



The Maryland Association of Student Councils Appointed Staff Application 2020-2021

Full Details and Links: <http://bit.ly/2WCiAzM>

Dear MASC Appointed Staff Applicant:

While it is always sad to say goodbye to a year of outstanding leadership and service in the Maryland Association of Student Councils (MASC), few things are more exciting than ushering in a new one. The transition to the 2020-2021 school year is a process that begins now. The MASC Executive Directors invite you to join MASC in this exciting new time by applying as a member of the Executive Staff.

MASC's Mission

- Empower students to become involved in issues that directly relate to them;
- Provide a forum for students to express and exchange ideas;
- Provide effective training for students in the areas of leadership, communication, representation, and personal development;
- Communicate information to regional associations' member schools about issues that affect students and about activities of interest that are occurring across the state;
- Represent the views of Maryland students to the Maryland State Board of Education, the Maryland General Assembly, the National Student Council, and to other organizations impacting the lives of students; and
- Familiarize students with the processes of local and state government.

Our task is a large one and we need dedicated student leaders who are interested in participating in student government at the state level and willing to work together to accomplish our goals. Being on MASC staff is an experience of immeasurable value that opens indescribable opportunity. Through the year, you can earn service-learning hours, grow and apply your leadership skills, and make friendships to last a lifetime. MASC seeks the best student leaders that our member schools have to offer, and the MASC President appoints them to positions where they can excel and learn through their service.

Being a MASC staff member is an unforgettable and rewarding experience, but it also presents some of the most challenging tasks a student leader can be given. Being on staff is a commitment of your time, a commitment of your best effort, and a commitment to excellence. Appointees will have to travel around the state, plan events and presentations, coordinate statewide programs, manage large projects and committees, and report to the MASC President, Executive Directors, Executive Board, and General Assembly. It is a challenge only for those willing to work not for themselves and towards their own ambition, but for the mission of MASC and the fulfillment of our shared responsibility as student leaders.

This appointment process will be highly competitive. There are limited positions available, and there are no pre-determined appointments. We would challenge you to put your best foot forward on this application because it will be viewed as a reflection of the work MASC can expect from you as a member of the staff. Given the competitive nature of this application process, it is important for you to understand that if you are not selected to be a staff member, it does not mean that we do not want your service and involvement next year. There are boundless opportunities to work on different MASC committees and projects. Executive Board membership has absolutely no pre-requisite for MASC involvement.

NOT ALL APPLICANTS WILL BE INTERVIEWED. After reviewing the online application, adult recommendation, commitment form, past involvement with school, regional, and state student council, the applicants will be rated and a number of selected applicants will be invited to interview. Staff interviews will take place by appointment on Saturday, May 2, 2020, or Saturday, May 16, 2020, via video conferencing (these dates are subject to change depending on social distancing restrictions and school closures at that time).

The application deadline is 11:59 p.m., Sunday, April 26, 2020. Applications of qualified student leaders are welcome! Thank you so much for your interest in joining this team, and we are thrilled to have the possibility of working with you this upcoming year!

Respectfully,

Carmelli Leal
MASC President-Elect

Nicete Moodie
Executive Director

Karen Crawford
Assistant Executive Director

Criteria for Applying to MASC Staff

MASC is a student-lead organization for students! Your willingness to serve on the Executive Staff is greatly appreciated. Participation as part of the Executive Staff is a very large commitment and we hope that you will be able to take part in our organization throughout this upcoming school year. **To apply for MASC, you must...**

- Be able to fulfill the time commitment that this position holds which includes both in-person events/conferences and duties that must be fulfilled outside of these times. Understand the time commitment that this position holds by reviewing the current year's calendar and looking at the draft calendar for the next year using this link: <https://mdstudentcouncils.org/index.php/events/>.
- Read over the possible positions and their specific duties to decide for which position to apply.
- Have attended at least one MASC event or conference such as Convention or an Executive Board meeting. It is difficult to serve in an organization if you have never attended any meeting or event for that organization!
- Be from a member school of MASC. Please check the MASC website for the most up-to-date listing of member schools. (<https://mdstudentcouncils.org/index.php/applications/masc-membership-application/>)

What does being an MASC Staff Member mean?

