



# The Maryland Association of Student Councils Appointed Staff Application 2023-2024

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

**Completed application deadline is 11:59 p.m., Saturday, April 15, 2023**

## 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 2023-2024 school year is a process that begins now. The MASC Executive Directors and the MASC President-Elect invites you to join MASC in this exciting new time by applying as a member of the Executive Staff.

### MASC's Mission

"The mission of MASC is to foster a statewide environment for all secondary school students to express and exchange opinions and ideas, develop leadership skills, and promote student representation and involvement in all groups and organizations impacting the lives of students."

- ☐ 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.

MASC needs 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 schools have to offer, and the MASC President appoints them to positions where they can excel and learn through their service.

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. 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 evaluated and a number of selected applicants will be invited to interview. Staff interviews will take place by appointment between Thursday, April 27, through Sunday, May 7, 2023, via video conferencing.

The application deadline is 11:59 p.m., April 15, 2023. 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,

*Angelina Xu*

Angelina Xu  
MASC President-Elect

*Nicete M. Moodie*

Nicete Moodie  
Executive Director

*Karen L. Crawford*

Karen Crawford  
Assistant Executive Director

**Criteria for Applying for Staff** MASC is an organization of school student councils. It is a student-led 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 may include both in-person/virtual 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/>.
- Before deciding on a position, please read over the possible positions and their specific duties.
- 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!
- Will be from a member school of MASC during the 2023-2024 school year. Please check the MASC website for the most up-to-date listing of member schools for 2022-2023. (<https://mdstudentcouncils.org/index.php/applications/masc-membership-application/>). Membership for 2023-2024 will open on July 1<sup>st</sup>. **Appointed staff will need to work with their school advisor to join MASC for 2023-2024 before November 15, 2023. If you are not currently from a member school, MASC will still consider your application.**

## **What does it mean to be a 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, Workshop Presenter Certification, Staff Development Day, MASC Advance, and all three MASC major conferences.**
- Formally report on their work at Executive Board meetings – written or recorded reports are due to the department director no later than one week prior to the meeting.
- Present written reports on their progress at the request of the 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 the department and also in other departments.
- Submit articles to directors as necessary for publication in a staff report or newsletter.
- Submit a detailed written end of the year report.
- Abide by the MASC Code of Ethics.
- Be a workshop presenter at the MASC conferences.

## **Application Timeline**

**All components of the application are due by 11:59 p.m., Saturday, April 15, 2023**

All documents will be uploaded through a Google form. This includes the recommendation.

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 Thursday, April 27, through Sunday, May 7, 2023, via video conferencing.

Shortly after the conclusion of ALL interviews, you will be contacted with a follow-up email in regard to your application status.

## **Components of the Application – all found at: <http://bit.ly/2WCiAzM>**

- ☐ Google form (includes general information, essays, interview preference times/dates, etc.).
- ☐ Information and Commitment Contract (in the Staff Application Packet – ***please only scan and upload the specific two pages, not the entire packet***).
- ☐ **ONE** recommendation from an adult (specific information in the Application Packet with a link for the recommender to submit in a Google form).
- ☐ Head Shot – any format (png, jpeg, pdf, etc.) If you do not have a headshot, MASC can crop your uploaded picture.

- ☐ A one-page resume is optional, but if included, will need to be uploaded in the Google form.

## **Information and Commitment Contract (2 pages)**

*Type or Print NEATLY (do not use pencil!!)*

*These two pages will need to be scanned and uploaded to the Google form*

*Deadline: 11:59 p.m., Saturday, April 15, 2023*

Name: \_\_\_\_\_ Grade: (Fall of 2023) \_\_\_\_\_

Current School: \_\_\_\_\_ Region: \_\_\_\_\_

School next year if a rising freshman: \_\_\_\_\_

Current MASC Member School: \_\_\_\_ YES \_\_\_\_ NO

Currently involved in your SCHOOL's student council? \_\_\_\_ YES \_\_\_\_ NO

1st Position choice: \_\_\_\_\_

Alternate position choice: \_\_\_\_\_

Email address: \_\_\_\_\_ 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 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

