

MACUNGIE INSTITUTE TRUSTEES

Description

The Macungie Institute Trustees is an advisory board consisting of three (3) members serving three (3) year terms, who are residents of the Borough of Macungie. The Trustees make recommendations to Borough Council on the staffing, building use, financial matters, programming and procedural issues. Their roles and responsibilities include:

- Financial Issues: Understand revenues and expenses, review monthly budget reports and assist in the preparation of the annual budget.
- Staffing: Make recommendations on all hiring, reviewing and firing of staff members.
- Programming: Make recommendations on the establishment of new programs, changing or eliminating existing programs run in and by the Macungie Institute.
- Procedures: Recommend initiation, changing or eliminating operational procedures and be consulted if change is desired. Document all procedures.
- Planning: Prepare a long range plan for the Institute and review plan annually for implementation.
- Building Use: Review and make recommendations on the management of tenants, room rental rates and use of volunteers.

The Trustees meet every other month on the second Tuesday at 9:00 a.m. at the Macungie Institute, 510 E. Main Street, Macungie.