



# Maryland Association of Student Councils

*Affiliated with the National Association of Student Councils*  
*Maryland Association of Student Councils is a 501(c)(3) non-profit organization.*

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September 2024

Dear Principal:

Education Article §2-202 of the Maryland General Assembly Statute authorizes the appointment by the Governor of a student member of the board (SMOB) to the Maryland State Board of Education. Approved in 1985 and amended in 2007, this legislation specifies that the Maryland Association of Student Councils (MASC) shall nominate two students for the Governor's consideration. One of these nominees will be appointed by the Governor to serve a one-year term as the Student Member of the Maryland State Board of Education.

The responsibilities of this position are extensive. A copy of the position description is enclosed for your information (Attachment A). The student member must spend one or two days per month in attendance at State Board meetings. Considerable time before each meeting must be devoted to reviewing policies and programs scheduled for action or review by the State Board. In addition to the monthly meetings, the student member spends about two weeks per year attending the convention of the Maryland Association of Boards of Education (MABE) and/or the National Association of State Boards of Education (NASBE) and other State Board workshops/retreats.

It is now time to select nominees for the Governor's consideration for the next SMOB. **Each public high school in Maryland is invited to nominate one student for this position.** The school does not need to be a member of MASC. The student nominee must be regularly enrolled in a public high school, in good standing, and a junior or senior as of July 1, 2025, meaning a current sophomore or junior. The school nomination process may be an actual election within the student body or the nomination might be the consensus of the Student Council or the Executive Board of the Student Council. Please consider the most capable sophomore or junior who could ably serve in this position. The student, appointed by the Governor, will serve a one-year term on the State Board, from July 1, 2025, to June 30, 2026.

Should the school elect to nominate a student for this position, it is recommended that you identify the nominee as soon as possible to give the student adequate time to prepare their application packet. A letter to the selected student is attached (Attachment B). Students that you have identified or have expressed interest in being a SMOB applicant are **highly encouraged to attend the virtual SMOB Informational Webinar (interest meeting) on October 10th.** Students can sign up for this informational meeting on the MASC website (<https://mdstudentcouncils.org/index.php/smob-informational-meeting/>).

The **School Nomination must be made by 5:00 p.m., Monday, November 18, 2024, using this Google form** (<https://forms.gle/uyXsjUCE5JHNwFeu7>). Only the school principal or their designee may submit the school nomination form. Student nominees should expect a notification from MASC as soon as their school's nomination form is received. Nominees should work with their school's administration to ensure that the deadline is met.

The student nominee must complete an online application, and upload a one-page résumé, three essay responses, and a recording of why they want to be the student member of the State Board of Education. (Attachment C). In addition, four recommendations (one from the principal, one from a teacher, one from a student council or student activity advisor, and one from a community leader), must be completed using this Google form (<https://forms.gle/7AKjTASY1dPvVfLE6>). Refer to Attachment D to see the requested

information from the recommender (Attachment D). No more than four recommendations will be accepted. **The completed nominee application packet must be received no later than 5:00 p.m., December 9, 2024. Incomplete or late applications will not be considered.**

All complete applications will be screened and rated by a SMOB Election Committee composed of the MASC President, MASC 2nd Vice President, the current state SMOB, one MASC regional president, one county/city SMOB/SROB/Commissioner, one high school president, one regional advisor, and one middle school advisor. A select number of candidates will continue to the next stage of the process for interviews. Those nominees will be contacted by December 30, 2024, to schedule a virtual interview for Saturday, January 4, 2025.

The interview committee will select up to five finalists who will give speeches at the MASC General Assembly held at the Winter Leadership Conference on Saturday, January 25th, 2025, location TBD. If selected as a finalist, nominees will register with their school delegation to attend the MASC Winter Leadership Conference. Online registration can only be completed by a school advisor or a school administrator before the registration deadline of January 15, 2024. The cost for a student or advisor to attend the Winter Leadership Conference is \$30. If the school is unable to pay the full registration fee, MASC will work with the school principal and school system superintendent to ensure the registration of the nominee. At the Winter Leadership Conference, nominees give speeches, participate in a question-and-answer session, and have several opportunities to campaign before the MASC voting delegates elect the two final nominees. The names of the two MASC nominees will be forwarded to the Governor for his appointment consideration.

We strongly encourage you to nominate a qualified student from your school for this important position by completing the School Nomination Google Form. Please provide a copy of the attached information and nomination materials to your school's nominee (Attachments A–position description, B–student letter, C–Application Packet Instructions, and D–Required Recommendations). Nominees must be available to participate in the entire selection process. If you have any questions, please do not hesitate to contact me at [Karen.Crawford@mdstudentcouncils.org](mailto:Karen.Crawford@mdstudentcouncils.org).

