

**APPLICATION PROCEDURE**  
**for**  
**EXECUTIVE DIRECTOR POSITION**  
**MARYLAND RETIRED SCHOOL PERSONNEL ASSOCIATION, INC**

A completed application includes:

- A formal letter of application that includes contact information: address, e-mail address, telephone numbers
- A current (non-AI created) resume including the following information:
  - education
  - employment experience
  - evidence of
    - leadership
    - organizational development
    - budget creation and management
    - legislative experience
    - technical proficiency
  - career accomplishments and awards
- Three letters of professional reference and contact information for a supervisor, a colleague, and a person of your choice.
- A brief statement explaining what makes you a good match for MRSPA.

The above information should be submitted, either electronically (PDF or Word format) or in hard copy, by 4:00 p.m. on Monday, June 15, 2026, to

Dr. Debbie Chance & Matilda Barckley  
Maryland Retired School Personnel Association  
8379 Piney Orchard Parkway, Suite A  
Odenton, MD 21113-1508  
[positions@mrspa.org](mailto:positions@mrspa.org)

**Note:** Board members of MRSPA should not be contacted directly. Questions may be directed to the Search Committee at [positions@mrspa.org](mailto:positions@mrspa.org).