MASC's Executive Staff is composed of several different positions. Each position focuses on one specified area of the organization. Despite a position's individualized duties, all staff members are expected to work together to positively impact our state. We ask that all applicants are able to make the time commitment that holding a position on MASC's Executive Staff entails. All staff members shall:

- Serve under the direct supervision of the MASC President and/or designee
- Meet the duties and responsibilities of being an Executive Board member, including attending all Executive Board meetings, Staff Development Day, MASC Advance, and all three MASC major conferences
- Formally report on their work at Executive Board meetings – written reports are due to the department director no later than one week prior to the meeting and must include a minimum of one PowerPoint slide
- Present written reports on their progress at the request of the MASC President, Executive Director(s), or department director
- Develop and implement goals and an effective action plan for the position responsibilities
- Work cooperatively with other team members in his/her department or in other departments
- Submit articles to directors as necessary for publication in a staff report or newsletter
- Submit a written end of the year report, abide by the MASC Code of Ethics, and be a student presenter at the Fall Leadership Conference and Legislative Session – hopefully also at the Convention.

Application Timeline

All components of the application are due by 11:59 p.m., Sunday, April 26, 2020.

- Electronic (scan or clear photo) documents go to MASCapplications@gmail.com. You will receive an immediate email response when your email is received.
- *No faxed or mailed applications will be accepted. Please contact an executive director if there are any issues.*

About one week after the application deadline, selected applicants will be invited to interview for a possible position. Again, not all applicants will be selected to interview.

Staff interviews will take place by appointment on Saturday, May 2, 2020, or Saturday, May 16, 2020, via video conferencing (these dates are subject to change depending on social distancing restrictions and school closures at that time).

Shortly after the second Saturday of interviews, you will be contacted by phone with a follow-up email in regard to your application status.

Components of the Application

- ✓ Online information, short answer, and essay questions (link found at: <http://bit.ly/2WCiAzM>)
- ✓ Signed Information and Commitment Contract (*scan and email to MASCapplications@gmail.com with your name in the subject line*).
- ✓ Completed position (*uploaded on the online form*)
- ✓ ONE recommendation letter from an adult, using the attached recommendation template - additional recommendations will not be considered. The recommender should email the recommendation to MASCapplications@gmail.com **with your name in the subject line**.
- ✓ *One page resume – optional (email to MASCapplications@gmail.com with your name in the subject line).*

Information and Commitment Contract

Type or Print NEATLY (do not use pencil!!): Scan and Email this Form

MASCApplcations@gmail.com (put your name in the subject line)

Deadline: 11:59 p.m., Sunday, April 26, 2020.

Name: _____ Grade: (Fall of 2020) _____

Current School: _____ Region: _____

School Next Year if a rising freshman: _____

MASC Member School (Circle One): YES NO

Position applying for: _____

Alternate position interested in: _____

Email address: _____

Home Phone Number: _____ Cell Phone Number: _____

Parent Name: _____ Cell: _____ Email: _____

Commitment Contract and Code of Ethics/Diversity Statement

As leaders, we must be continually aware of our actions and their effects. In order to make an impact we must exercise an awareness of responsibility to ourselves, to the organizations with which we are associated, and to other people. This code was developed through a cooperative process involving the MASC Executive Board, state officers, and regional advisors.

As leaders we will:

- * Serve as role models to our peers and set an example for all to follow.
- * Be inclusive of all students while advocating, involvement, and participation in various activities.
- * Maintain a high level of respect towards others and ourselves.
- * Strive to be committed leaders and encourage others to reach their full potential.
- * Remember that part of our leadership responsibilities include helping, training, and encouraging future leaders.
- * Fulfill our role as a person whom others can count on and whose word is solid and trustworthy by refraining from cheating, stealing, or lying.
- * Realize that our actions directly impact the integrity and credibility of MASC.
- * Maintain the high integrity that MASC has achieved.
- * Abide by all rules and procedures laid out by our host facility and organization

MASC Diversity Statement: MASC does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information in its programs and activities and provides equal access and a welcoming environment to all groups.

By signing this form, I pledge to fulfill my duties as assigned to the best of my ability, and will commit myself to attending Executive Board meetings and major MASC events as scheduled on the yearly calendar. I am committing to agree to abide by this Code of Ethics and MASC Diversity Statement.

Student Signature _____ Date _____

Parent/Guardian Confirmation

I, _____, am aware of my son's/daughter's desire to hold a MASC staff position and wholeheartedly support him/her in this endeavor. I have reviewed the current year's calendar and the tentative calendar for 2020-2021. I have discussed the level of time commitment and responsibilities that accompany a staff position. I pledge to help make sure his/her attendance at MASC events takes place.

