

OFFICER TEAM POSITION APPLICATION 2020 - 2021

APPLICATION DUE: September 8, 2020 at 11:59 PM

Officer Team Positions Application Process

To apply for an **Elected** position (President, First Vice President, Second Vice President, Recording Secretary, and Corresponding Secretary) :

1. **EMAIL:** cindy_drummond@hcpss.org and student_member@hcpss.org
 - a. **Subject:** The emails subject should be"
 - i. "LAST NAME, FIRST NAME, SCHOOL, POSITION (that you are running for)"
2. In the email include **ALL** of the following:
 - a. Pronouns
 - b. Photo of yourself (for voter guide).
 - c. Up to a 1 minute campaign video of why you are the best choice, to be shared with cindy_drummond@hcpss.org and student_member@hcpss.org on your HCPSS google drive account, with edit permissions.
 - d. A transcript of the campaign video.
 - e. Give a 280 character written response (including spaces) in writing to **THREE** of the following questions:
 - i. What makes you a unique candidate for this position?
 - ii. Describe an activity you enjoy and how you think skills/ experiences you learned will help you serve in the position?
 - iii. Describe an achievement you are proud of?
 - iv. How will you use your position to influence change and outreach in the community?
 - v. What will be your first priority if you gain this position?
 - vi. How will you work to advertise HCASC across Howard County in new ways?
 - vii. What organizations and people will you reach out to in order to serve as a representative leader?

To apply for the **Chief of Staff or Parliamentarian** position:

1. **EMAIL:** cindy_drummond@hcpss.org and student_member@hcpss.org
 - a. **Subject:** The emails subject should be"
 - i. "LAST NAME, FIRST NAME, POSITION (that you are applying for)"
2. In the email include:
 - a. Pronouns
 - b. an **explanation of why** you would like to be considered for the Officer position &
 - c. attach a **resume**.
3. Prepare for your interview
 - a. Think about why you want to serve as an HCASC Officer Team member
 - b. Connect your passion to how you will serve as an HCASC Officer Team member

c. Describe why you want to serve as an HCASC Officer Team member

HCASC OFFICER TEAM POSITIONS 2020-2021

The President: Must be a High school student.

Some responsibilities may include:

- Lead all meetings of the General Assembly and of the Executive Board.
- Serve as the official spokesperson for HCASC.
- Report on past, current, and future HCASC activities at all General Assembly meetings.
- Serve as the official representative of HCASC to the Maryland Association of Student Councils.
- Determine the time and place of all Executive Board meetings.
- Prepare the agenda for all Executive Board meetings.
- Notify the Officer Team and Advisor in the case of inability to fulfill any of the above duties.
- Coordinate appointed staff and General Assembly Committees.
- Perform other duties outlined in the constitution and handbook.
- Perform other duties devolving from the office when invited by HCPSS.
- Attend Fall and Spring meetings of student leaders with the Board of Education members, Central Office Leaders, and student leaders from across the county.
- Prepare and present the HCASC Annual Report to the Board of Education and Superintendent.

The President will attend all Officer Team meetings, HCASC General Assembly meetings, and executive board meetings (were previously called Pre-GA), and the Student Member of the Board Convention. A total of 2 Wednesdays of each month and the convention day.

The First Vice President: Must be a High school student.

Some responsibilities may include:

- Assume the duties and responsibilities of the president when they are unable to do so.
- Aid the President and Officer Team in fulfilling their duties and responsibilities.
- Perform other duties as outlined in the Constitution and Handbook.
- Perform other duties devolving from the office when invited by HCPSS.
- Attend Fall and Spring meetings of student leaders with the Board of Education members, Central Office Leaders, and student leaders from across the county
- Prepare and present to the HCASC Annual Report to the Board of Education and Superintendent
- Shall oversee all legislative affairs.
- Be the point person on the Officer Team for all LAC stances and HCASC resolutions.

The First Vice President will attend all Officer Team meetings, HCASC General Assembly meetings, and executive board meetings (were previously called Pre-GA), and the Student Member of the Board Convention. A total of 2 Wednesdays of each month and the convention day.