**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 the MASC Code of Ethics and MASC Diversity Statement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Information and Commitment Contract Continued on next page**

**Information and Commitment Contract Continued**

**Applicant's Name:** \_\_\_\_\_

**Parent/Guardian Confirmation**

I, \_\_\_\_\_, am aware of my son's/daughter's desire to hold a MASC staff position and wholeheartedly support my child in this endeavor. I have reviewed the current year's calendar and the tentative calendar for 2023-2024. I have discussed the level of time commitment and responsibilities that accompany a staff position. I pledge to help make sure their attendance at MASC events takes place. I understand some events may eventually transition it "in-person" so there are transportation issues to consider.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**School Advisor's Verification:**

MASC is an organization comprised of school student councils, not individual students.

- This student is involved in our school's student council: Yes No
- If this student is selected, I pledge that our school will join MASC for the year this student would serve. Yes No

Signature of School Advisor \_\_\_\_\_ Date \_\_\_\_\_

**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.

Signature of School Principal \_\_\_\_\_ Date \_\_\_\_\_

*Refer any questions to:*

*Ms. Nicete Moodie ([Nicete.Moodie@mdstudentcouncils.org](mailto:Nicete.Moodie@mdstudentcouncils.org)), Executive Director*

*Mrs. Karen Crawford ([Karen.Crawford@mdstudentcouncils.org](mailto:Karen.Crawford@mdstudentcouncils.org)), Assistant Executive Director*

If selected, I consent to allowing MASC to post my (**check all that apply**) on the MASC website in the "About Us" section (<https://mdstudentcouncils.org/index.php/about-us/executive-board/>)

**Please check all that apply:** \_\_\_\_\_ Name \_\_\_\_\_ Region \_\_\_\_\_ School \_\_\_\_\_ Picture \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**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. Please – ONLY scan or take a picture of the previous page and this page for uploading to the Google form DO NOT scan and upload this entire packet! Thank you!**

## [Google Form Link](https://forms.gle/YQXbUSDVwzipZsA37)

<https://forms.gle/YQXbUSDVwzipZsA37>

*(Do not use a school device as the school's firewall may block uploading documentation)*

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

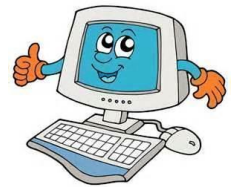
## [Google Form Link](https://forms.gle/YQXbUSDVwzipZsA37)

<https://forms.gle/YQXbUSDVwzipZsA37>

*(Do not use a school device as the school's firewall may block uploading documentation)*

### **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.*



**Planning purposes only –  
these questions must be  
answered IN the Google  
Form.**

1. Describe your experience in your school's student council.
2. Describe your experience in your region's student council.
3. Describe your experience in the state student council.
4. Explain what special skills you have that will allow you to succeed in the position you listed as your first choice.
5. Explain what special skills you have that will allow you to succeed in the position you listed as your second choice. (Second choice is optional, but HIGHLY recommended.)
6. 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 both your position and MASC.
7. If you listed an alternate position, please explain why you selected it, what qualifies you to hold the position, and your plans and ideas if appointed. (Second choice is optional, but HIGHLY recommended.)
8. Aside from academics, what are you involved in outside of the student council? What are those time commitments?



**The questions above are a guideline for application. These question/answers must be submitted on-line!**

**Google Form Link**

## MASC Executive Staff Application Recommendation Questions

*Applicant: Be sure to forward this page to your recommender. The information below will be typed directly into the Google form.*



Google Form Link: <https://forms.gle/ZU2PYeJcj5Eb5PgeA>

The information in this recommendation will not be shared with the applicant.

