



# The Maryland Association of Student Councils Evaluator - Appointed Staff Application 2024-2025

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

**Completed application deadline is 11:59 p.m., Monday, December 16, 2024**

*Dear MASC Appointed Staff Applicant:*

MASC currently has an open staff position for evaluator. If you are interested, please read this packet very carefully and complete all components of the application process by the deadline of 11:59 p.m., Monday, December 16, 2024.

## 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 opportunities. 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.

We 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, you need 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 stay involved by attending our conferences, executive board meetings, and webinars.

NOT ALL APPLICANTS WILL BE INTERVIEWED. After reviewing the online application, adult recommendation, commitment form, and past involvement with student councils, the applicants will be evaluated and many selected applicants will be invited to interview. Staff interviews will take place by appointment via video conferencing.

The application deadline is 11:59 p.m., December 16 2024. Thank you so much for your interest in joining MASC's Appointed Staff. We are thrilled at the possibility of working with you this upcoming year!

Respectfully,

  
Shradha Bista  
MASC President

  
Karen Crawford  
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/>.
- Read over the specific duties of the EVALUATOR **before** applying.
- Have attended at least one MASC event or conference in 2023-2024 or 2024-2025. It is difficult to serve in an organization if you have never attended any meetings or events for that organization!
- Be from a member school of MASC during the 2024-2025 school year. **Appointed staff need to work with their school advisor to join MASC for 2024-2025 by the end of December 2024 at the latest.**

## **What does it mean to be a MASC Staff Member?**

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 must work together to impact our state positively. We ask that all applicants 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, **include attending MASC events.**
- Formally report on their work at Executive Board meetings and 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's 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-Year report.
- Abide by the MASC Code of Ethics.

## **Application Timeline**

**All components of the application are due by 11:59 p.m., Monday, December 16, 2024**

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

After the application deadline, selected applicants will be invited to interview for the evaluator position. Not all applicants will be selected to interview.

Staff interviews will take place by appointment via video conferencing. Shortly after the conclusion of ALL interviews, you will be contacted with a follow-up email regarding 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., Monday, December 16, 2024

Name: \_\_\_\_\_ Grade: (Fall of 2024) \_\_\_\_\_

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

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

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

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

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. 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.
- Maintain a high level of respect towards others and be inclusive of all students while advocating, being involved, and participating in various activities.
- 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 and 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**

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. 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 are "in-person" so there are transportation issues to consider.

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

**School Advisor's Confirmation:**

**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 not involved, is your council limited to a leadership class? Yes No – or have other restrictions? Yes No)

• If this student is selected, I pledge that our school will join MASC for 2024-2025. Yes No

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

**Principal's Confirmation:**

The above nominee is a student enrolled in a Maryland secondary school and meets local eligibility requirements for participation in the Student Council. In addition, this student exemplifies a high standard of behavioral ethics.

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

Refer any questions to:

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

**WEB CONSENT:**

If selected, I consent to allow MASC to post this information 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 \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ 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/PPxmLT98rxwwqn3N6>

*(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/PPxmLT98rxwwqn3N6>**

*(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 you, your goals for MASC, and how you will contribute to the organization if appointed.*



- Describe your experience in your school's student council.
- Describe your experience in your region's student council.
- Describe your experience in the state student council.
- Aside from academics, what are you involved in outside of student council? What are those time commitments?

You will also need to address these questions pertaining to the position of EVALUATOR:

- Explain what special skills you have that will allow you to succeed in this position.
- In bulleted format, state your ideas and plans for the position. Consider what new and innovative ideas you would be bringing to both your position and MASC.
- Upload the prompt for the position.

You will be asked to upload a picture of yourself and given an option to upload your one-page resume.



**AND  
READ THIS!**

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

**Link found on this page:**

**<https://forms.gle/PPxmLT98rxwwqn3N6>**





## 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.***

*Literally – this page has been saved separately to this link so you may email it directly to your recommender.*

<https://mdstudentcouncils.org/wp-content/uploads/2024/11/MASC-Recommendation-Evaluator.pdf>

**Recommendation Google Form Link: <https://forms.gle/sgPZDj1cG6cT9HpC8>**

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

**Deadline: 11:59 p.m., Monday, December 16, 2024.**

**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.

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

NOTE: MASC is a 501c3 Non-Profit Organization



# Evaluator Staff Position

*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 MASC events.***
- *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's responsibilities.*
- *Work cooperatively with other team members in their own 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 (via Google Form)*
- *Abide by the MASC Code of Ethics.*

## Evaluations Coordinator

The evaluation coordinator must have the ability to analyze feedback and condense large amounts of information. The coordinator 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 a good working knowledge of creating and using Google Forms (questions, uploading files, submitting responses, etc.) and Google Sheets.*
- *As requested, create evaluations with quantitative and qualitative data collection for all events 2 weeks in advance of an event. Complete data compilation within fourteen (14) days of the event.*
- *Compile feedback from previous evaluations for future events to the MASC President one month in advance.*
- *Knowledge to create, distribute, collect, and compile data for evaluations for **all** MASC events and programs.*
- *As requested, work with other staff members to help create evaluations for special events such as seminars, town halls, summits, forums, etc.*
- *As requested, work with other staff members to compile data from special event evaluations.*

*Prompt: Create an evaluation of this MASC Application in Google Form.. Include a linear scale question, a checkbox grid, and an upload question with two files under IMB. Add the link for your Google form in the specific question in the staff app Google Form.*