The Second Vice President: Must be a Middle School student.

Some responsibilities may include:

- Assist the First Vice President in all matters, and act as the representative of the middle school student body.
- Serve as an ambassador for middle school student leaders
- Reach out to middle school student leaders and encourage them to attend HCASC meetings
- Bring middle school student ideas and concerns to HCASC Officer Team and the Student Member

The Second Vice President will attend all Officer Team meetings, HCASC General Assembly meetings, and executive board meetings (were previously called Pre-GA), and the Student Member of the Board Convention. A total of 2 Wednesdays of each month and the convention day.

The Recording Secretary: shall record and publish all meeting notes and minutes. Must be a High School student.

Some responsibilities may include:

- Maintain attendance rolls of all HCASC members.
- Record officer meeting notes.
- Record Pre-General Assembly and General Assembly meeting notes.
- Manage and update SMOB Convention delegate contacts.
- Attend Fall and Spring meetings of student leaders with the Board of Education members, Central Office Leaders, and student leaders from across the county
- Prepare and present to the HCASC Annual Report to the Board of Education and Superintendent

The Recording Secretary will attend all Officer Team meetings, HCASC General Assembly meetings, and executive board meetings (were previously called Pre-GA), and the Student Member of the Board Convention. A total of 2 Wednesdays of each month and the convention day.

The Corresponding Secretary: Must be a High School student.

Some responsibilities may include:

- Maintain e-mail/ contact database of all HCASC members
 - Send notices of General Assemblies to the mailing list.
 - Read correspondence at executive board and association meetings
 - Send social media/e-mail updates as requested by members of the executive board.
 - Coordinate with the webmaster to maintain, and update the HCASC website and social media presence.
 - Inform school communities about HCASC programs and events.
 - Attend Fall and Spring meetings of student leaders with the Board of Education members, Central Office Leaders, and student leaders from across the county.
 - Prepare and present the HCASC Annual Report to the Board of Education and Superintendent.
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The Chief of Staff: is a non-voting member of the Officer Team appointed to their position by the Elected Officers and the Student Member of the Board of Education. Must be a High School student.

Some responsibilities may include:

- Directly supervise all staff activity and ensure that all staff members complete their respective tasks.
- Report all Appointed Staff activity to the HCASC Officer Team.
- Work in coordination with the HCASC Advisor in selecting representatives of the organization to serve on other boards and committees.

The Chief of Staff will attend all Officer Team meetings, HCASC General Assembly meetings, and executive board meetings (were previously called Pre-GA), and the Student Member of the Board Convention. A total of 2 Wednesdays of each month and the convention day.

The Parliamentarian: shall be a non-voting member of the Officer Team appointed to their position by consensus of the Officer Team, including the Chief of Staff. Must be a High School student.

Some responsibilities may include:

- Ensuring the organization follows the Constitution, HCPSS Policy, and any other binding agreements.
- Be responsible for formatting and integrating any passed amendments and formatting passed resolutions.

The Parliamentarian will attend all Officer Team meetings, HCASC General Assembly meetings, and executive board meetings (were previously called Pre-GA), and the Student

Member of the Board Convention. A total of 2 Wednesdays of each month and the convention day.

Officer Team Positions Application Timeline:

APPLICATION RELEASE DATE: September 1st

APPLICATION DUE DATE for Elected positions, Chief of Staff, and Parliamentarian:

Please send in your application as soon as you complete them, Due on September 8th at 11:59 PM

ELECTION Starting: September 9th, during meeting

ELECTION Ending: September 10th, 11:59 PM

ELECTION Results Release: September 14th

For Newly Elected Officer Team only: September 16th evening meeting

For Chief of Staff and Parliamentarian: Interviews for these positions with the newly elected officer team will be held on September 23rd (time TBD).

Other Opportunities To Serve:

If you did not get elected or appointed to the Chief of Staff or Parliamentarian, there are still many opportunities to serve within HCASC. To serve as an Appointed Staff member, please follow the appointed staff application process.
