



Montgomery County Association of Administrators and Principals (MCAAP)
Montgomery County Association of Business and Operations Administrators (MCBOA)

Organizational Structure Leadership Roles and Responsibilities

MCAAP is the employee organization/union within Montgomery County Public Schools (MCPS) that represents the certificated and non-certificated administrators and supervisors.

- **Montgomery County Association of Administrators and Principals (MCAAP)**
 - includes certificated administrators and supervisors
 - paid on the M to Q salary guide

- **Montgomery County Association of Business and Operations Administrators (MCBOA)**
 - includes non-certificated supervisory employees as defined in the Negotiated Agreement
 - are paid on the G to K salary guide

MCAAP represents and protects the professional and employment interests of administrators and supervisors working for MCPS. MCAAP has several primary functions:

- Collectively bargain and safeguard the salary, benefits and other working conditions through the negotiated agreement;
- Represent members as a major stakeholder in developing and implementing initiatives and programs affecting children and schools;
- Provide information, assistance and advocacy to and on behalf of MCAAP members.
- Fully implement 11 Professional Learning Communities (PLCs) for administrators and supervisors, enabling unit members to meet with job-alike colleagues on a regular basis and to grow professionally.

ORGANIZATIONAL STRUCTURE

MCAAP has a Constitution and Bylaws that contain the fundamental operating principles and guidelines for the organization.

MCAAP/MCBOA Board of Directors

Board of Directors (BOD) is the governing body of MCAAP/MCBOA that operates within the guidelines created by the Constitution and Bylaws.

- BOD has 24 voting members. The Executive Director serves on the BOD as a non-voting member.
- The 24 voting members of the Board of Directors include:
 - President
 - Vice President of Leadership Development
 - Secretary
 - Treasurer
 - Vice President of each of the five chapter cabinets (see below for details)
 - Three delegates from each of the five chapter cabinets

Chapters

There are five chapters that represent the five categories of members according to the position they hold with MCPS:

- Elementary School (ES) Chapter
- Middle School (MS) Chapter
- High School (HS) Chapter
- Central Services (CS) Chapter
- Business and Operations (BOA) Chapter

Chapter Cabinets

Each chapter has a cabinet that oversees and directs the chapter's activities. The chapter cabinet includes the leaders selected by chapter members to represent their interests and direct the activities of their chapter.

- Each chapter cabinet is led by a Vice President who chairs the cabinet. The Vice President is also an officer of the MCAAP/MCBOA Board of Directors.
- Other standard positions on each chapter cabinet include:
 - assistant chair
 - recording secretary
 - treasurer
 - program coordinator
 - other representative positions that reflect the membership of the chapter
- Total number of leadership positions in each cabinet varies from 10-16.
- Each chapter cabinet annually selects three (3) delegates from their cabinet to serve on the BOD.
- Outgoing chapter vice presidents may serve on the BOD for one year as non-voting members.

Professional Learning Communities (PLCs)

Professional learning communities (PLCs) are job-alike groups of administrators that provide an opportunity for meeting on a regular basis to discuss items of mutual interest and engage in professional development activities. PLCs are coordinated by chapter cabinet members appointed by the Chapter Vice President.

