

the MMIHS foundation

The time has come to seek **volunteers** and **nominations** for people to make up the official participants of the MMIHS Foundation!

There are essentially three different ways one can be involved in the continued development of the website and the foundation. After reading the descriptions below, if you are interested in option 1 and/or 2 please visit the provided link to answer a few short questions.

In addition, if know of anyone, inside of our outside of this group, who might possess a specific skill set that would be helpful to the foundation please nominate them as well. Once we have received all interested parties we will move forward to fill the positions. If you have any questions please feel free to contact us at admin@mmihs.org.

1

BOARD MEMBER

We are currently seeking interested parties to serve the following roles:

Vice President
Secretary
Treasurer
Non-Titled Board Member

See next page for a more in-depth descriptions of duties.

Responsibility and Time Commitment: Participation in regular meetings, has voting privileges and will be assigned designated tasks and fiduciary responsibilities.

Application: Use the link to complete the short online interest survey.

2

COMMITTEE MEMBER

The board will create committees as needed, such as a fundraising, public relations, finance, etc. and naturally these committees need members! If you have a specific skill set we could use or interest interested in taking part in a specific committee let us know!

Responsibility and Time Commitment: Participation in regular meetings and assigned designated tasks and responsibility.

Application: Use the link to complete the short online interest survey.

3

FB GROUP CONTRIBUTOR

(MMIHS Families Only)

You can continue to contribute just like you have been through the correspondence in the Facebook group page!

The group page will continue to be our collaborative space so even if you are not serving in an official capacity we will continue to seek your guidance and input and keep you informed with all the latest happenings in regards to the foundation.

Responsibility and Time Commitment: At your convenience.

Application: No need to notify if this is the position you choose!

ABOUT BOARD MEMBERS:

The board is responsible for the overall policy and direction of the foundation, and delegates responsibility of day-to-day operations to the volunteers and committees.

However, in addition, the four officers, the President, Vice President, Secretary, and Treasurer and any other Directors appointed by the President serve as the members of the Executive Committee. The President shall serve as the Executive Director of the Executive Committee and together with the other Members of the Executive Committee is responsible for carrying out the day to day operations of the foundation. In addition, The Board is responsible for appointing committees each of which must consist of one or more board members.

At a minimum the board will "meet" annually and more likely quarterly. These meetings will take place via phone conference or Skype unless otherwise arranged. The Executive Committee will meet more frequently but likely no more than once per month for regularly scheduled meetings.

Below is a description of the available positions:

PRESIDENT

- The President will preside at all meetings of the Board of Directors.
- At each annual meeting of directors, the President will report on the activities of The Foundation.
- The President will manage and supervise all of the affairs of The Foundation.
- Appoint all committee chairs.
- Serve as the Executive Officer
- In general, perform all of the usual duties of the chief executive officer of a corporation.

VICE PRESIDENT

- If the President is not present, the Vice President shall discharge all the usual functions of the President.
- Work closely with the president to manage and supervise all of the affairs of the Foundation.
- Serve as committee chair when appointed.

BOARD MEMBER

- Serve as a general board member with voting rights.
- In general perform all duties that the Board may prescribe.

SECRETARY

- Attend all Board Meetings
- Take minutes at Board Meetings and Committee meetings
- Provide signature for legal documents representing The Foundation.
- Possess copies of the Foundation's official paperwork and will be responsible for authenticating records of the Corporation when and if necessary.
- In general perform all duties pertaining to the office of Secretary that the Board may prescribe.

TREASURER

- Keep correct and complete records of account, showing accurately the financial condition of The Foundation.
- Be responsible for, all funds, notes, securities and other valuables and will deposit all funds of The Foundation.
- At each annual meeting of the Board or whenever requested the Treasurer will report on the financial condition of The Foundation.
- In general perform all duties pertaining to the office of Treasurer that the Board may prescribe.