Sincerely,



Karen L. Crawford  
Acting Executive Director, Maryland Association of Student Councils

**Attachments:**

- A. Position Description
- B. Letter to Student Nominee
- C. Nominee Application Packet Instructions
- D. Recommendation Requirements

**Dates to Remember:**

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|---------------------|--|
| ⇒ October 10, 2024  | SMOB Informational Webinar (7:00-8:00 p.m.)  |
| ⇒ November 18, 2024 | School nomination Google form completed (5:00 p.m.)  |
| ⇒ December 9, 2024  | Completed Student application packet must be uploaded (5:00 p.m.)  |
| ⇒ December 9, 2024  | Required recommendations completed (5:00 p.m.)   |
| ⇒ December 30, 2024 | Nominees contacted about interviews  |
| ⇒ January 4, 2025   | Virtual Interview for selected nominees  |
| ⇒ January 15, 2024  | Finalists - Registered by school advisor or administrator to attend Winter Leadership Conference (11:59 p.m. deadline) |
| ⇒ January 25, 2025  | Up to five finalists present at the MASC Winter Leadership Conference  |

**MARYLAND STATE BOARD OF EDUCATION**  
**Student Member Position Description**

**ROLE OF THE STUDENT MEMBER:**

The student member provides *an informed student viewpoint* to the State Board of Education. The function of the student member is not to represent all students or any particular group of students on an issue. The student member must respect the diversity of students' points of view and develop a position that will be consistent with the best interests of Maryland students.

The student member is an official member of the Board and, by statute, has a partial vote, voting on all issues except for legal appeals and the removal and reprimand of personnel.

**RESPONSIBILITIES OF THE STUDENT MEMBER:**

1. To be an informed participant and voter in Board discussions and actions. This is accomplished in part by reviewing and analyzing large packets of information provided before each Board meeting. Board packets typically include the following:
  - a) agenda;
  - b) minutes of previous meetings;
  - c) background information and recommendations for policy and program discussions and actions;
  - d) resolutions/legislation; and
  - e) budget and personnel documents.

In addition, the student member must read additional information including articles, journals, and reports sent weekly to Board members.

2. To develop a thorough understanding of current statewide educational issues that directly impact Maryland's students and to share this information with students and student leaders statewide. This can be accomplished by:
  - a) meeting throughout the year with the Maryland Association of Student Councils (MASC) at Executive Board meetings and other conferences/meetings as appropriate;
  - b) meeting with county student Board members/representatives; and
  - c) being accessible to hear the concerns of Maryland's diverse student population.
3. To attend and/or speak at various education and youth-related conferences and events.
4. To participate in the selection process of the incoming student Board member.
5. To provide an orientation to the next student Board member and write an end-of-the-year report, summarizing key issues before the Board and actions of the Board during the student member's term of office for use by the incoming student Board member.

**ATTENDANCE REQUIREMENTS:**

1. To attend monthly one-day Board meetings, held at the Maryland State Department of Education in Baltimore City.
2. To participate in various educational events as a representative of the State Board, including education

forums held in various regions of Maryland, either in-person or virtually.

3. To participate in the Maryland State Board of Education's new member orientation.
4. To attend the annual State Board retreat.
5. To attend, as much as possible, MASC Executive Board meetings and conferences to report on important educational issues and to seek student input on those issues.

#### CANDIDATE SELECTION:

1. Each public high school in the state is invited to nominate one student for the position of student member on the State Board of Education. Schools do not have to be a member of MASC. Nominees submit applications that include a résumé, three essay responses, a recorded response as to why they want to be the student member, and four recommendations. We strongly recommend that any interested student attend the virtual SMOB Informational Webinar (interest meeting) on Thursday evening, October 10, 2024. Students can register using this link <https://mdstudentcouncils.org/index.php/smob-informational-meeting/>.
2. Applications are screened and rated by a committee composed of the MASC President, MASC 2nd Vice President, the current state SMOB, one MASC regional president, one county/city SMOB/SROB/Commissioner, one high school president, one regional advisor, and one middle school advisor. Substitutions to this committee will be made if any of these people are from a candidate's county/city.
3. The committee interviews top applicants with completed applications and selects up to five candidates to progress to the next stage of the process.
4. At the MASC Winter Leadership Conference, approximately 500-700 high school and middle school students elect two nominees whose names are submitted to the Governor.
5. The Governor appoints one of the two nominees to serve as the student member on the State Board of Education.



## Maryland Association of Student Councils

Affiliated with the National Association of Student Councils

September 2024

Dear Student:

Thank you for your interest in serving as the Student Member of the Maryland State Board of Education (SMOB) for the 2025-2026 school year. You are receiving this letter because your school has nominated you as a nominee for SMOB. The responsibilities associated with shaping State education policies are extremely challenging and rewarding, and your desire to serve the citizens of Maryland in this capacity is commendable. The Maryland Association of Student Councils (MASC) carries out the selection process described in the enclosed Position Description (Attachment A).