GENERAL MEETING REQUIREMENTS FOR THE BOARD OF DIRECTORS AND CHAPTER CABINETS*

Board of Directors

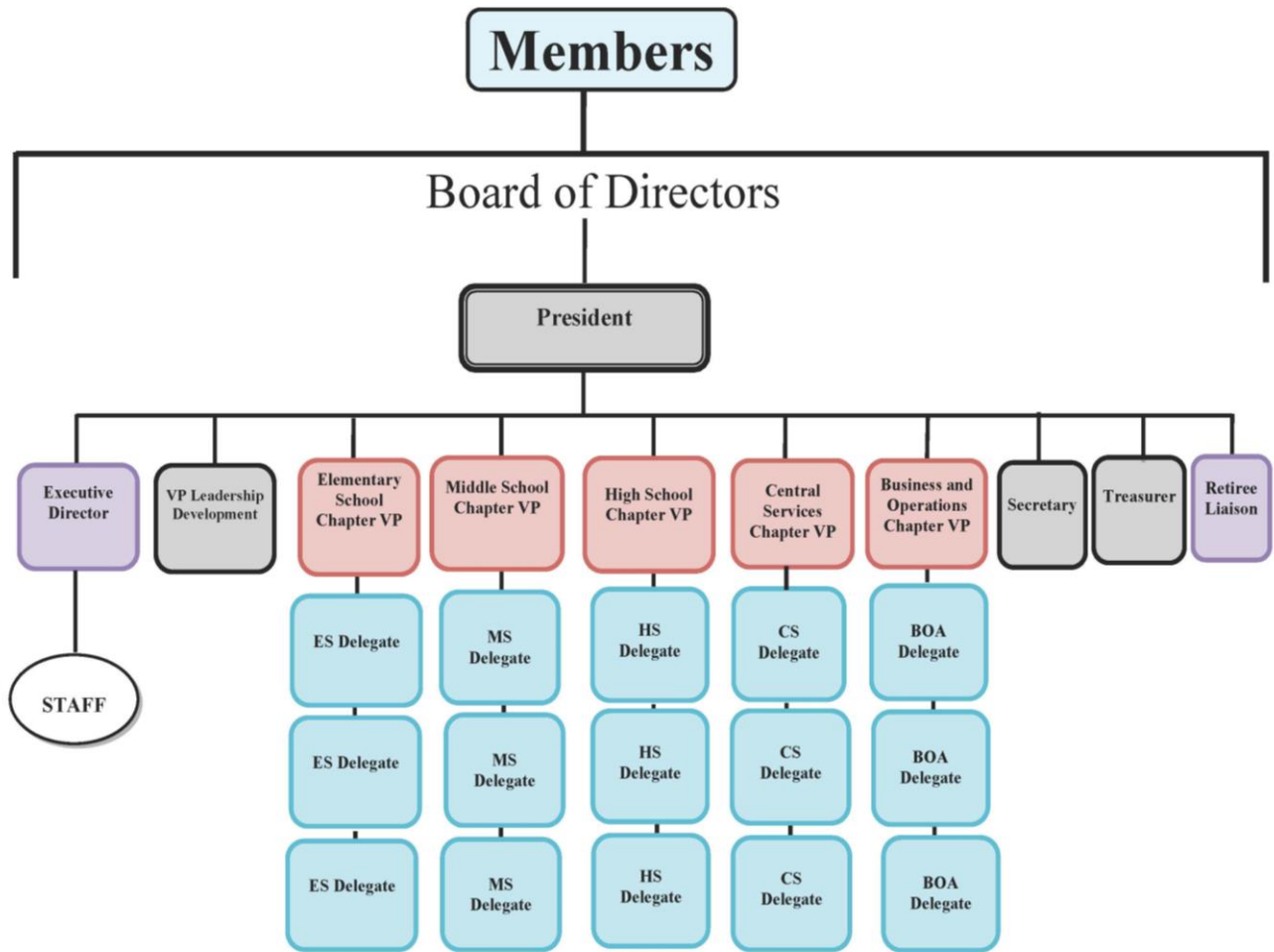
- The BoD meets:
 - monthly in the late afternoon for approximately three (3) hours.
 - once or twice per year with the Board of Education
 - four times per year with the Superintendent for approximately one hour.
- BOD members are expected to participate in:
 - All BoD meetings as well as membership events such as membership meetings
 - MCAAP/MCBOA-sponsored Summer Leadership Conference
 - MCAAP/MCBOA leadership retreat held in August to organize and plan for the year

Chapter Cabinets

- Chapter cabinets meet between four (4) to nine (9) times during the year for approximately 1.5 hours.
- Chapter cabinet members are typically invited to join the BOD at meetings held with the Board of Education.
- Chapter cabinet members are expected to participate in:
 - Chapter cabinet meetings and PLCs
 - MCAAP/MCBOA Leadership Retreat held in August to organize and plan for the year.

***UNION BUSINESS LEAVE:** Under the negotiated agreement, if a MCAAP meeting is held to conduct MCAAP/MCBOA business between the hours of 8:00 am to 4:30 pm, MCAAP will authorize the use of Union Business Leave (UBL).

