



The Maryland Association of Student Councils Appointed Staff Application 2026-2027

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

Completed application deadline is 5:00 p.m., Wednesday, April 15, 2026

Dear MASC Appointed Staff Applicant:

As we celebrate a year of outstanding leadership and service in MASC, we look ahead with great anticipation to the 2026–2027 school year. The transition begins now, and the MASC Executive Director and President-Elect invite you to consider applying for an Appointed Staff position.

We are seeking dedicated, motivated student leaders who are committed to state-level student government and collaborative teamwork. Serving on Appointed Staff is both an honor and a significant responsibility. While the experience offers meaningful leadership growth and statewide impact, positions are limited to maintain a balanced and effective Executive Board. Staff members are expected to devote time, energy, and professionalism to responsibilities such as statewide travel, event planning, program development, project management, workshop presentation, and regular reporting to MASC leadership.

The selection process is competitive and thorough. Applications will be evaluated based on the online submission, adult recommendation, prior involvement at the school and/or MASC level, commitment affirmation, and completion of all required components by the **5:00 p.m., April 15, 2026** deadline. Not all applicants will be invited to interview. Selected candidates will participate in virtual interviews by appointment following the deadline, possibly extending into early May.

Thank you for your interest in serving on MASC’s Appointed Staff. Please [register](#) for the May 16th executive board meeting at Eastern Technical High School (Baltimore County). Appointed staff will be confirmed and sworn in at that meeting.

We look forward to working with the next team of student leaders who will continue to strengthen and advance our organization.

Respectfully,


Goodness Alafe
MASC President-Elect


Karen Crawford
Executive Director

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.”

[\(Link to MASC Mission, Goals, and Objectives\)](#)



NOTE: MASC is a 501c3 Non-Profit Organization

Appointed Staff Qualifications: MASC is an organization of school student councils. It is a student-led organization! Appointed staff are expected to be members of their school's student councils.

To apply for MASC, you must...

- Be able to meet the time commitment, including in-person and virtual events, conferences, and responsibilities outside scheduled meetings. Please review the current and draft calendars here: <https://mdstudentcouncils.org/index.php/events/>
- Have attended at least one MASC event (e.g., Fall Leadership Conference, Convention, or an Executive Board meeting).
- Be enrolled in a MASC member school for the 2026–2027 school year. **Membership opens July 1, and appointed staff must work with their advisor to join no later than November 1, 2026.**

Application Timeline: All application components are due by **5:00 p.m., Wednesday, April 15, 2026.**

- All materials, including the adult recommendation, principal, advisor, and parent confirmation, must be submitted through the Google Form.
- Shortly after the deadline, selected applicants will be invited to interview. Not all applicants will receive an interview.
- Interviews will be held by appointment via video conference after the deadline. Applicants will be notified of their status shortly after all interviews are completed.

Components of the Application:

- Part I: Student Google form: includes personal contact information, school information, involvement, position interest, headshot, optional resume, commitment and authorization, interview dates, and theme ideas (optional resume).
- Part II: Parent, Principal, and School Advisor Google Form submission
- Part III: Adult Recommendation_Google Form submission



Part I: Information and Commitment: The information below will be submitted and verified through a Google Form. It is provided here in advance so you may review it before completing the form. (<https://forms.gle/3ZVDy5c3sf4ghJKa7>)

Personal Info:

- Name
- Email
- Cell
- Birthday
- Ethnicity (optional)
- Parent/Guardian Name
- Parent/Guardian Email
- Parent/Guardian Call



**Submission on
Google Form
Only**

School Info:

- County/City
- Grade (fall of 2026)
- Current school
- School in fall of 2026
- Principal Name
- Principal Email
- Student Council Advisor Name
- Student Council Advisor Email
- New school (fall 2026)
- New school principal/advisor info



Involvement

- MASC Member School status
- MASC events attended this year or previous years
- Certified workshop presenter? Years? Presentations?
- Appointed staff/committee?

