Calvert Association of Student Councils

Dear Executive Board Applicant,

Thank you for your interest in seeking an Executive Board position for the Calvert Association of Student Councils. ​ ​As President, my goal is to have representation from every high school and middle school in the county. I want to have all hands in to make this year great. Every school is encouraged to have members of their delegation apply. Attached to this letter is all you need to apply for a CASC Executive Board position. The application consists of a one-page resume, recommendation form, information and commitment form, and essay questions. A brief interview will be conducted with the newly elected officer team. These interviews will take place at Calvert Library in Prince Frederick. *All interviews will be recorded for reference and evaluation.*

Timeline for Applications:

● Applications are to be sent via pony to Patuxent High School or emailed to me by ​May 24th, 2019. APPLICATIONS WILL NOT BE ACCEPTED AFTER THIS DATE!

● **Please make yourself available on ​June 8th, 2019** ​for Staff interviews at Calvert Library in Prince Frederick. Times will be discussed when your application is submitted. If you are unavailable on that day, please let me know so other arrangements can be made. Components of Application:

● Resume (One page)

● Recommendation Form

● Information and Commitment contract, signed

● Essay questions, typed (Submitted Online)

Sincerely,

Diamond Lewis

Diamond Lewis, President-Elect, Calvert Association of Student Councils. *diamond.lewis1@outlook.com*

Note: Address Ponied materials to Scott Goldstein at Patuxent High School.

Information and Commitment Contract

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: (Fall of 2019)\_\_\_\_\_\_\_\_\_

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

Position applying for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate position interested in:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commitment Contract

If appointed to one of the staff positions (or a similar position), 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 CASC events as

scheduled on the yearly calendar.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Confirmation

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am aware of my son’s/daughter’s desire to hold a CASC staff position

and wholeheartedly support him/her in this endeavor. I have discussed the level of time commitment and

responsibilities that accompany a staff position. I pledge to help make sure his/her attendance at CASC events

takes place.

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

All components of the application are due by ​May 24, 2018

\*\*\*ATTACH ANSWERS ON A SEPARATE DOCUMENT\*\*\*

SHORT ESSAY QUESTIONS: ​ Please limit answers to 200 words per question. This will help us understand your goals for the next year! ​ **(Please submit electronically via email or typed via pony to Patuxent High School, attention Mr. Goldstein)**

*goldsteins@calvertnet.k12.md.us​* or *diamond.lewis1@outlook.com*

1. What compelled you to further your involvement in the Calvert Association of Student Councils?

2. If appointed, what contributions will you bring to further CASC as an organization?

3. What would you like to see CASC accomplish throughout this next year?

(Excerpt from the CASC Bylaws) ARTICLE IV: EXECUTIVE BOARD AND COMMITTEES

The Executive Board is established to assure that the daily operations of CASC as an organization are carried out. Students from grades six through twelve may be appointed to positions on the Executive Board. All actions of the executive board are subject to approval by the CASC President.

Section I. Executive Staff

CHIEF OF STAFF: ​ Shall be responsible for creating an Executive Board roster, supervising any committees formed during the year not included within the bylaws, and monitoring delegate feedback from General Assembly meetings.

**DEPARTMENT OF INTERNAL AFFAIRS** ​(4 positions)

● PARLIAMENTARIAN: ​ Shall maintain parliamentary procedure during the Executive Board Meetings and General Assemblies, consult others on issues of Parliamentary Procedure and chair the Constitution Committee; shall keep time during meetings to keep order.

● LEGISLATIVE AFFAIRS COORDINATOR: ​ Shall monitor and inform the CASC Executive Board and General Assembly as to the events and decisions of local, state, and national governments, supervise the revision of the CASC Platform, chair the Platform Committee, and research Bills to present in Executive Board Meetings for CASC to take stances on.