The responsibilities of this position, detailed in the enclosed Position Description, are extensive. Before deciding to pursue this position, please carefully consider your ability to miss a great deal of school, commit a significant amount of time outside of school, and transport yourself to meetings. We strongly recommend you attend the virtual SMOB Informational Webinar (interest meeting) on Thursday evening, October 10, 2024. Students can sign up for this webinar on the MASC website (<https://mdstudentcouncils.org/index.php/smob-informational-meeting/>).

For you to be nominated for this position, your school must complete a School Nomination Google Form due by 5:00 p.m., November 18, 2024. Interested students should work with their school's administration to ensure that the deadline is met. Only one nominee per public high school is allowed. Student nominees should then expect a notification from MASC as soon as their school's nomination form is received. Then **your completed application must be uploaded by 5:00 p.m., December 9, 2024. Incomplete or late applications will not be considered.**

All complete applications will be screened and rated, and up to 12 nominees will be selected for interviews. Those nominees will be contacted by December 30, 2024, to schedule a virtual interview for Saturday, January 4, 2025. A committee of students, one middle school advisor, and one regional student council advisor will conduct interviews via Zoom. You will need to prepare a brief presentation for the interview. Details and directions will be sent if you are selected to continue to the interview stage.

The interview committee will select up to five finalists who will give speeches at the MASC General Assembly held at the Winter Leadership Conference on Saturday, January 25th, 2025, location TBD. If selected as a finalist, nominees will register with their school delegation to attend the MASC Winter Leadership Conference. Before the January 15, 2025 deadline, online registration can only be completed by a school advisor or school administrator. At the Winter Leadership Conference, nominees give speeches, participate in a question-and-answer session, and have several opportunities to campaign before the MASC voting delegates elect the two final nominees. The names of the two MASC nominees will be forwarded to the Governor for his appointment consideration.

Please review the attachments and carefully complete the application packet. If you have any questions, please do not hesitate to contact me at [Karen.Crawford@mdstudentcouncils.org](mailto:Karen.Crawford@mdstudentcouncils.org). As part of your participation in this selection process, you may find it useful to attend an upcoming meeting of the State Board of Education. You may contact me for information regarding these meetings. I also encourage you to visit the State Department of Education website at [www.marylandpublicschools.org](http://www.marylandpublicschools.org).

Sincerely,

Karen L. Crawford  
MASC Acting Executive Director

### Dates to Remember:

- ⇒ Oct. 10, 2024 SMOB Informational Webinar (7:00-8:00 p.m.)
- ⇒ Nov. 18, 2024 School nomination Google form completed (5:00 p.m.)
- ⇒ Dec. 9, 2024 Student application packet must be uploaded (5:00 p.m.)
- ⇒ Dec. 9, 2024 Required recommendations completed (5:00 p.m.)
- ⇒ Dec. 30, 2024 Nominees contacted about interviews
- ⇒ Jan. 4, 2025 Virtual Interview for selected nominees
- ⇒ Jan. 15, 2024 Finalists - Registered to attend Winter Leadership Conference (11:59 p.m. deadline)
- ⇒ Jan. 25, 2025 Up to five finalists present at the MASC Winter Leadership Conference

**STUDENT APPLICATION FOR THE POSITION OF  
STUDENT MEMBER OF THE MARYLAND STATE BOARD OF EDUCATION**

**The school nomination Google Form must be submitted by the principal or their designee by the 5:00 p.m., November 19, 2024 deadline for your nomination to be recognized by MASC.**

**Your complete application packet must be uploaded no later than  
5:00 p.m. December 9, 2024**

Application Packet Components:

- 1) School Nomination Google Form – deadline 5:00 p.m., November 18, 2024. **(The school principal or principal designee must send this.)**
- 2) When your resume and essay prompts are finalized, please complete this Google form (<https://forms.gle/3GsDzQgKus6t7UbZA>) and upload the files as requested.
  - a) Resume (limit one page – margins no smaller than .4) – to be uploaded to the Google form
  - b) Three essay responses (each essay 250 words or less) – to be uploaded to the Google form **as one document.**
    - i) Describe what you think is the most important issue or concern facing students today.
    - ii) How do you think the State Board of Education should address that or another significant issue?
    - iii) What do you think is the role of the student member on the Maryland State Board of Education and how would you fulfill that role?
  - c) Visual recording of your answer to this question: "Why do you want to be the student on the State Board of Education?" (Your recording can be done on Zoom or another app that can record, save, and upload – be sure the file name includes your name.) **The response cannot exceed one minute.**
- 3) Recommendations (four total) must come from each of the following individuals: your current principal, a high school teacher who has or recently had you in class, the student council advisor or the advisor of a student activity in which you are currently involved, and a community leader.
  - a) Each recommendation must be completed by the recommender directly to this Google Form (<https://forms.gle/sEuno9rqiHPQMqiB8>) – See Attachment D
  - b) No additional recommendations will be accepted;
  - c) You are responsible for asking the recommenders and providing them with any information that they may need (i.e., position description). Be sure to establish when you need the recommendation completed so you can have a complete application packet by the deadline.

