



Notice of Open Board Positions

Posted on the MSA Website: Thursday, January 5, 2023

Open Board Positions: Magnet Schools of America (MSA) is accepting applications and letters of interest for election to the Board of Directors for 2023-2025. The open positions include:

1. Secretary
2. Treasurer

Interested candidates must be members of MSA and are requested to submit the required materials below to [Ramin Taheri](#), Chief Executive Officer, Magnet Schools of America by **Tuesday, January 24, 2023, 5 pm EASTERN**. All materials submitted will be published 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;
- High-resolution photo (head shot), color preferred;

Candidates must be available on the following dates:

- Thursday, January 26, 2023 at 11 am EASTERN for a 20-minute rehearsal
- Tuesday, January 31, 2023 to present their interest on a webinar
 - Secretary at 2 pm EASTERN
 - Treasurer at 2:30 pm EASTERN

Voting, which is done by online ballot, will commence on Wednesday, February 1, 2023 and end at 5 pm EASTERN on Friday, February 10, 2023.

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.

The Secretary and Treasurer positions are members of the MSA Executive Committee. The Executive Committee meets virtually every month for one hour. Participation is part of the role of each Executive Committee member. Meetings are typically the 2nd Monday of every month in the afternoon.

Additional questions, please email Beulah Davidson at beulah.davidson@magnet.edu.



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.

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.