

Board Positions at Mansio Montessori

OFFICERS OF THE BOARD OF TRUSTEES

In addition to the responsibilities as Trustees of Mansio Montessori as set forth in the By Laws, the following duties apply to specific offices. No trustee shall serve more than 2 years of consecutive terms in each office (President, Vice President, Treasurer, and Secretary).

President:

The President shall call for and preside over all the meetings of the Trustees of Mansio Montessori School of Geneva.

Responsibilities:

- Lead the organization toward the accomplishment of its vision and mission statements
- Lead the meetings
- Prepare an agenda
- Oversee the Finance Committee on the monthly/annual budgeting and audit reviews
- Calls special meetings when necessary
- Nominates new Trustees which subsequently have to be approved by the Board
- Collaborates with the Head of School
- Reports at the Annual Meeting on the affairs of Mansio Montessori of Geneva
- Serves as the Primary contact for the Head of School

Qualifications:

- The ability to lead the Trustees to accomplish its work effectively
- Responsible to lead so all opinions can be expressed, with discussions directed toward conclusion.
- Understands the long term needs of Mansio Montessori of Geneva.

Vice President:

The vice president shall assist the President and provide back up in the execution of duties of the President.

Responsibilities:

- Assume the duties of the President when the President is absent or unable to perform
- Perform other duties assigned from the President

Qualifications:

- The ability to serve as President as necessary
- An understanding of the long term needs of Mansio Montessori of Geneva

Treasurer:

The treasurer shall ensure full and complete records of all Mansio Montessori of Geneva assets and liabilities maintained in accordance with appropriate rules, regulations, by-laws, and policies and that the books are available for audit by the Finance Committee.

Responsibilities:

- Ensure compliant financial statements as prepared by the outside accounting firm and
- Share such financial information with the Trustees
- Ensures all records kept on the assets and liabilities through bi-monthly disclosure
- Performs special assignments by the President when needed

Qualifications:

- Basic accounting skills to oversee funds collected and distributed
- Leadership to strategize and direct Mansio Montessori of Geneva's financial future
- An understanding of the long term needs of Mansio Montessori of Geneva

Secretary:

The secretary shall ensure that full and complete records of all meetings of the Trustees and members are prepared and maintained within 7 days of each meeting.

Responsibilities:

- Maintain records and official correspondence
- Review the Minutes of the Trustees meetings, ensuring their accuracy
- Maintain records of Trustees attendance at meeting and alert the President if there are excessive absences
- Prepares notices of the upcoming meetings by email to the Trustees
- Ensures all the Trustees receive the minutes of the meeting in a timely fashion
- Carries out duties as assigned by the President and the Vice President
- On the recommendation of the Head of School, the Trustees authorize the Secretary to execute any and all resolutions required for the establishment or maintenance of any correspondent banking accounts without formal action by the Trustee. The secretary shall sign and seal these documents as required.

Qualifications:

- The ability to oversee and evaluate the record keeping system of the Trustees and to identify and correct flaws in the system.
- An understanding of the long term needs of Mansio Montessori of Geneva

The Trustees:

The Trustees have fiduciary responsibility for all the operations and functions of Mansio Montessori of Geneva. To carry out this responsibility, the Trustees must clearly establish policy, select competent management, and assure itself that management is performing properly.

Responsibilities:

- Attend and actively participate in the bi-monthly meetings
- Ensure that all business affairs of the school and affairs of the students are kept in the strictest confidence, and refrain from relationships that present a conflict of interest
- Direct the Head of School to amend by-laws when needed
- Establish and approve an annual budget
- Review all monthly reports and financial statements
- Exercise due diligence to assure that Mansio Montessori of Geneva meets all applicable Federal and State regulations
- Maintain working relationships with the President of the Board
- Monitor the activities of the Finance Committee
- Establish policies including employment policies
- Be an ambassador and publicly promote Mansio Montessori of Geneva in a highly professional manner