



MASC OFFICER APPLICATION 2021-2022

ACTION BY 5:00 P.M., SATURDAY, FEBRUARY 20, 2021

Dear MASC Officer Applicant:

MASC is sad to say goodbye to our current officers – they have persevered through a year that no one could have imagined. From a virtual election to all virtual events, our current officers have tackled what no other team has had to do, and we hope no other officer team will have to do in the future. Their year of outstanding leadership and service in the Maryland Association of Student Councils (MASC) is one for which we can never say “thank you” enough. However, few things are more exciting than ushering in a new year and that process starts now. The MASC Executive Directors and current officers invite you to join MASC in this exciting new time by applying as an officer candidate. The 2021-2022 MASC year will be a transition from the virtual world to possibly a combination of in-person and virtual events. Things will never be the same and MASC welcomes the changes that the virtual world has brought to MASC in our outreach to students who were not previously able to be involved in MASC.

MASC is pleased to invite interested, qualified students to apply for the office of President, 1st Vice President, 2nd Vice President, and Treasurer. Read this application packet as you carefully consider applying for an office.

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.*

QUALIFIED STUDENT LEADERS INTERESTED IN RUNNING FOR AN MASC OFFICE SHOULD:

1. Review the attached descriptions of the officer positions.
2. Visit the MASC Website (<http://mdstudentcouncils.org/index.php/documents/>) and read over the MASC Constitution, Operating Principles, Platform, and other documents of interest.
3. Contact the person currently holding the position in which you are interested:

President	Carmelli Leal	Carmelli.Leal@mdstudentcouncils.org
1 st Vice President	Gabe Tuckhorn	Gabe.Tuckhorn@mdstudentcouncils.org
2 nd Vice President	Cooper DeLauter	Cooper.DeLauter@mdstudentcouncils.org
Treasurer	Alvaro Ceron-Ruiz	Alvaro.Ceronruiz@mdstudentcouncils.org
4. Review the MASC draft calendar and discuss very seriously with your parents/guardians about the implications for your family if you were an MASC officer (e.g. transportation around the state, cell phone use, email access, conference and meeting attendance, time commitment). Please note that the calendar, at this point, is a draft. Look at the calendar for the current year to see the total picture of events, meetings, etc. Click on “2021-2022 Calendar” at <http://mdstudentcouncils.org/index.php/events/>
5. Talk with your principal, student council advisor, and teachers to assess their understanding and support of your candidacy and the implications at the school level if you become an MASC officer.

6. If you decide to run, **application materials must be submitted by 5:00 P.M., Saturday, February 20, 2021.** Documents include your one-page resume, personal statement, and contact/verification form.
7. Your school advisor must review and approve the resume and personal statement. He/she will confirm all statements and items listed in the documents are accurate.
8. The school principal must approve the candidate by confirming that local eligibility requirements for participation in Student Council are met and that a high standard of behavioral ethics are exemplified.
9. When it opens, your school advisor must register you to attend the Convention. Schools must be a member of MASC to register for the convention – thus all candidates must be from member schools.
10. Your parent(s) will also need to sign your candidate application to confirm the discussion of the level of time, commitment, and travel you would have if you were to be elected. MASC expects a transition from virtual back to “in person” events during the 2021-2022 school year.
11. Read the Election Rules (<https://mdstudentcouncils.org/index.php/documents/legislation/>) and the application form (toward the end of this packet) for additional specific information and instructions.

Parents, Advisors, and Principals: Please discuss with student candidates the commitment they are making when declaring their candidacy. It is essential that students make an informed decision about whether to seek an MASC office. Strongly consider time management and “over-extending” commitments as well as transportation issues.

Candidates are responsible for abiding by the adopted Election Rules (20/21-EB-09 MASC). The required Expense Report Form will be emailed to you.

Questions? Please contact Ms. Nicete Moodie (Nicete.Moodie@mdstudentcouncils.org) or Mrs. Karen Crawford (Karen.Crawford@mdstudentcouncils.org), MASC Executive Director and Assistant Executive Director, for further information.

Please note: There is a mandatory candidate/parent meeting from **8:00 – 8:30 p.m. on Sunday, February 28, 2021**, to discuss election specifics, general officer responsibilities, calendar, transportation, finances, and parent involvement/support, etc. The meeting will be virtual and candidates will receive a Zoom link that they may also share with parents (or share a screen for the meeting).

MASC CALENDAR OVERVIEW FOR OFFICERS

Review the 2021-2022 draft calendar with parents, considering time and transportation issues.