**Deadline: 11:59 p.m., Saturday, April 15, 2022.**

**This is the information that will need to be addressed in the Google form:**

1. Name of Applicant
2. Name of Recommender
3. School/Office/Organization of the Recommender
4. Title/Position of the Recommender
5. Relationship to Applicant
6. How long have you known the applicant?
7. In what capacity do you work with the applicant?
8. What is the applicant's strongest personal and/or leadership quality?
9. What weaker skills or traits does the applicant most need to further develop? How will these skills or traits affect them if appointed?
10. What particular talents and abilities (not necessarily leadership related) would you like to highlight about the student you are recommending?
11. Any other comments.

**Planning purposes only –  
these questions must be  
answered IN the Google  
Form.**

MASC recognizes and appreciates the time needed to complete a recommendation. This 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 Nicete Moodie, Executive Director ([nicete.moodie@studentcouncils.org](mailto:nicete.moodie@studentcouncils.org)) or Karen Crawford, Assistant Executive Director ([Karen.Crawford@mdstudentcouncils.org](mailto:Karen.Crawford@mdstudentcouncils.org)).

**NOTE: MASC is a 501c3 Independent Organization**





# 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 the tasks without reminders.*
- *Proficient to advanced skills necessary to fulfill the specific role.*
- *Exceptional organizational and communication skills.*

***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.***

*Expectations – 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, Workshop Presenter Certification, Staff Development Day, MASC Advance, and all three MASC major conferences.*
- *Formally report on their work at Executive Board meetings – written or recorded reports are due to the department director no later than one week prior to the meeting.*
- *Present written reports on their progress at the request of the 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 the department and also in other departments.*
- *Submit articles to directors as necessary for publication in a staff report or newsletter.*
- *Submit a detailed written end of the year report.*
- *Abide by the MASC Code of Ethics.*
- *Be a workshop presenter at the MASC conferences.*

## ***Chief of Staff (CoS)***

### ***MASC Board of Directors Student Representative***

#### ***Communications Director***

*Secretary*  
*Publications Coordinators*  
*Social Media Managers*  
*Historian*

#### ***Special Issues Director***

##### ***Special Issues Deputy Director***

*State Legislative Affairs Coordinators (SLACer)*  
*Service Coordinator*  
*Environmental Affairs Coordinators*  
*Mental Health Affairs Coordinator*  
*School Safety Coordinators*  
*Advisory Board Student Member*  
*Student Liaison to the School Safety Subcabinet*

#### ***Operations Director***

*Student Workshop Coordinators (SWC)*  
*Future Leader Seminars Coordinator*  
*Evaluations Coordinator*  
*Parliamentarian*  
*Technical Operations Coordinator (TOC)*

#### ***Divisional Liaisons***

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

See the following pages for detailed description of each position, including approximate time commitments needed for serving.

# 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 as well as the elected officers.

*Time Commitment: approximately 4-5 hours per week; more hours before events and during staff evaluations.*

*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
- Work with the Department Directors to help 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 handle any difficulties they face in their work.
- Work with the 1<sup>st</sup> Vice-President to create a presentation of staff reports for Executive Board meetings and conferences, with the approval of the Executive Directors and President.
- Oversee accurate updating of the MASC roster, attendance records, and any other records.
- 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, Special Issues, and Operations Department Director*

# MASC Board of Directors Student Representative

The MASC Board of Directors (BOD) Student Representative is only open to a high school student who has served **at least one year on the Executive Board**. This student would attend quarterly BOD meetings to represent the student voice and report to the Board about MASC activities and programs from the student's perspective. Communication skills are key. This person will work closely with the Communications Director, Special Issues Director, and Operations Director as well as the elected officers.

*Time Commitment: approximately 1 hour per week except when attending a MASC training or event; additional hours before and during BOD meetings which are typically three-hour virtual meetings four times a year.*

*Duties as assigned by the President:*

- Gain insight and feedback from peers to share with the BOD to help inform decision making.
- Prepare an oral/written report and attend all BOD meetings.
- Attend MASC leadership team virtual meeting as invited to report after BOD meetings.
- Help in identifying students that may be needed for BOD workgroups or committees
- Attend MASC executive board meetings, conferences, and as many other MASC events as possible.
- Fulfill the general obligations of an appointed staff member as listed in the expectations.

