

# MMSA Roles & Responsibilities



<p><b>President</b></p> <ul style="list-style-type: none"> <li>• Preside over meetings</li> <li>• Present at Open House</li> <li>• Contribute to MMSA Newsletter</li> <li>• Prepare welcoming letter to parents</li> <li>• Obtain nominations for MMSA committees</li> <li>• Coordinate MMSA activities</li> <li>• Coordinate with other Mansfield parent organization</li> <li>• Receive/respond to correspondence</li> </ul>	<p><b>Vice-President</b></p> <ul style="list-style-type: none"> <li>• Serve as back-up for all presidential activities</li> <li>• Attend all meetings</li> <li>• Support president in coordination of committee work</li> <li>• Help promote MMSA to new parents</li> <li>• As available, coordinate newsletter</li> </ul>
<p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>• Discuss proposed budget with other officers prior to end of school year</li> <li>• Draft proposed budget which itemizes anticipated revenue and expenditures</li> <li>• Present proposed budget to Executive Board and full membership for amendment or approval (by June meeting)</li> <li>• Keep records of all revenue and expenditures</li> <li>• Issue checks and payments as necessary</li> <li>• Make brief treasurer's report at each MMSA meeting</li> </ul>	<p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>• Prepare meeting agenda with input from other MMSA officers.</li> <li>• Attend all scheduled MMSA meetings</li> <li>• Take minutes at MMSA and type for presentation at meetings.</li> <li>• Send minutes, etc. to technology coordinator and principal for inclusion in MMSA website and internet notification system.</li> <li>• Review website each semester for necessary revisions</li> <li>• Prepare list of email addresses/phone #'s of active MMSA members</li> <li>• Prepare list of committee members</li> </ul>
<p><b>Grade Level Representatives</b></p> <ul style="list-style-type: none"> <li>• Act as liaison for teaches and parents to organize special activities</li> <li>• Solicit volunteers for various grade level activities</li> <li>• Attend MMSA meetings to represent grade level concerns</li> </ul>	<p><b>Committee Summaries</b></p> <ul style="list-style-type: none"> <li>• <i>Eighth Grade Closing</i> – Sponsor and organize reception following promotion ceremony</li> <li>• <i>Fundraising</i> – Organize fundraising events to support MMSA programs</li> <li>• <i>Grants</i> – Solicit and evaluate requests for teacher grants</li> <li>• <i>History Day</i> - Prepare refreshments for judges and concession stand at regional History Day competition</li> <li>• <i>Hospitality</i> - Coordinate donations of refreshments for various school activities</li> <li>• <i>Newsletter</i> – Prepare newsletter for inclusion with grade report packet</li> </ul>