Signature of Parent/Guardian _____ Date _____

This part may only be submitted online. It is provided here so you may think and plan BEFORE going online to complete your application!

All components of the application are due by 11:59 p.m., Sunday, April 26, 2020.

On-line part of the application (link found at: <http://bit.ly/2WCiAzM>)
Information and Commitment Contract (scan or clear photo) and email to
MASCapplications@gmail.com

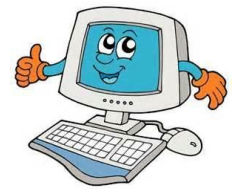
About one week after the application deadline, selected applicants will be invited to interview for a possible position.

Staff interviews will take place by appointment on Saturday, May 2, 2020, or Saturday, May 16,

Link found at: <http://bit.ly/2WCiAzM>

Short Answer Questions and Essays (only to be submitted on-line)

For the following questions, please write brief responses (100 words or less) that will help us understand your experience, your qualifications and skills, and your plans, if appointed. We are looking for content and concepts, not eloquence of writing, that will help us understand more about yourself, your goals for MASC, and how you will contribute to the Executive Staff if appointed.



1. Describe your experience in your school's student council.
2. In 100 words or less, describe your experience in your region's student council.
3. In 100 words or less, describe your experience in the state student council.
4. In 100 words or less, explain what special skills you have that will allow you to succeed in the position you listed as your first choice.
5. In bulleted list form, please state your ideas and plans if appointed to your first choice. Consider what new and innovative ideas are you bringing to the table?
6. If you listed an alternate position, in 100 words or less, please explain why you selected it, what qualifies you to hold the position, and your plans and ideas if appointed.
7. In our Constitution, MASC clearly defines how it perceives itself and what it hopes to accomplish. In 100 words or less, describe your vision of MASC, where you think it is going in the future, and how you will work towards this purpose if appointed.
8. Aside from academics, what are you involved in outside of student council? What are those time commitments? (50 words or less)



The questions above are a guideline for the online application. These question/answers may only be submitted on-line!

Link found on this page: <http://bit.ly/2WCiAzM>



MASC Executive Staff Application Recommendation Template

Applicant: Be sure to give this template to your recommender!

This information must be included in an attached letter or body of an email that the recommender sends to MASC. The information in this recommendation will not be shared with the applicant. Deadline: 11:59 p.m., Sunday, April 26, 2020.

Recommender, email directly to: MASCApplcations@gmail.com Please put the applicant's name in the subject line.

Please include this information:

1. Name of Applicant
2. Name of Recommender
3. School/Office/Position of the Recommender
4. Relationship to Applicant
5. How long have you known the applicant?
6. In what capacity do you work with the applicant?
7. What are the applicant's strongest personal and leadership qualities?
8. What skills and traits does the applicant most need to further develop (this is less relevant to their appointment, more relevant to how we can help them develop if appointed)?
9. What would you consider to be the applicant's greatest weakness? How will that affect them if appointed?
10. What particular talents and abilities (not necessarily leadership related) would you like to highlight about the person you are recommending?
11. Any other comments

MASC appreciates the time you are taking. The recommendation is a very important part of the application as there are so many highly qualified student leaders applying for a limited number of positions.

If you have any questions, please feel free to contact the Executive Director (nicete.moodie@maryland.gov) or the Assistant Executive Director Karen Crawford (Karen.Crawford@mdstudentcouncils.org)



Staff Positions

These positions require developed skills in areas such as leadership, organization, communication, etc. Applicants should demonstrate:

- *The ability to manage as well as serve on a team.*
- *Reliability and good time management skills.*
- *Facilitate the growth of the organization and staff members.*
- *The ability to plan ahead and complete his/her tasks without reminders.*
- *Proficient to advanced skills necessary to fulfill his/her specific role.*
- *Exceptional organizational and communication skills.*

Chief of Staff

Chief of Staff requires an individual with the skills not only to achieve the tasks they are assigned but to help the entire staff succeed in theirs. The Chief of Staff must be incredibly organized and able to assist in a variety of different roles. Communication and organization skills are key, as well as the ability to be cohesively assertive and understanding. This person will work closely with the Communications Director, Special Issues Director, and Operations Director.