● HISTORIAN (2 staff members): ​ Take pictures and keep a pictorial history of CASC programs and events, ensure that there is a historian or person to take pictures at all CASC programs and events, coordinate historical projects at the request of CASC, publicize and promote CASC utilizing visual media, create an CASC end of the year slideshow.

**DEPARTMENT OF OUTREACH, PUBLICATIONS, AND COMMUNICATIONS**​ (14 positions) Any position may have a junior and/or co officer and/or committee that will assist their senior or chair in their responsibilities.

● WEBMASTER (2 staff members) : ​ Shall maintain the CASC web page, document all CASC events through forms including but not limited to archiving photos, posting updates and contributing to the archival materials of CASC, organize other computer-based ventures of CASC such as databases and e-mail accounts, and create a visually appealing presentation for each General Assembly.

● PUBLICATIONS COORDINATOR: ​ Shall create flyers of all CASC events and collaborate with Historian to expand availability of pictures.

● PUBLIC RELATIONS COORDINATOR (2 staff members): ​ Shall promote communications between CASC and the general community, including newspapers and local organizations. Shall greet schools as they arrive to the General Assemblies or other events as needed.

● COMMUNITY SERVICE COORDINATOR (2 staff members): ​ Shall organize and chair all efforts to aid the community through CASC, *including at least one community service project at each CASC General Assembly.*

● FUNDRAISING COORDINATOR (2 staff members) (S): ​ Shall direct fundraisers and other events to benefit CASC and other charities, including the MASC State Charity. (1 high school staff, 1 middle school staff)

● NEWSLETTER EDITOR(S) (2 staff members): ​ Shall compose and distribute a newsletter at every CASC General Assembly and collaborate with the Webmaster to assure that a current newsletter is available on the CASC web page. (1 high school staff, 1 middle school staff)

● SOCIAL MEDIA MANAGER: ​ Manage the announcement of CASC electronic publications on all social media platforms, manage the production of creative and practical methods of attracting interest of CASC across social media (creating a filter for each General Assembly), maintain contact with students and member schools using social media.

● MARKETING COORDINATOR (2 staff members): Shall be responsible for the creation, display, and selling of CASC merchandise. This includes advertising of CASC paraphernalia.

**SPECIAL ISSUES DEPARTMENT**​ (4 positions)

● FORUMS COORDINATOR: ​ Shall be responsible for organizing General Assemblies, providing workshop locations and fielding needs of presenters before and during the General Assemblies, including special Forums, and Advocacy events.

● STUDENT TRAINING COORDINATOR: ​Recruit and facilitate the certification of presenters for CASC workshops, coordinate the “training of the trainers” and make sure all presenters have access to the workshop resources, evaluate the effectiveness of each presenter and workshop (at minimum) 2 weeks prior to the General Assembly in order to improve the presentation and workshops, continue to add to the CASC Workshop Resources including icebreakers, team-building, and energizers; must attend MASC certification training course, to further develop student leadership training.

● EVALUATIONS COORDINATOR: ​Create, distribute, collect, and compile data for evaluations for all CASC events and programs, work with the Student Training Coordinator to create, distribute, collect and compile evaluation data for student workshop presenters for CASC programs, work with all department directors to create, distribute, collect, and compile quarterly evaluations for staff to fill out for one another, the officer team, and themselves.

● MASC LIAISON: ​ Inform the CASC Executive Board on new events in MASC

CASC Executive​ ​Staff​ ​Application Recommendation Form Email directly to: ​*goldsteins@calvertnet.k12.md.us​* or *diamond.lewis1@outlook.com* Please put the applicant’s name in the subject line.

Please include this information:

1. Name of Applicant

2. Name of Recommender

3. School/Office/Position of the Recommender

4. How long have you known the applicant?

5. In what capacity do you work with the applicant?

6. What are the applicant’s leadership qualities?

7. What talents and abilities would you like to highlight about the person you are recommending?

8. ​Any other comments or further thoughts you’d like to share about the applicant.