Position Preferences

- Activity involvement outside of student council
- Top three position choices
- Skill for the position choices
- New ideas for the positions
- Position prompts response (upload)



Resume & Photo

- Photo upload
- Web consent
- Optional resume upload



Theme and Comments

- Theme ideas?
- Reminders about other Google Forms
- Comments

Commitment and Authorization

- * Appointed staff expectations
- ** Code of Ethics / Diversity Statement confirmation
- Calendar review with parents
- School student council involvement (essay)
- Regional student council involvement (not a qualification!) (essay)
- Dates/times available for an interview

* **Appointed Staff Expectations:**

- Fulfill the responsibilities of an Executive Board member, including attending all required meetings and major events (Executive Board meetings, Workshop Presenter Certification, Staff Development Day, MASC Advance, and the three major conferences).
- Provide reports on their work as requested.
- Set goals and carry out an action plan for their position.
- Collaborate with team members across departments.
- Follow the MASC Code of Ethics.
- Serve as a workshop presenter at MASC conferences.



* **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.

Part II: Parent, Principal, and School Advisor Google Form submission

- **Parent confirmation:** review of the calendar, discussion of time and responsibilities commitment, attendance (<https://forms.gle/MhToSYLvYbyTRo3VA>)
- **Principal confirmation:** enrollment, eligibility requirements, behavioral standards, pledge to join MASC (<https://forms.gle/BC91TJfuN73vG3Ja9>)
- **School advisor confirmation:** involvement in school student council, pledge to join MASC (<https://forms.gle/mo9NvZ5uw1yNvDmM9>)



Part III: **Adult recommendation** – relationship, working capacity, leadership qualities observed, highlighted talents/abilities (<https://forms.gle/ayHjS7wbsuMhrXM2A>)

Deadline for ALL Components: 5:00 p.m., Wednesday, April 15, 2026.



If you have any questions, please feel free to contact

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

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:

- **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, 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.**
- **Abide by the MASC Code of Ethics.**
- **Be a workshop presenter at the MASC conferences.**

Chief of Staff (CoS)

MASC Board of Directors Student Representative

Communications Director

*Secretary
Publications Coordinators
Social Media Managers
Historians*

Special Issues Director

*Service Coordinators
Environmental Affairs Coordinators
Mental Health Affairs Coordinators*

Legislative Director

*State Legislative Affairs Coordinator
(SLACer)
School Safety Coordinator*

- *Student Liaison to the School Safety Subcabinet*

Operations Director

*Student Workshop Coordinator (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*

Please refer to the following pages for a detailed description of each position, including the estimated time commitment required for service.



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 organizational skills are key, as is the ability to be cohesively assertive and understanding. This person will work closely with the Directors and 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.
- Work with Directors and the MASC Adult Committees Coordinator to monitor committee meetings and webinars
- 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 Director 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, Legislative, and Operations Department Directors.

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 officers and all department directors.

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 one-hour virtual meetings at least 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 who may be needed for BOD workgroups or committees
- Attend Department meetings to stay on top of the work of staff and their committees to include in Board reports.
- 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.
- Attend committee meetings for which communications staff is responsible.
- 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. Secure a substitute if unable to attend any conferences/meetings.
- 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. It should also have a bottom submission byline (e.g. “Minutes submitted by Jane Doe, MASC Secretary”)
- 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).
- Chair a committee (split into sub-committees) to work on the many publications of MASC.
- 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.
- Chair a committee (split into sub-committees) to address all of the areas of social media needed by MASC (staff highlights, holidays, conferences, special events/webinars, membership, etc.).
- 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).
- Consider chairing a committee to aid in taking photos, movies, reviewing photos, compiling special presentations, etc.
- 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).

Legislative Director

The Legislative Director requires an individual with a passion for advocacy and student voice. The Legislative Director must be able to assist the staff in the department with advocacy efforts, outreach, and more. Planning and organizational skills are key to ensuring meetings and events run smoothly on and behind the scenes. This position must strive to ensure all staff members in the department are keeping the perspectives of Maryland students at the forefront of all decisions.

Time Commitment: approximately 4-5 hours per week; more time when staff in the department is preparing for conferences or other events.

