



## Notice of Open Board Positions

*Posted on the MSA Website: Thursday, December 12, 2024.*

**Open Board Positions:** Magnet Schools of America (MSA) is accepting applications and letters of interest for election to the Board of Directors for 2025-2027. The open positions include:

1. Secretary
2. Treasurer

**PLEASE NOTE: Interested candidates must have served a full two-year term on the Board of Directors to be eligible for application.**

Interested candidates must have served a full two-year term on the Board of Directors at the time of assuming their position and are requested to submit the required materials below to [Ramin Taheri](#), Chief Executive Officer, Magnet Schools of America by **Friday, January 17, 2025, 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:

- Tuesday, January 21, 2025 at 11 am EASTERN for a 20-minute rehearsal
- Thursday, January 23, 2025 to present their interest on a webinar to the MSA membership
  - Secretary at 2 pm EASTERN
  - Treasurer at 2:30 pm EASTERN

Voting, which is done by online ballot, will commence on Monday, January 27th, 2025 and end at 5 pm EASTERN on Friday, February 7th, 2025.

Both positions are for a two-year term (May 1, 2025-Spring, 2027). Those elected must register for the 2025 National Conference on Magnet Schools in Nashville, Tennessee, and attend the business meeting at that conference.

Board members are required to attend three meetings each year. Board members are encouraged to attend each MSA conference, particularly the National Conference. Board members are reimbursed for the Board-meeting only portion of their travel, and only up to \$1,000 total.

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 1st Thursday of every month in the afternoon.

Additional questions, please email Beulah Davidson at [beulah.davidson@magnet.edu](mailto: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 CEO of Magnet Schools of America, Inc. He/she may co-sign checks with the CEO in accordance with policy established by the Executive Committee, and prepare the annual budget in cooperation with the CEO and the Executive Committee.