Duties as assigned by the President:

- Work with department directors to maintain department shared goals, conference call schedules, and other inter-departmental communication schedules.
- Assist the President and Executive Directors in managing and holding accountable the MASC appointed staff
- Track the actions of the MASC Executive Staff and ensure that assigned tasks and job responsibilities are being completed in a timely and efficient manner
- Track the actions of the department directors to ensure that assigned tasks and responsibilities are being completed
- When requested, work one-on-one with individual staff to help him/her handle any difficulties they face in their work.
- Work with the 1st Vice-President to create a presentation of staff reports for Executive Board meetings, with the approval of the Executive Directors and President
- Additional duties as assigned by the President

Prompt: Create an accountability model for all department directors (i.e. a plan for how one plans to keep track of whom they are responsible).

Communications Director

Communications Director requires an individual with the skills to market, communicate and display information about MASC to other students, organizations, teachers, etc. The Communications Director must have exceptional communication and organizational skills and be able to assist staff in his/her department to help them succeed. Their work is key to assure that MASC's member schools are informed and that the organization is represented.

Duties as assigned by the President:

- Work with the department members to establish departmental shared goals, conference call schedule, and other intra-departmental communication schedules.
- Work one-on-one with staff members in his/her department to help individual staff members establish position goals for the year and handle any difficulties they face in their work.

- Track the actions of the positions in this department to ensure that assigned tasks and responsibilities are being completed.
- Assist the MASC officers and Executive Directors in communicating the work of MASC
- Maintain contact with his/her department members on a regular basis and ensure shared goals and responsibilities are being met.
- Collect staff reports for all executive meetings and general assemblies.
- Assist the MASC officers and Executive Directors in communications-based work of MASC
- Additional duties as assigned by the President

Prompt: Create an accountability model for positions under your department (i.e. a plan for how one plans to keep track of whom they are responsible).

- *Corresponding Secretary, Historian, Publications Coordinator, Social Media Manager*

Corresponding Secretary

The Corresponding Secretary must be well organized, with a good eye for detail. He/she is expected to deal promptly with correspondence for all MASC events. Good penmanship is also a helpful skill when it comes to scribing the hand-written, personal thank you notes that are sent by MASC throughout the year. The Corresponding Secretary must be flexible and versatile in his/her skillset as it may become necessary for him/her to assist other officers or staff members at different points in time.

Duties as assigned by the President:

- Conduct correspondence as needed (i.e. thank you notes, invitations, greetings)
- Organize and maintain a directory of necessary contact information for the Executive Board
- Serve as the official “backup” to the recording secretary

Prompt: Create a sample ‘Thank you note’ to a host school SGA for hosting the MASC Fall Leadership Conference.

Historian

The Historian must demonstrate skill in photography, art, and design as well as the diligence to put solid research into the history of MASC. He/she also must demonstrate the people and organizational skills necessary to maintain the MASC History Report.

Duties as assigned by the President:

- Take pictures and keep a pictorial history of MASC programs and events
- Post pictures to the MASC website within two weeks of an event
- Ensure that there is a historian or person to take pictures at all MASC programs and events
- Coordinate historical projects at the request of MASC
- Publicize and promote MASC utilizing visual media
- Create an MASC end of the year slideshow.
- Have an action plan at each event for who is responsible for what pictures are being taken to ensure efficiency and prevent duplicate photos.
- If the Historian is unable to attend, he/she is in charge of ensuring that there is a replacement.

Prompt: Upload two samples of your photography work centered around a meeting or event (i.e. not “nature” pictures).

Publications Coordinator

The Publications Coordinator must demonstrate skill in page layout and design as well as writing. The Publications Coordinator will take the lead in writing and publishing MASC newsletters.

Duties as assigned by the President:

- Manage the production and distribution of MASC electronic newsletters
- Manage the production of creative and practical student leadership resources to be made available to member schools via the MASC website
- Maintain a collection of useful publications, resources, website links, etc., for use by MASC staff and by member schools

Prompt: Create a sample page layout for the MASC Newsletter.

Social Media Manager

The Social Media Manager must demonstrate familiarity with various social media platforms, technology, and communication. The Social Media Manager must also be willing and able to assist in posting pictures and information about MASC on all social media platforms, as well as coordinate with staff and officers if information is to be sent out.

Duties as assigned by the President:

- Manage the announcement of MASC electronic publications on all social media platforms
- Manage the production of creative and practical methods of attracting interest of MASC across social media
- Create a marketing plan for all MASC events
- Maintain contact with students and member schools through the use of social media

Prompt: Create a social media growth plan for MASC, and submit a sample social media post that MASC could use (include image and caption).