*Prompt: Write a short (no more than 150 words) essay on your past experiences and knowledge of MASC, and why you would like to serve in this position.*

# Departments Listed on the Following Pages



# Communications Director

The 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 the department to help them succeed. Their work is key to assure that MASC member schools are informed and that the organization is represented.

*Time Commitment: approximately 4-5 hours per week.*

*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 the 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 the 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.
- Update the MASC roster with department-related information.
- 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)- Secretary, Publications Coordinator, Social Media Manager, and Historian*

## Secretary

The Secretary position requires a student with the ability to take notes quickly and efficiently. In addition to taking complete minutes at all MASC meetings, the Secretary must be well organized, with a good eye for detail. The secretary 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 may be sent by MASC throughout the year. Reliability is important as the secretary will be responsible for any and all official accounts of MASC meetings.

*Time Commitment: approximately 1 hour per week; additional time after an event for minutes, thank you notes, attendance, etc.*

*Duties as assigned by the President:*

- Maintain and distribute accurate minutes.
- Maintain the appointed staff birthday list and send out electronic birthday cards over email.
- 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 and contain the electronic reports.
- Work with the Parliamentarian to assure the completion and accuracy of the legislative charts.
- Conduct correspondence as needed (i.e. thank you notes, invitations, greetings).
- Organize and maintain a directory of necessary contact information for the Executive Board.
- If unable to attend a MASC business meeting, ensure that there is a replacement and notify the President and Executive Directors of the replacement.

*Prompts: 1) Submit prior notes taken at an SGA or other student meeting.*

*2) Create a sample thank you note to the host advisor for the Fall Leadership Conference*

## **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, pamphlets, and brochures.

*Time Commitment:* approximately 1 hour per week; more time when preparing any specific publication.

*Duties as assigned by the President:*

- Manage the production and distribution of MASC electronic newsletters (minimum of four: Back to School, Late Fall, Winter, Spring).
- Create a MASC brochure that publicizes the mission, events, etc. of MASC (previous samples are available as a guide).
- Create additional publications such as a bi-monthly review, conference recap, special flyers for events, etc.
- Work with the social media manager to create posts for events as needed.

*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 for information that is put on various platforms.

*Time Commitment:* approximately 3-4 hours per week.

*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.
- Work with Department Directors and other staff to create a marketing plan for all MASC events.
- Create a social media plan to highlight MASC as an organization (i.e. monthly leadership quotes, staff features, etc.).
- Track the analytics use of social media (overall stats, likes, discovery, shares, saves, profile views, etc.) for different campaigns.
- 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).

## **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. The historian also must demonstrate the people and organizational skills necessary to maintain the MASC History Report.

*Time Commitment:* approximately 1 hour per week; more hours during and after an event and to prepare presentations.

*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 (upload to a Google drive).

- Coordinate historical projects at the request of MASC.
- Work with Social Media Managers to publicize and promote MASC utilizing visual media.
- Create a MASC end of the year slideshow.
- Have an action plan at ALL MASC events for who is responsible for taking pictures to ensure full coverage of the event (note - there may be some special seminars or town halls that the historian is not able to attend - so be sure that the event is covered).
- Review all photos (and screenshots) to remove duplicate or lesser quality photos.

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

## 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 the department. Planning and organizational skills are key to assure meetings and events run smoothly on and behind the scenes. Time management is a MUST HAVE for this position as there are a lot of different positions in this department. Delegation skills are also a necessity in order to successfully delegate to the Deputy Special Issues Director.

