MIT Vice Chair

Revised Winter 2023

Purpose of Position:

To serve as backup and support for the Parent Chair of MIT with primary responsibility for MIT events and membership.

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

Responsibilities:

- Serve on at least one committee
- Coordinate membership events
    - Welcome Back Coffee
    - Set up for monthly meetings
- Liaison with event managers and committee chairs
- Coordinate volunteers for school-wide activities
    - Hearing and vision testing
    - Photo day
    - Others as needed

Required Knowledge and Skills:

1. Madrona's communication channels including website, email and social media, MS Word, Excel, Google Docs, Gmail, Dropbox.
2. Would be helpful if there was some familiarity with the following: Mailchimp, SurveyMonkey, Powerpoint.
3. Communicating effectively verbally and in writing
4. Event planning basics
5. Volunteer management
6. Ability to work well with people
7. Robert's Rules of Order--rudimentary understanding acceptable.
8. Administrative staff at Madrona - necessary
9. MIT processes (financial, operational, communications)

10. Available school facilities, equipment and personnel

Must pass background check with ESD.