



## Notice of Open Board Positions

*Posted on the MSA Website: Monday, January 30, 2017*

**Open Board Positions:** Magnet Schools of America (MSA) is accepting applications and letters of interest for election to the Board of Directors for 2017-2019. The open positions include:

1. Secretary
2. Treasurer

Interested candidates must be members of MSA and are requested to email a letter of interest to [Todd S. Mann](#), Executive Director, Magnet Schools of America to be received by **Friday, February 17, 2017, 5pm EASTERN**. Candidates are required to submit the following as part of their application, and for publication on the MSA website:

- Letter of interest for the position;
- One-page resume/vitae;
- 50-word statement indicating why you should be elected to the position;
- Picture (head shot), color preferred; and
- Present their interest on a webinar on Thursday, March 2, 2017 at 2pm Eastern.
- **OPTIONAL:** Candidate video for Secretary and Treasurer positions.

Board members are required to attend three (3) meetings each year, held in conjunction with conferences: one in the fall with Technical Assistance and Training, one in the winter with Policy Training, and one with the National Conference on Magnet Schools. Board members are encouraged to attend each conference, particularly the National Conference and the MSA Business Meeting. Board members are reimbursed for the Board meeting only portion of their travel, and as follows: if they have paid more than 50% of meeting costs from personal funds (that are not otherwise reimbursed), they will be reimbursed by MSA up to \$1,000 of the personal funds.

### **Term of Office and Board Member Requirements:**

Both positions are for a two-year term (May 1, 2017-Spring, 2019). All candidates must be paid members of Magnet Schools of America for 2016-2017 by the application deadline and attend the Annual Business Meeting at the 2017 National Conference on Magnet Schools in Los Angeles, CA.

*Note: Video streaming on YouTube (see instructions below) is an option for candidates running for Secretary and Treasurer. Candidates must indicate whether or not they plan to utilize this option in the letter of interest.*

Candidates must be registered for the National Conference and attend the Annual Business Meeting. Successful candidates will be announced and installed into office by the President of Magnet Schools of America. For questions on the voting/election process, email [Todd S. Mann](mailto:Todd.S.Mann).

## **VOTING PROCESS FOR SECRETARY AND TREASURER**

Secretary and Treasurer will be elected electronically using an online ballot.

### **Webinar:**

All candidates are asked to participate in a webinar on Thursday, March 2, 2017 at 2pm Eastern to present their interest in serving, why they feel they would be a good candidate, and to respond to questions from attending participants. Candidates are asked to mention upon submission if they are unable to participate on March 2<sup>nd</sup>.

### **Election Dates for Secretary and Treasurer Voting:**

March 6 to March 17, 2017.

### **Voting Online:**

The web site address and the instructions for voting will be provided to the membership via email.

### **Video Streaming: Instructions for Providing a Candidate Video:**

MSA is providing candidates for Secretary and Treasurer with the option to present a video message via YouTube. The recording and uploading of the video is the individual candidate's responsibility, and MSA will link to the candidate's video on YouTube to make it accessible to the MSA membership. Your video can be no longer than three (3) minutes. Please note that by engaging in this process, you will be creating a public video that will be accessible to anyone, and not just the MSA membership. MSA has no legal responsibility. Videos must be uploaded via YouTube. In order to do this, you must first create a YouTube Account. If you need assistance with the format to use for your video, how to create an account, or how to upload your video, [click here](#).

Once YouTube has uploaded your video, go back to your account section "My Videos." You will see your video in this section. Your video will have a URL listed. Copy this URL and e-mail it to [Todd S. Mann](mailto:Todd.S.Mann), **NO LATER THAN FRIDAY, FEBRUARY 17**. MSA will then review the candidate's video to ensure that it meets all guidelines and, if so, MSA will place a link on our website to the candidate's video on YouTube for voting during the online voting period.

Additional questions, please call Judy Shen at the National Office at 202.824.0672.



## **Position Descriptions**

### **SECRETARY**

The Secretary shall keep accurate records and reports of the meetings of the Board of Directors, and the Annual Business Meeting; he/she shall have charge of all committee reports submitted for the record.

#### **Time & Commitment**

The Secretary is a member of the Executive Committee and attends the in-person Executive Committee meeting which is held prior to each board meeting. The Secretary also attends the monthly virtual meetings of the Executive Committee. In addition, the Secretary is required to attend all Board meetings, including: National Conference (April/May), Fall Technical Assistance (October/November), and Policy Conference (February). Board members are reimbursed for the Board meeting only portion of their travel, and as follows: if they have paid more than 50% of meeting costs from personal funds (that are not otherwise reimbursed), they will be reimbursed by MSA up to \$1,000 of the personal funds.

### **TREASURER**

The Treasurer shall report all dues and other monies to which the association is entitled as well as financial data as appropriate to all meetings of the Board of Directors including the members at the Annual Business Meeting, based on financial reports submitted by the Executive Director of Magnet Schools of America, Inc. He/she may co-sign checks with the Executive Director in accordance with policy established by the Executive Committee, and prepare the annual budget in cooperation with the Executive Director and the Executive Committee.

#### **Time & Commitment**

The Treasurer is a member of the Executive Committee and attends the in-person Executive Committee meeting which is held prior to each board meeting. The Treasurer also attends the monthly virtual meetings of the Executive Committee. In addition, the Treasurer is required to attend all Board meetings, including: National Conference (April/May), Fall Technical Assistance (October/November), and Policy Conference (February). Board members are reimbursed for the Board meeting only portion of their travel, and as follows: if they have paid more than 50% of meeting costs from personal funds (that are not otherwise reimbursed), they will be reimbursed by MSA up to \$1,000 of the personal funds.