MCAAP/MCBOA Organizational Structure



Chapter Cabinets

<u>ES Cabinet</u>	<u>MS Cabinet</u>	<u>HS Cabinet</u>	<u>CS Cabinet</u>	<u>BOA Cabinet</u>
VP/Chair	VP/Chair	VP/Chair	VP/Chair	VP/Chair
Assistant Chair	Assistant Chair	Assistant Chair	Assistant Chair	Assistant Chair
Recording Secretaries	Recording Secretary	Recording Secretary	Recording Secretary	Recording Secretary
Treasurer	Treasurer	Treasurer	Treasurer	Treasurer
Program Coordinators	Program Coordinator	Program Coordinator	Program Coordinator	Program Coordinator
Title 1 Principal Rep	Principal Reps	Principal Reps	OCIP Rep	Program Coordinator
Title 1 AP Rep	AP/ASA/Coord. Reps	AP/ASA/Coord. Reps	Office of Tec&Innov Rep	Representatives
Principal Reps	At Large Reps	At Large Rep	OSFSE Rep	
AP/ASA/Coord. Reps		At Large Rep (Prin)	OSE Rep	
			Equity Rep	
			OSSI Rep	
			OELR Rep	
			OHRD Rep	
			OSA Rep	
			Office of Operations Rep	
			Office of Finance Rep	
			Office of Comm. Rep	
			At Large Reps	

TERMS, ROLES AND RESPONSIBILITIES OF LEADERSHIP POSITIONS

MCAAP/MCBOA EXECUTIVE LEADERSHIP POSITIONS

TERMS

MCAAP/MCBOA President and Vice President of Leadership Development:

- serve a three-year term
- limit of two consecutive terms (maximum of 6 years)

MCAAP/MCBOA Secretary and Treasurer

- serve a two-year term
- limit of three consecutive terms (maximum of 6 years).
- Terms expire on alternating years in order to avoid replacing all positions during the same year.
- Some positions may be filled for one year in order to complete a term resulting from a vacancy.

ROLES AND RESPONSIBILITIES

MCAAP/MCBOA Secretary

The Secretary:

- Is an Officer and member of the Board of Directors and the Executive Committee.
- Serves a two-year term with a limitation of three consecutive terms.
- Duties of the Secretary:
 - Review the minutes of all meetings of the BoD and other special membership meetings.
 - Determine if a quorum is present at all BoD and membership meetings of the association.
 - Maintain a record of all votes.
 - Perform other duties as may be assigned by the president or the board of directors.

MCAAP/MCBOA Treasurer Roles and Responsibilities

The Treasurer:

- Is an Officer and member of the Board of Directors and the Executive Committee.
- Serves a two-year term of office with a limitation of three consecutive terms.
- Duties of the Treasurer:
 - Provides oversight of MCAAP's financial activities; advises and makes financial recommendations to the BoD as appropriate.
 - Meets monthly and/or as needed with the Executive Director regarding MCAAP's financial status. The Executive Director oversees and engages in the day-to-day management of MCAAP's financial activities.
 - Presents financial reports at board of directors meetings
 - Works with the Executive Director to prepare the annual budget for Board of Directors and member approval
 - Perform other duties as assigned by the president or the board of directors.

CHAPTER CABINET POSITIONS

TERMS FOR CHAPTER CABINET POSITIONS

- serve a two-year term
- limit of three consecutive terms (maximum of 6 years).
- Terms expire on alternating years in order to avoid replacing all positions during the same year.
- Some positions may be filled for one year in order to complete a term resulting from a vacancy.

ROLES AND RESPONSIBILITIES OF CHAPTER CABINET POSITIONS

Chapter Vice President/Cabinet Chair

- Assist the president in carrying out the work of the association.
- Serve as a member of the Board of Directors and Executive Committee.
- Chair the meetings of the cabinet and chapter membership meetings.
- Develop the agenda for cabinet and chapter meetings.
- Lead the PLCs in which they participate.
- Serve as liaison with the administrators and supervisors within the chapter.
- Represent the interests of the chapter membership in all matters affecting the association.
- Participate in the activities of the association.
- Serve on committees as appointed by the president (i.e. MAGs).
- Support efforts on behalf of the association and its full membership.
- Perform such other duties as assigned by the president or the board of directors.