*Time Commitment: approximately 4-5 hours per week; more time when staff in the department is preparing for a special event.*

*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 the 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 in a timely manner.
- Maintain contact with 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, town halls, seminars, summits as requested (i.e. women’s leadership, mental health, environment, safety, etc.).
- Assist the MASC officers and Executive Directors in issues-based work of MASC.
- Collect staff reports for all executive meetings and general assemblies.
- Update the MASC roster with department-related information.
- Responsibility delegate duties to the Deputy Special Issues Director.
- 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).- Deputy Special Issues Director, SLACer, Service Coordinator, Environmental Affairs Coordinator, Mental Health Affairs Coordinator, Diversity, Equity, & Inclusion Affairs Coordinator, and School Safety Liaisons.*

## **Special Issues Deputy Director**

The Deputy 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. This individual must also be an excellent worker in a team, as they must share responsibilities with the Special Issues Director. This person must be able to take on this large time commitment since it includes working with other members of the Special Issues Department, working with others in planning activities, executing activities, and training others to advocate in a variety of ways. This position requires the ability to manage time, effectively communicate with others, and lead others toward a common goal.

*Time Commitment: approximately 3-4 hours per week; more hours possible if working on special seminars, summits, etc.*

*Duties as assigned by the President:*

- Work with the Special Issues Director to successfully manage and organize the Special Issues Department.
- Attend MASC Officer Team meetings with the Special Issues Director as requested.
- Co-Chair the Civic Engagement Committee with the State Legislative Affairs Coordinators (SLACers).
- Work with the SLACers to lead any type of legislative advocacy and to plan the MASC Advocacy Week.
- 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 (i.e. environmental, mental health, safety, etc.).
- Additional duties as assigned by the President.

*Prompt: Select one relevant student issue that may be addressed by the Special Issues Department (SLACer, Service Coordinator, Environmental Affairs Coordinator, Mental Health Affairs Coordinator, Diversity, Equity, & Inclusion Affairs Coordinator, and School Safety Liaisons) and create a thorough, organized plan for how MASC can go about advocating for it.*

## **State Legislative Affairs Coordinator (SLACer)**

The State Legislative Affairs Coordinator (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 advocating. The SLACer must also be able to do a large amount of advocating either individually or in a small-groups. 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 bills going through the Senate of the Maryland General Assembly.

*Time Commitment: approximately 1 hour per week; 4-5 hours per week leading up to and during the time the Maryland General Assembly is in session.*

*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.
- Co-Chair the Civic Engagement Committee with the Deputy Special Issues Director.

- Empower other students to be their own advocates with tools, skills, and legislative information (possibly through holding special seminars and workshops).
- Be an integral part of any legislative-related events hosted by MASC.
- Update and maintain the MASC Platform.
- Communicate with other SLACer(s) on bills going through their chamber (House or Senate).
- Work closely with other MASC staff that may have bills and issues (i.e. environment, safety, mental health, etc.).

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

## **Service Coordinator**

The Service Coordinator must have the skills necessary to manage service projects for MASC and research and share ideas with regions for service projects. The service coordinator should bring creative new ideas for service projects, and 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 a service emphasis or workshop at each MASC event. Professionalism is a necessary skill for this position, as it requires working with adults as the liaison between the MASC possible service project recipients.

*Time Commitment: approximately 1 hour per week; more hours when planning and working on special projects.*

*Duties as assigned by the President:*

- Responsible for planning and coordinating the MASC service projects – related to a yearly theme (i.e. environment, unhoused individuals, mental health, food, etc.). Share ideas for regions and schools to create their own local service projects around this theme. In addition, the coordinator should follow up and report back to MASC local school projects completed around this theme.
- Plan service emphasis/recognition at all MASC events and work with school and regional leaders to build support for these projects.
- Working with the 1<sup>st</sup> Vice President and Divisional Liaisons, to track and record service projects executed on the regional level.
- Work with the Social Media Managers to promote special service opportunities such as the “Day to Serve”, September 11th National Day of Service and Remembrance, MLKing Day of Service, Global Youth Service Day, etc.

*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](mailto:MFink@cbf.org)).

*Time Commitment: approximately 1 hour per week – more hours when working on special projects/promotions*

*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.

- Work with the SLACers to research and support any environment bills in the Maryland General Assembly.
- 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 or project ideas to share with regions to implement as possible.
- 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 and social media.
- Work with the Social Media Manager in promoting recycling and other environmentally friendly practices – educating the students in Maryland.
- When needed, collaborate with SLACers to update sections of the MASC platform pertaining to environmental issues.

