



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

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

Completed application deadline is 11:59 p.m., Monday, April 15, 2024

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 invite 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 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.

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, 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 work on different MASC committees and projects.

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 between Monday, April 22, through Sunday, May 5, 2024, via video conferencing.

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

Nicete Moodie
Executive Director

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/>.
- Read over the possible positions and their specific duties **before** applying.
- Have attended at least one MASC event or conference such as the Fall Leadership Conference, Convention, or an Executive Board meeting. 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.** Membership for 2024-2025 will open on August 15th. **Appointed staff need to work with their school advisor to join MASC for 2024-2025 before November 15, 2025.**

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, **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 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.
- Be a workshop presenter at the MASC conferences.

Application Timeline

All components of the application are due by 11:59 p.m., Monday, April 15, 2024

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

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 Monday, April 22, through Sunday, May 5, 2024, 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, April 15, 2024

Name: _____ Grade: (Fall of 2024) _____

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: _____

2nd Position choice: _____

3rd Position choice: _____

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 will become a certified workshop presenter and present at conferences as I am able. 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 2024-2025. 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 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:

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

Mrs. Karen Crawford (Karen.Crawford@mdstudentcouncils.org), Assistant 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://tinycloud.com/mrrvnsuh)

<https://tinycloud.com/mrrvnsuh>

(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://tinyurl.com/mrrvnsuh)

<https://tinyurl.com/mrrvnsuh>

(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 be asked to select your **three** preferences for staff positions. For **EACH** position, you will need to address these questions:

- 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 each 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://tinyurl.com/mrrvnsuh>





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/2024/03/MASC-Staff-Recommendation-Info-Page.pdf>

Recommendation Google Form Link: <https://forms.gle/AnXEfN1U7aTiYDh47>

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

Deadline: 11:59 p.m., Monday, April 15, 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
Nicete Moodie, Executive Director (nicete.moodie@studentcouncils.org) or
Karen Crawford, Assistant Executive Director (Karen.Crawford@mdstudentcouncils.org).

NOTE: MASC is a 501c3 Non-Profit 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'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.*
- *Be a workshop presenter at MASC conferences.*

Chief of Staff (CoS)

MASC Board of Directors Student Representative

Communications Director

*Secretary
Publications Coordinators
Social Media Managers
Historians*

Special Issues Director

Special Issues Deputy Director

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

Operations Director

*Student Workshop Coordinators (SWC)
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 - Cecil, Kent, Queen Anne's
Division 7 - Talbot, Caroline, Dorchester
Division 8 - Wicomico, Worcester, Somerset*

See the following pages for a 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 1st 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 meetings 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 ensuring 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 schedules, 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 regularly to help 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 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.
- Conduct correspondence as needed (i.e. thank you notes, invitations, greetings).
- Organize and maintain a directory of necessary contact information for the Executive Board including regional information.
- 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 birthday card for an Appointed Staff member.

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).
- Consider additional publications such as a bi-monthly review, conference recap, special flyers for events, etc.

Prompt: Create a calendar for publications and content for the school year. 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 to attract the interest for 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 for the Convention (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 videos and keep a pictorial history of MASC programs and events.
- Post pictures and videos to the MASC website within one week of an event (upload to a MASC-provided 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 for the May executive board meeting.
- Have an action plan at ALL MASC events for who is responsible for taking pictures and videos 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, videos, 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 ensuring 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 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.
- Maintain contact with department members and 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 on time.
- Oversee and work intra- and inter-departmentally to plan and execute forums, town halls, seminars, and summits as requested (i.e. 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.
- Responsibly 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 various 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.
- Serve as a member of MASC Leadership alongside other directors, the Chief of Staff, and MASC Officers.
- 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 regarding 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, 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 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 on time, and during the session, this often requires multiple hours a day for the entire workweek (and then some catch-up on the weekends).

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 and empower other students to be 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.
- Maintain a relationship with the Maryland Youth Advisory Council and Maryland Civic Education Coalition
- Update and maintain the MASC Platform.
- Work closely with other MASC staff that may have bills and issues (i.e. environment, safety, mental health, etc.).

Prompt: Select 2 bills from past Maryland General Assemblies that are MASC-related and explain why and how they impact MASC (these cannot be bills on which MASC has already taken action).

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 and follow through on projects, as the success or failure to meet such a goal reflects highly on MASC. Knowledge of charities with service opportunities is recommended. The Service Coordinator will be expected to organize a service emphasis or workshop at each MASC conference. Professionalism is a necessary skill for this position, as it requires working with adults as the liaison between the MASC and 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:

- Plan and coordinate the MASC service projects during major conferences and Executive Board meetings.
- Share ideas for regions and schools to create local service projects and provide student service-learning (SSL) opportunities for students.
- Consider chairing the Service Committee to work on service-related publications, forums, and workshops at MASC Conferences.
- Submit a monthly service spotlight as ideas for schools and regions.
- 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," "MLK 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, an understanding of

environmental science and related 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.