Chapter Assistant Chair

- Chair the meetings of the cabinet in the absence of the vice president.
- Lead or co-lead the PLC in which they participate.
- Serve as liaison with the administrators and supervisors within the chapter.
- Represent the interests of the chapter membership in all matters affecting the association.
- Participate in selected activities of the association and chapter.
- Serve on committees as appointed by the chapter vice president or president of the association.
- Perform such other duties as may be assigned by the vice president.

Chapter Recording Secretary

- Maintain the minutes of all meetings of the chapter cabinet and chapter meetings and other special meetings as designated.
- Determine if a quorum is present at all meetings of the cabinet and chapter.
- Maintain a record of all votes.
- Send a copy of the minutes of meetings of the cabinet and chapter to a requesting member.
- Serve as liaison with the administrators and supervisors within the chapter.
- Represent the interests of the chapter membership in all matters affecting the chapter.
- Participate in selected activities of the association and chapter.
- Perform such other duties as may be assigned by the vice president.

Chapter Treasurer

- Maintain the financial records of the chapter.
- Authorize all vouchers related to chapter/cabinet expenses.
- Submit a monthly financial report to the cabinet.
- Advise and make financial recommendations to the cabinet as appropriate.
- Serve as liaison with the administrators and supervisors within the chapter.
- Represent the will of the chapter membership in all matters affecting the chapter.
- Participate in selected activities of the association and chapter.
- Perform such other duties as may be assigned by the vice president.

Chapter Program Coordinator

- Organize and facilitate the programs of the chapter.
- Serve on the MCAAP-MCPS Leadership Development Advisory Committee (LDAC).
- Serve on the MCAAP Summer Leadership Conference Committee
- Serve as liaison with the administrators and supervisors within the chapter on professional growth interests and priorities.

- Represent the interests of the chapter membership in matters affecting the professional growth interests and priorities.
- Participate in selected activities of the association and chapter.
- Perform such other duties as may be assigned by the vice president.

Chapter Principal Representative

- Serve as liaison with the principals within the chapter.
- Represent the interests of the principals within the chapter.
- Represent the interests of the chapter membership in all matters affecting the chapter.
- Attend the applicable PLC and report out on the activities of the chapter.
- Attend the cabinet meetings and report out on the activities of the PLC.
- Participate in selected activities of the association and chapter.
- Perform such other duties as may be assigned by the vice president.

Chapter AP/ASA/Coordinator Representative

- Serve as liaison with the APs, ASAs, and coordinators within the chapter.
- Represent the interests of the APs, ASAs, and coordinators within the chapter.
- Represent the interests of the chapter membership in all matters affecting the chapter.
- Lead the PLCs in which they participate.
- Attend the applicable PLC and report out on the activities of the chapter.
- Attend the cabinet meetings and report out on the activities of the PLC.
- Participate in selected activities of the association and chapter.
- Perform such other duties as may be assigned by the vice president.

Chapter Central Office Representative

- Serve as liaison with the administrators within the office(s) the member represents within the chapter.
- Represent the interests of the office administrators within the chapter.
- Represent the will of the chapter membership in all matters affecting the chapter.
- Attend the applicable PLC and report out on the activities of the chapter.
- Attend the cabinet meetings and report out on the activities of the PLC.
- Participate in selected activities of the association and chapter.
- Perform such other duties as may be assigned by the vice president.

Chapter At-large Representative

- Serve as liaison with the general membership within the chapter.
- Represent the interests of the general membership within the chapter.
- Represent the interests of the chapter membership in all matters affecting the chapter.
- Attend the applicable PLC and report out on the activities of the chapter.
- Attend the cabinet meetings and report out on the activities of the PLC.
- Participate in selected activities of the association and chapter.
- Perform such other duties as may be assigned by the vice president.

Chapter At-large/MCBOA Rep

- Serve as liaison with the general membership within the chapter.
- Represent the interests of the general membership within the chapter.
- Represent the will of the chapter membership in all matters affecting the chapter.
- Attend the applicable PLC and report out on the activities of the chapter.
- Attend the cabinet meetings and report out on the activities of the PLC.
- Participate in selected activities of the association and chapter.
- Perform such other duties as may be assigned by the vice president.