Special Issues Director

The Special Issues Director requires an individual with the skills to facilitate various MASC work that revolves around particular issues that students across Maryland feel necessary to address. The Special Issues Director must be passionate in representing student opinion and must be able to assist the staff in his/her department. Planning and organizational skills are key to assure meetings and events run smoothly on and behind the scenes.

Duties as assigned by the President:

- Work with the department members to establish departmental shared goals, conference call schedules, and other intra-departmental communication schedules.
- Work within the department to conduct research and outreach for potential MASC resources to be used at all major conferences.
- Work one-on-one with staff members in his/her department to help individual staff members establish position goals for the year and handle any difficulties they face in their work.
- Track the actions of the positions in this department to ensure that assigned tasks and responsibilities are being completed
- Maintain contact with his/her department members on a regular basis and ensure shared goals and responsibilities are being met
- Oversee and work intra- and inter-departmentally to plan and execute forums as requested (i.e. women's leadership, mental health, safety, etc. forums)

- Assist the MASC officers and Executive Directors in issues-based work of MASC
- Collect staff reports for all executive meetings and general assemblies.
- Additional duties as assigned by the President

Prompt: Create an accountability model for positions under your department (i.e. a plan for how one plans to keep track of whom they are responsible).

- *SLACer, Advocacy Coordinator, Service Coordinator, Environmental Affairs Coordinator, Mental Health Affairs Coordinator, School Safety Liaisons*

State Legislative Affairs Coordinator (SLACer)

The State Legislative Affairs Coordinator (or SLACer) must be able to manage one of MASC's largest efforts of the year, legislative advocacy. The SLACer must have writing and presentation skills as well as time management skills to ensure that interested students are empowered with the legislative resources and skills for lobbying. The SLACer must also be able to do a large amount of advocating either individually or in a small group. This involves writing to and speaking with adults, as well as testifying in front of legislative committees. Extensive knowledge of the state's legislative process is required. The biggest challenges that face the SLACer are time and location. The legislature meets in Annapolis for 90 days, starting in January, and they do not wait for MASC. All advocacy must be done in a timely manner, and during the session, this often requires multiple hours a day for the entire workweek (and then some catch up on the weekends). This year MASC is looking to divide the work among the SLACers between bills going through the House and the Senate of the Maryland General Assembly.

Duties as assigned by the President:

- Research youth-related bills in the Maryland General Assembly
- Propose stances on such bills to be considered by MASC
- Represent MASC's positions to the Maryland General Assembly
- Empower other students to be their own advocates with tools, skills, and legislative information
- Be an integral part of any legislative related events hosted by MASC
- Communicate with other SLACer(s) on bills going through their chamber (House or Senate)

Prompt: Select 2 bills from the past Maryland General Assembly that are MASC related and explain why and how they impact MASC.

Advocacy Coordinator

The Advocacy Coordinator must be able to lead a monumental duty that MASC has the pleasure of undertaking which is state advocacy. He/she must be able to take on this large time commitment since it includes working with other members of the Special Issues Department, planning activities related to advocacy, executing activities related to advocacy, and training others to advocate in a variety of ways. This position requires the ability to manage time, effectively communicate with others, work with others in a team, and lead others toward a common goal.

Duties as assigned by the President:

- Chair the Civic Engagement Committee
- Work with the SLACers to lead any type of legislative advocacy
- Train other students to advocate in a variety of ways
- Be aware of opportunities for students to advocate around the state
- Act as a resource for students around the state in regard to advocacy
- Be aware and knowledgeable of relevant student issues
- Work with other department members to advocate for their special issues

Prompt: Select one relevant student issue that you are passionate about, and create a thorough plan for how MASC can go about advocating for it.

Service Coordinator

The Service Coordinator must have the skills necessary to manage service projects for MASC. He/she should bring creative new ideas for service projects. He/she must be willing and able to plan in advance and follow-through on projects, as the success or failure to meet such a goal reflects highly on MASC. Knowledge of charities with opportunities for service is recommended. The Service Coordinator will be expected to organize service projects at each MASC event. Professionalism is a necessary skill for this position, as it requires working with adults as the liaison between the MASC service project recipients.

