly General and Board meetings.
6. Understand and define processes where applicable.
7. Communications: edit and contribute to weekly MIT Bear Necessities. Help monitor and communicate regularly on MIT FaceBook page. Communicate with Teachers/Staff/classroom Coordinators as needed.
8. Meet regularly with the Principal/Vice Principal.
9. Work with the Faculty Chair and Principal to keep teachers up to date and informed and to understand their needs.
10. Supervise the MIT Volunteer Coordinator, MIT's sole employee, including annual goal planning, performance evaluation and annual contract negotiations.

11. Check in with all board positions, program and event chairs on a regular basis to ensure smooth operation and help troubleshoot any issues.
12. Respond to email enquiries in a timely manner.
13. Recruit for MIT presence at ESD functions and events.

Required Knowledge and Skills:

1. Volunteer management
2. Financial statements (Balance Sheet, P&L) and cashflow
3. Madrona's communication channels including website, email and social media, MS Word, Excel, Google Docs, Gmail, Dropbox.
4. Would be helpful if there was some familiarity with the following: Mailchimp, SurveyMonkey, Powerpoint.
5. Robert's Rules of Order--rudimentary understanding acceptable.
6. How Madrona is structured and operates.
7. MIT processes (financial, operational, communications)
8. Some knowledge of how the ESD operates.

Must pass background check with ESD.