*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. They should bring fresh new ideas and provide suggestions on how MASC can accommodate all.

*Time Commitment: approximately 1 hour per week – more hours if working on special projects/promotions.*

*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.
- Work with the SLACers to research and support any mental health related bills in the Maryland General Assembly.
- Create and procure mental health resources for sharing with Maryland students.
- When needed, collaborate with SLACers to update sections of the MASC platform pertaining to student mental health.
- Create a mental health information model for MASC (add to existing documents with resources).

*Prompt: Identify one mental health issue and create an action plan for MASC to bring awareness to 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. These two students need to have good communication with each other and support each other in various tasks. **MASC has two school safety liaison positions, but this year only the School Safety Subcabinet position is open.** We have left the description for the MASC liaison to the School Safety Advisory Board since it will be open for the 2024-2025 school year and requires someone who has previously served as the MASC representative to the School Safety Subcabinet position or as an active member of the MCSS Student Focus Group:

- 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 public 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.

*Time Commitment:* *approximately 1-2 hours per week; more hours during monthly meetings, MCSS Focus Group (must apply to this group through MCSS), special events, etc.*

*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 may be in-person or virtual and are typically from 10:00 a.m. – 12:00 p.m. requiring one to miss school. The location and dates have the potential to vary. (Information is on the MCSS Facebook page.)
- B. Represent views of students from across the State of Maryland regarding school safety and emergency preparedness issues and concerns.
- 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.

In addition:

- Apply to the MCSS Student Focus Group (SFG) and work with the SFG as requested by MCSS.
- Work with the SLACers to research and support any safety related bills in the Maryland General Assembly.
- When needed, collaborate with SLACers to update sections of the MASC platform pertaining to school safety.

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 either in-person or virtual and are typically 10:00 a.m. – 12:00 p.m. requiring one to miss school. The location and dates have the potential to vary. (Information is on the MCSS Facebook page.)
- 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 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.
- E. 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.
- F. Work closely with the MASC student liaison to the School Safety Advisory Board in sharing information
- G. Report all meeting information to MASC.

In addition:

- Apply to the MCSS Student Focus Group (SFG) and work with the SFG as requested by MCSS.

- Work with the SLACers to research and support any safety related bills in the Maryland General Assembly.
- When needed, collaborate with SLACers to update sections of the MASC platform pertaining to school safety.

*Prompt: Prepare a PowerPoint or Prezi presentation about a school safety issue for which you are passionate and how you will work with MCSS and MASC to propose solutions.*

## **Student Workshop Coordinator**

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 and officers 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. The ability to plan well ahead plus excellent time-management and human resource skills are essential.

*Time Commitment: approximately 2-3 hours per week; many more hours before and during major events involving workshop presenters.*

*Duties as assigned by the President:*

- Actively recruit and facilitate the certification of presenters for MASC workshops (one day at the Advance in August, 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.
- Determine the middle school workshops to be presented at the Fall Leadership Conference.
- Determine the workshops to be presented at the Legislative Session.
- Continue to add to the MASC Workshop Resources including icebreakers, teambuilding, energizers, and workshops.
- Review workshops created by Future Leaders Seminar Coordinators
- Attend weekly Student Workshop Coordinators Meetings

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

## **Future Leader Seminar Coordinator**

The Future Leaders Seminars Coordinator must be capable of teaching a wide range of essential leadership skills to both middle and high school students. As the host for the workshop webinars, experience as a workshop presenter is highly recommended. They should have a genuine interest in creating new workshops and building upon previous MASC workshops, as well as leading workshop lessons and discussions with students.

*Time Commitment: approximately 1 hour per week; more intense preparation time during the summer and the week leading up to a webinar*

*Duties as assigned by the President:*

- Chair and organize the Future Leaders Seminars to host skill-based workshops once a quarter over Zoom. Workshops will incorporate breakout room practices with roleplay and feedback.
- Create 30-minute workshops centered around public speaking, time management, self-advocacy, and other leadership skills topics deemed appropriate through discussion with the Operations Director.