Duties as assigned by the President:

- Responsible for planning and coordinating the MASC service projects – possibly related to a yearly theme.
- Plan service projects at all MASC events and work with school and regional leaders to build support for these projects
- Working with the 1st Vice President and Divisional Liaisons, track and record service projects executed on the regional level
- Set goals pertaining to service projects and report on the progress of such goals to the MASC President and Executive Board

Prompt: Create one service project template for MASC to complete that is inclusive of all regions.

Environmental Affairs Coordinator

The Environmental Affairs Coordinator must demonstrate a genuine interest in environmental issues, as well as some form of experience in service relating to the environment. As the organization's environmental spokesperson, understanding of environmental science and relating subject matters is highly recommended. The Environmental Affairs Coordinator is often the liaison between the Chesapeake Bay Foundation's (CBF) Student Bay Advisory Council and MASC, so a willingness to connect with CBF is required. Participation in one of CBF's summer leadership courses is also highly recommended (please contact Megan Fink, the CBF Student Leadership Coordinator for more information: MFink@cbf.org).

Duties as assigned by the President:

- Report to MASC on environmental issues in the state of Maryland, particularly those relating to public schools
- Make recommendations to MASC on action to be taken on environmental issues
- Serve as a liaison to environmental advocacy groups at the request of MASC, especially the Chesapeake Bay Foundation
- Create an environmental service project for MASC
- Ensure that all MASC events are as environmentally friendly as possible (recycling, no styrofoam products used, reusable water bottles, etc.)
- Create monthly green goals to be posted on the MASC website.

Prompt: Identify one environmental issue, and create an action plan for MASC to tackle this issue that is inclusive of all regions.

Mental Health Affairs Coordinator

The Mental Health Affairs Coordinator must demonstrate a genuine interest in mental health issues. As the organization's mental health spokesperson, understanding of mental health issues and community is highly recommended. He/She should bring fresh new ideas and provide suggestions on how MASC can accommodate for all.

Duties as assigned by the President:

- Report to MASC on mental health issues in the state of Maryland, particularly those relating to public schools.
- Make recommendations to MASC on action to be taken on mental health issues.
- Create and procure mental health resources for MASC.
- Create a mental health information model for MASC.

Prompt: Identify one mental health issue, and create an action plan for MASC to tackle this issue.

School Safety Liaisons

The School Safety Liaisons must demonstrate a genuine interest in school safety issues, as well as having a good understanding of the Maryland Center for School Safety (MCSS) and the Maryland Safe to Learn Act. There are two specific positions available:

- 1) The School Safety Advisory Board to the Subcabinet includes a broad array of stakeholders to advise and assist the Subcabinet in carrying out its duties. Among those stakeholders, MASC appoints one student member with voting rights (*MASC Student Member on the MCSS Advisory Board to the Subcabinet*).
- 2) The School Safety Subcabinet is charged with multiple responsibilities and appointments are specified in law (State Superintendent of School, Secretary of Health, Secretary of State Police, Attorney General, Secretary of the Department of Disabilities, and the Executive Director of the Interagency Committee on School Construction). Meetings are open to the public, however, the public may not speak without invitation. MASC appoints a student to attend these meetings (*MASC student liaison to the School Safety Subcabinet*).

The Maryland Center for School Safety (MCSS) is looking to engage the voice and assistance of student leaders from across the State of Maryland in creating a comprehensive approach to school safety and emergency preparedness to ensure a safe and supportive learning environment exists for students and staff. Identified and selected students would represent the voice of students as to issues and concerns regarding school safety and emergency preparedness and be engaged in making recommendations to enhance the same. Participating students would serve as a liaison and goodwill ambassador to the MCSS. Ideally, these positions should be filled by those who are willing to serve at least a two-year term and really dedicate their time advocating for the safety of Maryland Students. These positions are important and require time to learn and effectively execute the assigned duties.

Duties as assigned by the President:

1. Advisory Board MASC Student Member:
 - A. Attend all meetings of the Advisory Board as a voting student member (Meetings are typically always 10:00 a.m. – 12:00 p.m. requiring one to miss school. The location and dates have the potential to vary so be sure to check the MCSS Facebook page for the most accurate information.)
 - B. Represent views of students from across the State of Maryland regarding school safety and emergency preparedness issues and concerns as well as make recommendations on behalf of students by acting as the student chair for the Student Focus Group.
 - C. Assist in developing ways students from across the State of Maryland can become more engaged in being an active participant in school safety and emergency preparedness.