<https://mdstudentcouncils.org/index.php/events/>

Executive Board Meetings (website updated throughout the year for the upcoming meeting)

<https://mdstudentcouncils.org/index.php/executive-board-meetings/>

April-May (Virtual Meetings)

- Officer Transitional Meetings and Goal Setting (Officer/Director Retreat & Staff Development Day planning)
- Appointed MASC Executive Board Staff Applications Open (April 1-21, 2021)
- Staff Interviews by Appointment & Selection (scheduled May 1-8, 2021)
- Executive Board Meeting and Officer “Swearing In” (Saturday, May 22, 2021)

June (Virtual Meetings)

- *Officer meetings/workday/planning sessions begin (weekly conference calls)*
- Officer/Director Retreat (*full day on a Saturday*)
- *Optional:* National Student Council Conference
<https://mdstudentcouncils.org/index.php/national-student-council-conference/>
- Staff Development Day (<https://mdstudentcouncils.org/index.php/staff-development-day-2/>)

July (Possible Virtual Meetings)

- Advance planning finalized
- All conference planning begins and is worked on throughout the year
- Maryland Leadership Workshops <http://mlw.org/> (*leadership camps*)

Once sworn-in, MASC pays officer registration fees for all executive board meeting and MASC conferences.

MASC also pays the registration fee for MLW and the Region 2 Conference (Region 2 transportation cost is not covered by MASC).

August (Virtual or In-Person – pending)

- Advance: Smith Center, Montgomery County
<https://mdstudentcouncils.org/index.php/advance/>

September

- Additional workshop presenter certification
<https://mdstudentcouncils.org/index.php/workshoppresentertraining/>

October

- Extensive conference pre-planning for the year

November

- Fall Leadership Conference <https://mdstudentcouncils.org/index.php/fall-leadership-conference/>
- *Optional* National Student Council LEAD Conference, Crystal City, Washington, D.C.
<https://www.natstuco.org/events/leadership-experience-and-development/>

December

- Executive Board Meeting

January

- Legislative Session Training I and student on the State Board of Education Selection Committee

February

- Legislative Session Training II (evening/overnight) and Legislative Session
- Legislative Session <https://mdstudentcouncils.org/index.php/legislative-session/>
- Executive Board Meeting
- Awards Selection Committee (Principal, Advisor, Felix Simon Awards)

March

- Legislative Advocacy Week <https://mdstudentcouncils.org/index.php/advocacy-day/>
- Officer candidate/parent required meeting (virtual)
- Convention <https://mdstudentcouncils.org/index.php/convention/>

April

- National Student Council Region 2 Conference (rotates between NJ, DE, MD, PA, NY)
<https://mdstudentcouncils.org/index.php/region-2-conference/>

May

- Saturday staff interviews (two Saturdays in May – Central/Western location and Central/Eastern/Southern location or virtual)

Late May/Early June

- Executive Board Meeting and swearing in of the new officers

Websites linked here will be updated as appropriate. Note that all of the 2020-2021 events have been virtual but there will be a change back to in-person events as allowed.

Qualifications for MASC Officers as described in the MASC Constitution (Article X, Section I):

<https://mdstudentcouncils.org/wp-content/uploads/2020/11/MASCCConstitution.pdf>

- A. The president, first vice president, second vice president, and treasurer must be enrolled in a Maryland secondary school.
- B. The second vice president must be enrolled in a middle school during his/her term of office.
- C. Candidates must meet the eligibility requirements of their local school system.
- D. Candidates for the office of president must have attended at least one MASC business meeting in the school year in which they run prior to the opening session of the state convention (business meetings are defined as MASC Executive Board meetings and MASC General Assemblies).
- E. Candidates for the office of President must have been a member of the MASC Executive Board for at least one year prior to the election.
- F. No person shall serve as a MASC officer while concurrently serving as a regional elected officer or student serving on a Board of Education within the State of Maryland in the year of his or her term.
- G. A student will not hold one particular office for more than two terms.

Contact and Verification Form

Nominees must submit the following (uploaded to the Google form) by 5:00pm, Saturday, Feb. 20, 2021

<https://forms.gle/sh2px3NkUWS3dvQa9>

- This completed, signed page (*PRINT VERY CAREFULLY –USE BLACK INK*)
- Resume (one page typed*) listing experiences in school and community activities, leadership positions, honors, academic standing, and current grade point average. Please **DO NOT** include contact information (email, cell, etc.). This will be published on the MASC website.
- Personal statement (one page typed*) describing your motivation for seeking MASC office and what you hope to accomplish while in office. This will be published on the MASC website.

** One page is defined as a page that has no smaller than a .4-inch border and no font smaller than 9 pt. The resumé and personal statements may be in color. **Do not include personal information** (email, cell phone, etc.) as these will be published on the MASC website for students to review.*

Applicant's Name: _____ Region: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Email Address: _____

MASC Office you are seeking: _____

School Name: _____ Current Grade in School: _____

Code of Ethics

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 includes 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

Applicant's Signature

Date

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.

(verifications continued on the next page)

Contact and Verification Form Continued

Applicant's Name: _____

Parent's verification:

I have discussed the time and responsibility that accompanies being a MASC officer. I have reviewed the 2021-2022 calendar and discussed transportation. In addition, I have reviewed the resume and personal statement and verify that all information represented is accurate.

_____ Parent/Guardian's Signature	_____ Email	_____ Date
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****Advisor's verification:**

I have reviewed the candidate's resume and personal statement and verify that all information represented is accurate.

