



Junior Board Position Description for President

The President of the Ms President US (MPU) Junior Board sets the overall tone and direction for mentors. She is a role model, and in this senior position is expected to take her responsibility particularly seriously.

The President is responsible for the following:

- Primary communications with Advisory Committee/Senior Board
- Manages the Junior Board members and ensures they are meeting their responsibilities. If they are not meeting the expectations, she will communicate with them and let the Senior Board know if any changes are needed
- Presides over all Junior Board meetings
- Acts as a spokesperson for the Junior Board for any publicity
- Is the main liaison with all of the mentors managing the attendance at MPU meetings and communicating to MPU senior management (Ms. Fleurette and Ms. Cordano) if there seems to be any issues with meeting minimum attendance (defined as at least ten girls signed up to mentor a session).
- Reviews Junior Board meeting notes before they are sent to the Senior Board



Junior Board Position Description for Vice President

The Vice President's main role is to assist the President in managing the Junior Board.

Responsibilities include:

- Assisting the President with MPU session/event attendance. Emailing/texting mentors as needed to ensure that we have met minimum attendance requirements.
- Reviewing publicity documents such as articles to the Ridgefield Press before they are sent to Ms. President senior management for final approval.
- Actively attending and participating in Junior Board meetings.
- Fulfilling the President role in cases when the President is not available



Junior Board Position Description for Treasurer

The Treasurer's main role is to set fundraising goals and keep track of any funds that the Junior Board raises. Responsibilities include:

- Setting an overall fundraising goal for the year
- Maintain a budget and work with the Senior board on approvals for spending (e.g., annual budget \$500. Holiday stroll spending \$100 for hot chocolate. The Treasurer would ask for approval to spend this money ahead of time and would track revenues and expenses for the event). Complete necessary form to send to board (**note to Amanda – we should have a request form as well as an income statement form for any events**)
- Keep a record (“the books”) for any Junior Board spending.
- Prepare a year-end financial report- income, expense, cash balances
- Reach out to local organizations to help with fundraising (e.g., calling 850 to ask if MPU can hold a fundraiser or emailing Books on the Common to ask if MPU can have a table there)
- Report to mentors on how much money has been raised (use the private Facebook page to do so)



Junior Board Position Description for Secretary

The Secretary is primarily responsible for keeping records.

Responsibilities include:

- Keep minutes (see format attached on how the minutes should be recorded).
- Send minutes to MPU management (Ms. Cordano) to be shared with Senior Board
- Correspondence—if any correspondence is required from the Junior Board the Secretary shall fulfill that duty



Junior Board Position Description for Director of Publicity

The Director of Publicity is responsible for all public relations.

Responsibilities include:

- Writing **four** articles per year that highlight the MPU session.
 - Articles should be written within two days for submission before the Press deadline the following week.
 - The timing should be one article that covers the launch of the new year. Two articles spread out evenly throughout the sessions (especially important after any well-known guest speakers). One article that highlights the end of year campaign.
 - Send articles to President and Vice President for review. Once approved, send to Ms. Cordano and Ms. Fleurette for final approval and submission.
- Preparing signage and any other communications needed for any events (e.g., Holiday stroll, annual fundraiser etc.)
- Helping as needed for social media or school communications.

NOTE: This position should probably have two girls if we want more articles...that way they can split the work. We could also divide up internal vs. external publicity as NCL does it.

Expectations for all Junior Board Members

It is an honor to hold a leadership position on the Junior Board of MPU. The Junior Board are role models to participants and other mentors. As such, Junior Board members are expected to fulfill the expectations of all mentors (please see below) as well as the following:

- Attend all MPU sessions
- Attend all Junior Board meetings. Junior Board meetings will be held before the MPU sessions starting at 3:30
- Participate by taking a shift and baking at both the Holiday and Spring strolls and at other fundraisers as they may arise
- Be ambassadors for the MPU program at school and in the community
- Communicate on the Facebook page or in email when updates are needed

If junior board members are not able to fulfill the above responsibilities then their position will go to an alternate mentor.



Ms President US Junior Board Meeting Notes Outline

Date:

Attendees: Please list only those Junior Board members present as well as any senior MPU members if they are present (and list them as a guest)

In Absence: Please list only those Junior Board members who are not in attendance

Items Discussed: Each junior board member should be prepared to discuss their area of responsibility (bullets are fine but please cover updates on the following topics). At a minimum the following should be covered and documented.

- Review and approval of last meeting's minutes
- Past events (e.g., if you had just had the Holiday stroll then you would discuss what worked/did not work. How you could make it better)
- Upcoming events (e.g., if the Spring stroll is coming up then document what needs to be done and how you are going to do it)
- Publicity (what articles have been submitted? What is coming up? How else could you publicize MPU?)
- Treasurer's report (review of the budget, any upcoming expenses, fundraising opportunities/ideas)

After sharing notes with the President the Secretary should send to mspresidentus@gmail.com so that the notes can be shared with the Senior Board.

If you are interested in the Junior Board, please answer the following questions.

1. Why do you want to be on the Junior Board?
2. What other activities do you do?
3. Are you able to commit to attending the MPU Junior Board meetings and events? Do you think it will be hard to attend MPU sessions/events given your other activities?
4. Please tell us anything else you may want to share about why you would be a good fit for the position you are interested in.

Thank you!