- D. Assist in promoting school safety and emergency preparedness for students by increasing the presence of MCSS within MASC and using social media to promote their work.
 - E. Work closely with the MASC student liaison to the School Safety Subcabinet in sharing information
 - F. Report all meeting information to MASC.
2. MASC student liaison to the School Safety Subcabinet
- A. Attend all meetings of the Subcabinet as a public member who may only speak upon being recognized by the chair (Meetings are typically always 10:00 a.m. – 12:00 p.m. requiring one to miss school. The location and dates have the potential to vary so be sure to check the MCSS Facebook page for the most accurate information.)
 - B. Take notes at all of these meetings and relay pertinent information to the Advisory Board MASC Student Member.
 - C. Work closely with the Advisory Board MASC Student Member in reporting meeting information to MASC.
 - D. Assist the Advisory Board MASC Student Member with managing the Student Focus Group.

Prompt: Prepare a three-minute presentation about a school safety issue for which you are passionate and how you will work with MCSS to create a solution.

Operations Director

The Operations Director requires an individual with the skills to facilitate various work that revolves around the logistics, functions, and operations of MASC. The Operations Director must be able to assist staff in his/her department to succeed. Planning and organizational skills are key to assure meetings and events run smoothly on and behind the scenes.

Duties as assigned by the President:

- Work with the department members to establish departmental shared goals, conference call schedules, and other intra-departmental communication schedules.
- Work one-on-one with staff members in his/her department to help individual staff members establish position goals for the year and handle any difficulties they face in their work.
- Track the actions of the positions in this department to ensure that assigned tasks and responsibilities are being completed
- Maintain contact with his/her department members on a regular basis and ensure shared goals and responsibilities are being met.
- Collect staff reports for all executive meetings and general assemblies.
- Assist the MASC officers and Executive Directors in the operations-based work of MASC
- Additional duties as assigned by the President

Prompt: Create an accountability model for positions under your department (i.e. a plan for how one plans to keep track of whom they are responsible for).

- *Student Workshop Coordinator, Recording Secretary, Evaluations Coordinator, Parliamentarian, Technical Operations Coordinator*

Student Workshop Coordinators

The Student Workshop Coordinator (SWC) is responsible for arranging and evaluating the workshops of all MASC events, as well as finding and training individuals who will facilitate the workshops. The SWC must be able to work with a large, diverse group of facilitators, and encourage students to challenge themselves as workshop presenters. The SWC must be familiar with the MASC presenter certification process and the workshop resources in order to coordinate the

training of the presenters that occurs in the fall and before the Legislative Session. The SWC must stay in constant communication with the MASC directors, officers, and host-chairs to prepare for events. After each event, the SWC is responsible for evaluating the effectiveness of each presenter and workshop and taking action steps to improve upon them as necessary. Excellent time-management and human resource skills are essential.

Duties as assigned by the President:

- Recruit and facilitate the certification of presenters for MASC workshops (one day at the Advance, then at least one additional training in the early fall, usually September)
- Coordinate the training of the presenters and make sure all presenters have access to the workshop resources
- Evaluate the effectiveness of each presenter and workshop and return feedback to workshop presenters within one month of presentations in order to improve the presentation and workshops
- Continue to add to the MASC Workshop Resources including icebreakers, teambuilding, and energizers
- Maintain ties with the Maryland Leadership Workshops, Inc., to further develop student leadership training

Prompt: Create a list of improvements for MASC workshops and a sample timeline on communication with workshop presenters before the Fall Leadership Conference.

Recording Secretary

The Recording Secretary position requires a student with the ability to type/write quickly and efficiently. In addition to taking complete minutes at all MASC meetings, the Recording Secretary must be incredibly reliable as he/she will be responsible for any and all official accounts of MASC meetings.

Duties as assigned by the President:

- Maintain and distribute accurate minutes
- Maintain an accurate record of all legislative business (Executive Board meetings and general assemblies)
- Maintain an attendance record for Executive Board meetings (update the MASC roster after any MASC event)
- Record credentials information at all executive board meetings and general assemblies (get from parliamentarian/treasurer)
- Submit the official minutes to the President and Executive Directors within fourteen (14) days of the corresponding MASC meeting – the minutes should have a short paragraph synopsis at the beginning
- If the Recording Secretary is unable to attend, he/she is in charge of ensuring that there is a replacement (the secretary is the first backup).

Prompts: Submit prior notes taken at an SGA or other student meeting.