**Dates to Remember:**

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|---------------------|--|
| ⇒ October 10, 2024  | SMOB Informational Webinar (7:00-8:00 p.m.)  |
| ⇒ November 18, 2024 | School nomination Google form completed (5:00 p.m.)  |
| ⇒ December 9, 2024  | Completed Student application packet must be uploaded (5:00 p.m.)  |
| ⇒ December 9, 2024  | Required recommendations completed (5:00 p.m.)   |
| ⇒ December 30, 2024 | Nominees contacted about interviews  |
| ⇒ January 4, 2025   | Virtual Interview for selected nominees  |
| ⇒ January 15, 2024  | Finalists - Registered by school advisor or administrator to attend Winter Leadership Conference (11:59 p.m. deadline) |
| ⇒ January 25, 2025  | Up to five finalists present at the MASC Winter Leadership Conference  |

## ELECTRONIC RECOMMENDATION - CURRENT PRINCIPAL

**Deadline 5:00 p.m. December 9, 2024**

APPLICATION FOR THE POSITION OF  
STUDENT MEMBER OF THE MARYLAND STATE BOARD OF EDUCATION

The following information will be requested in the recommendation **Google form**:

- Your email
- Your name
- Your school
- Your position
- Nominee's name
- How long and in what context have you known the nominee?
- Reasons for your support for the nominee's application for student member of the Maryland State Board of Education.
- Any additional comments

***This recommendation must be completed by the recommender and submitted by 5:00 p.m., December 9, 2024***

<https://forms.gle/7AKjTASY1dPvVfLE6>

*Refer questions to Karen.Crawford@mdstudentcouncils.org*

## ELECTRONIC RECOMMENDATION - HIGH SCHOOL TEACHER

**Deadline 5:00 p.m., December 9, 2024**

*Note: this recommendation must be completed by a teacher who has/had the nominee in class.*

APPLICATION FOR THE POSITION OF  
STUDENT MEMBER OF THE MARYLAND STATE BOARD OF EDUCATION

The following information will be requested in the recommendation **Google form**:

- Your email
- Your name
- Your school
- Your position
- Nominee's name
- How long and in what context have you known the nominee?
- Reasons for your support for the nominee's application for student member of the Maryland State Board of Education.
- Any additional comments

***This recommendation must be completed by the recommender and submitted by 5:00 p.m., December 9, 2024***

<https://forms.gle/7AKjTASY1dPvVfLE6>

*Refer questions to Karen.Crawford@mdstudentcouncils.org*



# **ELECTRONIC RECOMMENDATION - STUDENT COUNCIL or ACTIVITY ADVISOR**

**Deadline 5:00 p.m., December 9, 2024**

Note: a student council advisor or student activity advisor from an organization in which the nominee is currently involved must complete this recommendation.

## **APPLICATION FOR THE POSITION OF STUDENT MEMBER OF THE MARYLAND STATE BOARD OF EDUCATION**

**The following information will be requested in the recommendation Google form:**

- Your email
- Your name
- Your school
- Your position
- Nominee's name
- What is the type of activity for which you are an advisor?
- How long and in what context have you known the nominee?
- Reasons for your support for the nominee's application for student member of the Maryland State Board of Education.
- Any additional comments

***This recommendation must be completed by the recommender and submitted by  
5:00 p.m., December 9, 2024***

**<https://forms.gle/7AKjTASY1dPvVfLE6>**

*Refer questions to Karen.Crawford@mdstudentcouncils.org*

# **ELECTRONIC RECOMMENDATION - ADULT COMMUNITY LEADER**

**Deadline 5:00 p.m., December 9, 2024**

## **APPLICATION FOR THE POSITION OF STUDENT MEMBER OF THE MARYLAND STATE BOARD OF EDUCATION**

**The following information will be requested in the recommendation Google form:**

- Your email
- Your name
- Your organization
- Your position
- Nominee's name
- What is the web address of your organization? (street address if no website)
- How long and in what context have you known the nominee?
- Reasons for your support for the nominee's application for student member of the Maryland State Board of Education.
- Any additional comments

***This recommendation must be completed by the recommender and submitted by  
5:00 p.m., December 9, 2024***

**<https://forms.gle/7AKjTASY1dPvVfLE6>**

*Refer questions to Karen.Crawford@mdstudentcouncils.org*