- Organize collaborations with other appointed staff positions to lead special workshops (for example, working with the State Legislative Affairs Coordinator (SLACer) to lead an advocacy-skill workshop for situations within schools and statewide)
- Work with the Student Workshop Coordinators to edit and ensure quality of workshops.

*Prompt: Identify one workshop topic for the Future Leaders Seminar (i.e. public speaking, advocacy on the school and state level, hosting a fundraiser, etc.) and create a 30-minute workshop outline for it.*

## **Evaluations Coordinator**

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

*Time Commitment: approximately 1 hour per week – more hours before and after all events.*

*Duties as assigned by the President:*

- Must have good working knowledge of creating and using Google forms (questions, uploading files, submit responses, etc.) and Google Sheets.
- Knowledge to create, distribute, collect, and compile data for evaluations for **all** MASC events and programs.
- Work with other staff members to help create evaluations for special events such as seminars, town halls, summits, forums, etc.
- Work with other staff members to compile data from special event evaluations.
- Complete data compilation within fourteen (14) days of the event.

*Prompt: Create an evaluation of this MASC Application via Google forms. Include a linear scale question, checkbox grid, and upload with two files under 1MB. In the staff application, put the link for the Google form at the end in the “comments” section.*

## **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. The Parliamentarian 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. It is essential that the parliamentarian attends all MASC business meetings (executive board and general assembly) in person.

*Time Commitment: approximately 1 hour per week; more hours before and during any business meeting.*

*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 Operating Principles.
- 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 two possible recommended edits. In addition, write a short paragraph for a newsletter sharing a parliamentary fact.

## Technical Operations Coordinator

The Technical Operations Coordinator (TOC) must demonstrate an extensive understanding of technical skills (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 is responsible for updating it regularly. The TOC is also responsible for coordinating between the Social Media Manager, Evaluation Coordinator, and any other departments to update and disperse information online throughout the year. It is highly recommended that the TOC be able to edit videos.

Time Commitment: approximately 1 hour per week; more hours when working on special projects/promotions

*Duties assigned by the President:*

- Review the MASC website and make recommendations for changes, updates, missing information, bad links, etc.
- 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 G-Suite).
- Take the lead in researching/setting up/monitoring any event/conference app that MASC may decide to use.
- Serve as the de facto host for any live-streamed/hybrid MASC events and if unable to attend, responsible for finding someone else to host.

Prompt: View the MASC website and draft at least two recommendations.

## Divisional Liaisons

The Divisional Liaisons, working directly with the MASC 1<sup>st</sup> Vice President, must have the necessary confidence and skills in communication to facilitate inter-regional communication. The liaison must possess time management skills as well as be organized to stay on top of the dates of regional meetings within the division. The Divisional Liaison needs to be able to recruit member schools from the regions within the division. The Divisional Liaison will be the face of MASC for any new school outreach endeavors. It is recommended that the Divisional Liaison is from a region in the division for which they are applying (see map). However, MASC appreciates students willing to take on outreach to the Eastern Shore Divisions which do not have a functioning regional student council. The Divisional Liaisons will also work closely with the MASC 2<sup>nd</sup> Vice President to ensure outreach to the middle schools. Please note that there are two liaisons that represent Divisions 6, 7, and 8 together in order to even the workload.

Time Commitment: approximately 2 hours per week; more hours if working on special projects/promotions.

### 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.

- Work with the MASC 2nd Vice President in communicating with regional 2nd vice presidents/middle school representatives about MASC events, programs, and conferences.
- Actively reach out to schools in your division that are not regular members of MASC (Regional Advisors and the Executive Directors can help with the identification of schools).
- Serve as a connector between MASC and regional student governments, regional leaders, and advisors.
- Attend regional executive board meetings and general assemblies as possible 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 virtual leadership conference/retreat, service project, advocacy forum, opportunities fair, etc.
- Work closely with the Communications Director and Social Media Managers 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).