_____ School Advisor's Signature	_____ Email	_____ Date
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****Principal's verification:**

The above nominee is a student enrolled in the above Maryland secondary school and meets local eligibility requirements for participation in Student Council. In addition, this student exemplifies a high standard of behavioral ethics. I have reviewed the nominee's resume and verify that information represented is accurate.

_____ School Principal's Signature	_____ Email	_____ Date
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**Complete application materials must be scanned and uploaded to the Google form by 5:00 p.m.,
Saturday February 20, 2021**

<https://forms.gle/sh2px3NkUWS3dvQa9>

*** If there is an issue obtaining the signatures of the advisor and/or principal, they may send an email to the executive directors with a statement that they have reviewed the candidate's resume and personal statement and verify that all information represented is accurate. (If you do not have a scanner, you may take a picture of these pages with your cell phone and upload the picture in the google form.)*

Ms. Nicete Moodie (Nicete.Moodie@mdstudentcouncils.org), Executive Director

Copy to: Mrs. Crawford (Karen.Crawford@mdstudentcouncils.org), Assistant Executive Director

Terms of Candidacy for all offices:

For any of the four officer positions, all qualifications as outlined on the application form and concurrently in the MASC Constitution must be met.

In addition, it is *recommended* that candidates should be a long term member in good standing of their school student council, have attended a leadership development program, such as a Maryland Leadership Workshops, have attended at least two MASC Executive Board Meetings and an MASC Conference during the school year in which they are running for office, and have served as a workshop presenter for a MASC Conference.

Please read carefully, Article IX, “Elected Officers” in the MASC Constitution

<https://mdstudentcouncils.org/index.php/documents/>

PRESIDENT

In addition to the Constitution listing, other duties of the President include, but are not limited to:

- establishing deadlines for, reviewing and editing all publications, minutes and registration packets of MASC
- writing MASC executive board mailings and conducting additional correspondence when appropriate
- appointing staff and coordinating the work of all appointed staff
- establishing expectations
- providing direction
- brainstorming activities
- delegating
- encouraging and providing feedback
- maintaining contact with the executive board, officer team, and executive directors
- funneling information to and from staff members
- serving as the leader of the officer team and chairing officer team meetings
- providing support to MASC’s regions and all member schools
- maintaining communication with the Region 2 student representative and other state presidents
- serving as chair of the Fall Leadership Conference, Legislative Session, Convention, and all executive board meetings
- preparing materials for all meetings and conferences
- serving as the chair of award selections, interview teams, election committees, SMOB selection committee, etc.

FIRST VICE PRESIDENT

In addition to the Constitution listing, other duties of the First Vice President include, but are not limited to:

- serving as the primary contact person with all Regional Presidents and Divisional Liaisons
- developing a system for collecting and distributing Regional Reports and Student Members on Boards of Education reports
- recruiting committee members from each region for any MASC committees
- providing information about MASC to interested organizations, providing information about potential associate organizations to MASC, and speaking as requested to associated organizations
- assisting with reviewing and editing all publications, minutes and registration packets of MASC
- working to review applications for the Middle Level Felix Simon Award for Leadership and Service

SECOND VICE PRESIDENT

In addition to the Constitution listing, other duties of the Second Vice President include, but are not limited to:

- serving as the primary contact person with all Regional Middle School Representatives and middle school ambassadors
- encouraging all regions to send Middle School Representatives to each MASC Executive Board meeting
- making sure that all middle school representatives feel welcome at every MASC function
- ensuring that a middle school viewpoint is considered during all meetings
- ensuring that MASC meetings /conferences are designed with the needs and interests of middle school students in mind
- ensuring that an article focusing on middle school students appears in the MASC newsletter as deemed necessary

- working to review applications for the Middle Level Felix Simon Award for Leadership and Service
- serving as a member of the Student Member on the State Board of Education Selection Committee
- implementing a middle school project in consultation with the executive directors and the president

TREASURER

In addition to the Constitution listing, other duties of the Treasurer include, but are not limited to:

- presenting the proposed budget for the year at the first Executive Board Meeting (August)
- working closely with the bookkeeper on all financial records
- keeping an accurate list of and reporting on total membership, membership by region, public vs. private school membership, high school vs. middle school membership, change in membership from previous years, etc.
- reviewing and revising MASC membership brochure and application
- developing any additional materials and marketing efforts to promote membership growth
- preparing, distributing and compiling membership surveys
- reporting credentials information at each MASC General Assembly
- reviewing member school packets, aiding the executive directors with processing all membership applications, sending out receipts and member school packets
- reviewing all executive board reimbursement requests

Other duties of all MASC offices include, but are not limited to:

- previewing speakers, presentations, and materials for conferences
- attending all officer meetings and conference calls
- serving as a member of the Awards Selection Committees
- identifying student leaders to serve in training and leadership positions
- training rising leaders in the organization
- advocating on behalf of the organization