

MASC OFFICER APPLICATION 2024-2045

ACTION BY 5:00 P.M., SATURDAY, FEBRUARY 9, 2024

<https://mdstudentcouncils.org/index.php/officer-elections/>



Dear MASC Officer Applicant:

Although it is not yet time to say goodbye to our current officers, it is time to start the election process for the 2024-2025 officers. The MASC Executive Directors and current officers invite you to join MASC in this exciting new time by applying as an officer candidate. We sincerely hope that the 2024-2025 MASC year will continue to be as exciting and productive as this year has been.

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

"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 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, the Maryland Center for School Safety, 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	Angelina Xu	Angelina.Xu@mdstudentcouncils.org
1 st Vice President	Anousha Khan	Anousha.Khan@mdstudentcouncils.org
2 nd Vice President	Siya Jain	Siya.Jain@mdstudentcouncils.org
Treasurer	Lumina Zhang	Lumina.Zhang@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 a 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. The current calendar and the draft calendar can be found 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 a MASC officer. MASC is an association of school student councils, so it is expected that students involved in MASC are also involved at their own school and a school advisor must commit to the school becoming a member of MASC if the candidate is elected.
6. If you decide to run, **all application materials must be submitted by 5:00 P.M., Friday, February 9, 2024.** Documents include your one-page resume, personal statement, headshot, contact/verification form, and completed Google form.
7. Your school advisor must review and approve the resume and personal statement. The Advisor 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. Your parent(s) will also need to sign your candidate application to confirm the discussion of the level of time, commitment, and travel (although we have a lot of virtual meetings and events, our major conferences are all in-person events) you would have if you were to be elected.
10. Read the [Election Rules](#), Convention [Standing Rules](#), 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 a 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 (see above). 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 virtual meeting from 8:30 – 9:00 p.m. on Tuesday, February 13, 2024**, to discuss election specifics, general officer responsibilities, calendar, transportation, finances, and parent involvement/support, etc. Candidates will receive a Zoom link that they may also share with parents (or share a screen for the meeting). If a parent/candidate cannot attend this meeting, the parent needs to specify that in an email to the executive directors so an alternative time can be worked out.

MASC CALENDAR OVERVIEW FOR OFFICERS

Review the 2024-2025 draft calendar of major events with parents, considering time and transportation issues.

[MASC 2024-25 Calendar of Major Events.docx](#)

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 (Staff Development Day planning)
- Appointed MASC Executive Board Staff Applications Open
- Virtual staff interviews by appointment & selection (scheduled over a two-week period)
- Executive Board Meeting and officer “swearing in” (Saturday, May 18, 2024 – Richard Montgomery High School in Montgomery County. In person and live streaming)

June

- *Officer meetings/workday/planning sessions begin (bi-weekly hour-long virtual conference calls)*
- Officer/Director Retreat (*full day in-person on a Saturday*)
- *Optional:* Vision National Student Leadership Conference
<https://mdstudentcouncils.org/index.php/vision-national-student-leadership-conference/>
- Staff Development Day

July (Planning meetings are virtual)

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

August

- [Advance](#) (Smith Center, Montgomery County)
 - Executive [Board Meeting](#) and Workshop Presenter Certification

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

MASC also pays half of the registration fee for MLW.

Websites linked here will be updated as soon as detailed information is available.

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/>

December

- Executive Board Meeting

January *(This may be changed to November - with a National Conference in January - Information to be shared)*

- *National Student Council LEAD Conference, Washington, D.C.*
<https://www.natstuco.org/events/leadership-experience-and-development/>

February

- Officer candidate/parent required meeting (virtual)
- Executive Board Meeting
- Convention <https://mdstudentcouncils.org/index.php/convention/>

March

- Legislative Advocacy Week <https://mdstudentcouncils.org/index.php/advocacy-day/>

April

- Spring Leadership [Spring Leadership Conference](#)

May

- Staff Interviews (virtual)
- Executive Board Meeting - swearing in of the new officers, confirmation of appointed staff

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

<https://mdstudentcouncils.org/wp-content/uploads/2023/02/MASCConstitution.pdf>

- The president, first vice president, second vice president, and treasurer must be enrolled in a Maryland secondary school.
- The second vice president must be enrolled in a middle school during the term of office.
- Candidates must meet the eligibility requirements of their local school system.
- 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).
- 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.
- 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 the term.
- A student will not hold one particular office for more than two terms.

MASC Contact and Verification Form

Nominees must submit the following two pages (uploaded to the Google form) by 5:00pm, February 9, 2024

[Google Form Link](#)

- 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.
 - Headshot (MASC can crop and format pictures)
 - Required recommendations from your Principal and SGA Advisor
- Link to share with principal and advisor: <https://forms.gle/7izXwy3LV6kwmk1y9>

** 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: _____

Cell Phone: _____ *Personal Email Address: _____

MASC Office you are seeking: _____

School Name: _____ Current Grade in School: _____

MASC is an organization comprised of school student councils, not individual students. I confirm that I am involved in the student council at my own school. Yes No

**School system’s firewalls block emails outside of their school system. Please provide a personal email so MASC is able to communicate as our main business mode of communication is through email.*

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.

MASC Contact and Verification Form Continued

Applicant's Name: _____ **Officer Position Seeking:** _____

Parent's verification:

I have discussed the time and responsibility that accompanies being a MASC officer. I have reviewed the 2024-2025 and discussed transportation. In addition, I have reviewed my child's resume and personal statement and verify that all information represented is accurate.

Parent/Guardian's Signature

Email

Date

School Advisor's Verification:

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

- This student has the opportunity to be involved in our school's student council: **Yes** **No**
- I have reviewed the resume and personal statement and verify that all information represented is accurate. **Yes** **No**

School Advisor's Signature

Email

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. I have reviewed the nominee's resume and verify that information represented is accurate.

- If this student is elected, I pledge that our school will join MASC for the year this student would serve. **Yes** **No**

School Principal's Signature

Email

Date

**Complete application materials must be scanned and uploaded to the Google form by 5:00 p.m.,
February 9, 2024**

[Google Form Link](#)

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

Refer any questions to:

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

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

If elected, 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!

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 a 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 or producing a middle school newsletter
- add to and update the Middle School Focus web page
- 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
- 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
- investigate grant opportunities and conduct fundraisers as approved
- 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 scheduled conference calls (weekly or bi-weekly)
- serving as a member of the Awards Selection Committees
- identifying student leaders to serve in training and leadership positions
- serving as a workshop presenter at executive board meetings and conferences
- training rising leaders in the organization
- advocating on behalf of the organization

**MARYLAND ASSOCIATION OF STUDENT COUNCILS (MASC) IS A REGISTERED
501(C)(3) NON-PROFIT ORGANIZATION.**