

## **Minuteman School Committee Member Job Description Approved by School Committee October 23, 2010**

Attend 8 hours of MASC professional development sessions as required by Ch. 17, Sec36A of the General Laws of MA.

Attend professional development as appropriate (School Committee/Administration proposed opportunities).

Become familiar with Massachusetts legal and statutory responsibilities of School Committee members.

Prepare for and attend all full School Committee meetings (about 6 hours per month).

Participate in at least one subcommittee of the School Committee and become knowledgeable in that subcommittee's area of responsibility (about 6 hours per month).

Become familiar with the School Committee's by-laws, practices, and procedures.

Keep up to date with School activities and events by reviewing [www.minuteman.org](http://www.minuteman.org) site regularly, particularly the Superintendent section.

Be prepared in order to express meaningful views during deliberations.

Understand that once an issue is voted, even if you disagree with the result, it is your responsibility to follow the vote of the Committee.

Learn about school issues, including budget issues, so that you can contribute to the deliberations and advocate for Minuteman within your community.

Be active in your community. Know, or introduce yourself to, the major players including: Town Moderator, Selectmen/women, Town Manager, Finance Committees Members, School Administrators, especially High School and Middle School Principals.

In conjunction with the Minuteman Administration's presentation, be confident enough in the materials and issues to be able to support the administration and defend the Minuteman budget request at Town Meeting.

Show visible support of your Town's Minuteman students by attending student events, open houses, or your town's school visit to Minuteman, and by communicating directly with parents or students, as you feel appropriate for your town.

### **Ideal Characteristics of a Minuteman School Committee Member:**

- ☐ Has experience working in town committees
- ☐ Is comfortable with municipal financial issues
- ☐ Has some experience with school systems
- ☐ Is comfortable presenting in a public forum.



December 28, 2022

Ms. Kate Hodges,  
Town Administrator  
Town of Lancaster  
Prescott Building  
701 Main Street  
Lancaster, MA 01523

Dear Ms. Hodges:

The school year is well under way and the halls of Minuteman are filled with our students and staff doing great things each and every day. This letter is a reminder that we are still in need of a School Committee representative from the Town of Lancaster.

Our students from Lancaster are very important to us and we deeply value the input from your community. For your reference, I have attached a job description which defines the roles and responsibilities of this position.

It is my hope to have this position filled as soon as possible. I welcome the opportunity to discuss this with you further and look forward to our continued collaboration and partnership with Lancaster.

Sincerely,

Ms. Pam Nourse  
Chair  
Minuteman School Committee

Cc: Mr. Steve Ledoux  
School Committee Vice Chair  
Dr. Kathleen A. Dawson  
Superintendent