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 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.
- Attend committee meetings for which legislative staff is responsible.
- Work with the State SMOB to be aware of State Board of Education issues and work with all staff to share information and help the MASC president in drafting the MASC report to the Board on issue stances.
- Work alongside the President to ensure MASC’s presence with the Maryland General Assembly and State Board of Education.
- Track the actions of the positions in this department to ensure that assigned tasks and responsibilities are being completed.
- Establish and continue connections between MASC and other advocacy organizations.
- Be aware of opportunities for students to advocate around the state.
- Work with staff and the MASC Adult Committee Coordinator to plan webinars.
- Act as a resource for students around the state regarding advocacy trips, projects, and more.
- Collect staff reports for all executive meetings and general assemblies.
- Work with social media managers to create reports on any advocacy work done by 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 for whom they are responsible).- State Legislative Affairs Coordinator (SLACer), School Safety Liaisons, and MASC appointees to the Maryland Youth Advisory Council (MYAC).

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 Maryland General Assembly

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). Create sub-committees to track State Board of Education issues, House/Senate bills, working with other MASC staff on specific issues (environment, wellness, etc.).
- 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).

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 2025-2026 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

- 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.)
- Take notes at all of these meetings and relay pertinent information to the Advisory Board MASC Student Member.
- Work closely with the Advisory Board MASC Student Member in reporting meeting information to MASC.
- 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.
- Work with the MASC Adult Committee Coordinator and the Advisory Board MASC Student Member to plan and execute webinars.

- 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.

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.
- Attend committee meetings for which the special issues staff is responsible.
- Work with staff and the MASC Adult Committee Coordinator to plan and execute webinars.
- Be aware and knowledgeable of relevant student issues.
- Assist the MASC officers and Executive Director in issues-based work of MASC.
- Collect staff reports for all executive meetings and general assemblies.
- 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): Service Coordinator, Environmental Affairs Coordinator, and Mental Health Affairs Coordinator.

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 service projects for a conference (not all three) and Executive Board meetings as feasible.

- Share ideas for regions and schools to create local service projects and provide student service-learning (SSL) opportunities for students.
- Chair the Service Committee to work on service-related publications, webinars, workshops, and projects at MASC events
- Submit a monthly service spotlight as ideas for schools and regions / or contribute these items to a Special Issues publication.
- 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 other environmental organizations.

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.
- Chair 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 much 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 “Green Goals” and other environmental tips to contribute to a Special Issues publication.
- 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.

Wellness Coordinator

The Mental Health Affairs Coordinator must demonstrate a genuine interest in student wellness issues. As the organization’s spokesperson, an understanding of mental health/wellness issues, addictions, 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 wellness issues in the state of Maryland, particularly those relating to our schools.
- Chair the Wellness Committee to work on related publications, forums, and workshops at MASC Conferences.
- Review solicited and unsolicited mental health, drugs/alcohol rehab resources recommended for MASC Resources.
- Make recommendations to MASC on actions to be taken concerning wellness issues / contribute these items to a Special Issues publication.
- Work with the SLACers to research and support any wellness-related bills in the Maryland General Assembly.
- When needed, collaborate with SLACers to update sections of the MASC platform pertaining to student wellness.

Prompt: Identify one mental health issue and create an action plan for MASC to bring awareness to this issue.

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 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.
- Work with the MASC 2nd Vice President and the MASC adult Middle School Coordinator to 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 MASC conferences.
- 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 1MB. In the staff application, put the link for the Google form at the end in the “comments” section.

Parliamentarian

The Parliamentarian should have strong knowledge of Parliamentary Procedure. 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 understand and be able to use throughout MASC. For each motion, explain why it is important and provide a clear explanation of how and when it is used. Assume the audience has no prior knowledge of parliamentary procedure, and define any necessary terms in simple, practical language.

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 (currently blog-based Word Press) 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 recommend updates, fixes, or improvements (e.g., broken links, mobile optimization).
- Update the Executive Board page and related sections (Board of Directors, Officers, Departments, etc.).
- Regularly update MASC's Events, Conferences, Applications, and Student Opportunities pages.
- Host live-streamed/hybrid MASC events or find a substitute if unavailable.

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 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 school presidents MASC events, programs, and conferences.
- Work with the MASC 2nd Vice President in communicating with school leaders 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) and share positive reasons for being involved.
- Serve as a connector between MASC and school student governments.
- 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.

- Host the Divisional Forums as scheduled, ensuring proactive outreach in advance and facilitating purposeful, engaging discussions during the divisional breakout sessions.
- 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 in your division (cannot be your own region/county).