Evaluations Coordinator

The Evaluations Coordinator must have the ability to analyze feedback and condense large amounts of information. He/she must also have an understanding of the traditional MASC events beforehand. Evaluations should be able to reflect both the positive and “needs improvement” aspects of components of each MASC event.

Duties as assigned by the President:

- Create, distribute, collect, and compile data for evaluations for **all** MASC events and programs
- Work with the Student Workshop Coordinator to create, distribute, collect and compile evaluation data for student workshop presenters for MASC programs
- Work with all department directors to create, distribute, collect, and compile quarterly evaluations for staff to fill out for one another, the officer team, and themselves

Prompts: Create an evaluation of this MASC Application via Google Forms.

Parliamentarian

The Parliamentarian should have strong knowledge of Parliamentary Procedure. It is important for the Parliamentarian to have the presentational skills to share this knowledge with others in MASC. He/she must be able to assist the President in all matters that follow Parliamentary Procedures. The Parliamentarian must also be very well organized and must have a solid understanding of the governing documents of MASC to assist with needed revisions.

Duties as assigned by the President:

- Advise the President, Executive Board, and General Assembly on matters of parliamentary procedure, and on the provisions of the Constitution and Bylaws
- Aid the members of the General Assembly in understanding the procedures during meetings
- Maintaining records of all legislation (charts) at MASC Executive Board and General Assemblies
- Work with the treasurer to check and report credentials at any MASC event where business is conducted.
- Conduct a bi-annual platform and constitutional review and present a report of the recommendations from this review to the Executive Board.

Prompt: Review the MASC Constitution and present at least three recommendations.

Technical Operations Coordinator

The Technical Operations Coordinator (TOC) must demonstrate an extensive understanding of technical skills (web design, app development, cloud-based solutions, etc.) and be able to apply them for MASC's needs. The TOC must be well versed with the MASC website and MASC app and is responsible for updating them regularly. The TOC is also responsible for coordinating between the Social Media Managers, Evaluations coordinators, and any other departments to update and disperse information online throughout the year.

Duties assigned by the President:

- Responsible for maintaining the MASC website
 - Document all MASC events including but not limited to archiving photos from the Historians, posting updates (including membership), and contributing to the archival materials of MASC
- Help to organize other online-based activities going on within MASC including helping with any system that MASC is using to organize information (e.g. Google Drive or GSuite)
- Take the lead in finding/setting up/monitoring any event/conference app that MASC may decide to use.
- Explore different possibilities for MASC to go paperless

Prompt: View the MASC website and draft at least two recommendations. Additionally, create a wireframe for a new homepage for the MASC website. You can use any software you like (HTML/CSS, Wix, Wordpress, etc.). Send the wireframe as a .html file or if you plan on using a cloud-based website editor, send a screenshot of the wireframe.

Divisional Liaisons

The Divisional Liaisons, working directly with the MASC 1st Vice President and 2nd Vice President, must have the necessary confidence and skills in communication to facilitate inter-regional communication. He/she must possess time management skills as well as be organized to stay on top of the dates of regional meetings within his/her division. The Divisional Liaison needs to be able to recruit member schools from the regions within the division. It is recommended that the Divisional Liaison is from a region in the division for which he/she is applying (see map next page). The Divisional Liaison will work closely with a middle school representative for each division.

Divisions

- ❖ 1 - Garrett, Allegany, Washington
- ❖ 2 - Frederick, Carroll, Howard
- ❖ 3 - Baltimore County, Baltimore City, Harford
- ❖ 4 - Montgomery, Prince George's, Anne Arundel
- ❖ 5 - Charles, Calvert, St. Mary's
- ❖ 6 - Cecil, Kent, Queen Anne's
- ❖ 7 - Talbot, Caroline, Dorchester
- ❖ 8 - Wicomico, Worcester, Somerset

Duties as assigned by the President:

- Work with the MASC 1st Vice President in communicating with regional presidents and regional advisors about MASC events, programs, and conferences
- Serve as a connector between MASC and regional student governments, regional leaders, and advisors
- Attend regional meetings and present information about MASC to increase MASC event attendance and show MASC support of regions when possible
- Explore the possibility of a division-wide activity, project or initiative such as Divisional (area-specific) MASC one-day leadership conference/retreat, service project, etc.
- Work closely with the Communications Director for marketing and communications in the specific division

Prompt: Create an outreach plan to one region/county/Baltimore City in your division (cannot be your own region).