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.
- Consider chairing the Environment Affairs Committee to work on environmental-related publications, forums, and workshops at MASC Conferences.
- Make recommendations to MASC on action to be taken on environmental issues.
- Work with the SLACers to research and support any environmental bills in the Maryland General Assembly.
- Serve as a liaison to environmental advocacy groups at the request of MASC, especially the Chesapeake Bay Foundation.
- As possible, create an environmental service project for MASC or project ideas to share with regions to implement.
- Ensure that all MASC events are as environmentally friendly as possible (recycling, no Styrofoam products used, reusable water bottles, etc.).
- Create quarterly “GreenCrabs” and 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.
- Review solicited and unsolicited environmental resources as recommended for the MASC Resource website.
- 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 the community is highly recommended. The coordinator 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.
- Consider chairing the Mental Health Affairs Committee to work on mental health-related publications, forums, and workshops at MASC Conferences.
- Review solicited and unsolicited mental health, drugs/alcohol rehab resources recommended for the MASC Resource website.
- Make recommendations to MASC on actions to be taken concerning mental health issues.
- Work with the SLACers to research and support any mental health-related bills in the Maryland General Assembly.
- When needed, collaborate with SLACers to update sections of the MASC platform pertaining to student mental health.

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 have 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 Advocacy Program.

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 to advocate 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:

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.

In addition (for the Advisory and Subcabinet position):

- Work with the SLACers to research and support any safety-related bills in the Maryland General Assembly.
- Present reports at Executive Board meetings and Conferences to foster a connection between MCSS and MASC.

Prompt: Prepare a presentation (Powerpoint, Prezi, Canva) about a school safety issue for which you are passionate and how you will work with MCSS and MASC to propose solutions.

Operations Director

The Operations Director requires an individual with the skills to facilitate various work that revolves around the logistics, functions, and operations of MASC. The Operations Director must be able to assist staff in the department to succeed. Planning and organizational skills are key to ensuring meetings and events run smoothly on and behind the scenes.

Time Commitment: approximately 3-4 hours per week – more hours before and after any 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.
- Maintain contact with the department members and 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.
- Collect staff reports for all executive meetings and general assemblies.
- Assure MASC has all necessary equipment, technology, and hosts for live-streaming events.
- Assist the MASC officers and Executive Directors in the operations-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)- Student Workshop Coordinator, Evaluations Coordinator, Parliamentarian, Technical Operations Coordinator.

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 to coordinate the training of the presenters that occurs in the fall and early winter. 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 4-5 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 (Advance in August, and early fall, usually September, and possibly after the Fall Leadership Conference).
- Coordinate with regions and divisions for possible training tailored towards specific geographical locations across Maryland.
- 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 to improve the presentation and workshops.
- Determine the middle school workshops to be presented at the Fall Leadership Conference.
- If requested, work with others to create workshops to be presented to the entire delegation at the Convention and possibly the Spring Leadership Conference.
- Continue to add to the MASC Workshop Resources including icebreakers, teambuilding, energizers, and workshops.
- Attend weekly Student Workshop Coordinators Meetings.

Prompt: Submit an exemplary workshop outline and a sample timeline on communication with workshop presenters before the Fall Leadership Conference.

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 via Google Forms. Include a linear scale question, a checkbox grid, and an upload question with two files under IMB. 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. The Parliamentarian needs 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. The parliamentarian must attend 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.
- Host review sessions of Parliamentary Procedures before all conferences and help prep all R's before conferences.
- Aid the SWCs in finetuning Parli Pro workshops/mini-workshops.

Prompt: Identify 6-9 motions that every Student Council/Government member should know and be able to use throughout MASC. Explain why they are important and then teach about each of the motions. Pretend we don't know what ParliPro is.

Technical Operations Coordinator

The Technical Operations Coordinator (TOC) must demonstrate an extensive understanding of technical skills and be able to apply them to MASC's needs. The TOC must be well versed with the MASC website and is responsible for updating it regularly.

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, mobile-friendly viewing, 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).
- 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: Review the MASC website and draft at least two recommendations.

Divisional Liaisons

The Divisional Liaisons, working directly with the MASC 1st 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 their 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 2nd Vice President to ensure outreach to the Maryland middle schools.

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 virtual division-wide activity, project, or initiative such as a Divisional (area-specific) MASC one-day 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 their specific division.
- For Divisions 6-8: Work with each other to increase representation from the Eastern Shore.

Prompt: Create an outreach plan to one region/county/Baltimore City in your division (cannot be your own region).

