



Baltimore County Student Councils Executive Board Member Application 2017-2018



Dear BCSC Executive Board Member Applicant:

Being a BCSC Executive Board Member is an experience that yields immeasurable opportunity, life-long friendships, and immense reward serving and representing the 112,000 students in Baltimore County Public Schools. The BCSC Officers and Program Coordinator invite you to join BCSC in this exciting upcoming school year by applying to be a member of the Executive Board.

As a BCSC Executive Board Member, the following events must be attended:

- All monthly BCSC Executive Board Meetings (dates to be determined) from 6:00-8:00 PM at the Greenwood Administration Building on Charles Street in Towson (in addition to any additional meetings required to fulfill your role effectively)
- All BCSC General Assembly Meetings (four times a school year during the school day)
- The BCSC Executive Board Retreat held in August (Location TBD)
- The BCPS Student Member of the Board Forum (during the school day)
- The BCSC Fall Leadership Workshop (October 25-27th at River Valley Ranch; attendance is strongly recommended)

Please note that more than three “unexcused absences” as defined by BCPS Pohe Executive Board Member subject to removal at the discretion of the BCSC President and Program Coordinator.

In addition, the following points are the required components of the BCSC Executive Board Member Application:

- Contact Information and Commitment Form (included in this packet)
- Completed Short Answer Questions (included in this packet)
- A résumé of your leadership skills, community involvement, academic achievement, etc. (attached to your application)
- One written recommendation from a student council advisor or teacher that supports your interest in the position(s) you are applying for (recommendations can be attached or emailed as part of the application)

Along with the above components, please note that there is a possibility that applicants may be called upon to be interviewed. For any questions or concerns regarding the application or appointed positions and descriptions, feel free to contact the 2017-2018 BCSC President, Jake Turner at jaketurner719@gmail.com or the BCSC Program Coordinator, Mrs. Nora Murray at cmurray2@bcps.org or (443) 809-4329.

The application deadline is Friday, May 26, 2017 and applications should be electronically submitted via email to: Mrs. Nora Murray, cmurray2@bcps.org. We thank you for your interest in joining our team and we are thrilled to have the opportunity to potentially work with you this upcoming year!

Respectfully,

Jake Turner
President-Elect

Angela Qian
1st Vice President-Elect

Samantha Warfel
2nd Vice President-Elect

Noureen Badwi
Public Relations Director-Elect

Contact Information and Commitment Form

Please type application and submit electronically.

Desired Position: _____

Alternate Position(s): _____

Name: _____

Address: _____

City: _____ Zip Code: _____

Home Phone: _____ Cell: _____

Email Address: _____

School Attending for 2017-2018 School Year: _____

Grade for 2017-2018 School Year: _____

Required Signatures

I support my son or daughter's interest in being considered for the BCSC Executive Board. I understand the requirements and time commitment they are making. I understand they are responsible for transportation to and from these events.

Parent/Guardian's Signature

Date

I pledge to meet all general requirements and duties outlined in the following pages, BCSC constitution, and bylaws. I understand the requirements and time commitment that I am making.

Applicant's Signature

Date

Short Answer Questions

Please type responses and submit electronically.

1. Why do you want to be a part of the Baltimore County Student Council's Executive Board?

2. Identify a strength you possess that makes you best suited for this position. Identify a weakness you'd like to work on while serving on the Executive Board.

3. Comment on your ability to attend BCSC Executive Board Meetings and other related activities. Include information about your ability to provide your own transportation, academic eligibility, and availability to attend meetings.

4. We love wacky personality questions in BCSC. So in BCSC tradition, what's your favorite weird fact and WHY?

Appointed Positions and Descriptions

Chief of Staff:

- Assists the President and BCSC Program Coordinator in the administrative work of BCSC
- Holds accountable Executive Board members to assigned roles and tasks
- Works one-on-one with staff members to assist with their assigned positions
- Contacts all Executive Board members regarding meetings and other functions
- Assumes other responsibilities at the request of the President and BCSC Program Coordinator

Student Training Coordinator:

- Finds and arranges all BCSC workshops
- Collaborates with the Evaluations Director to evaluate workshops for all BCSC events
- Collaborates with the BCSC Program Coordinator to “train the trainers” for BCSC and MASC events
- Gives direct feedback to workshop presenters
- Assumes other responsibilities at the request of the President

Evaluations Director:

- Evaluates the forums and workshops at every general assembly
- Coordinates the writing and distribution of evaluations for trainers at BCSC events
- Assists Chief of Staff by creating and reporting quarterly evaluations for all executive board positions
- Submits bi-annual reports of BCSC activities
- Assumes other responsibilities at the request of the President

Charity Director:

- Creates and enacts a plan to encourage widespread school participation in the annual BCSC Charity events
- Creates charity projects to be completed at General Assemblies, the Middle School Leadership Conference, and/or the Fall Leadership Conference
- Implements a community charity event
- Works to encourage participation in the MASC statewide charity initiative
- Assumes other responsibilities at the request of the President

Historian:

- Keeps a pictorial account of all BCSC events and other events affiliated with BCSC
- Creates Power Points for General Assembly meetings and a slide show for the end-of-year Bull Roast
- Organizes a digital scrapbook of BCSC events
- Works to research and document the history of BCSC as an organization

Educational Liaisons:

- Serves as a member of the Baltimore County PTA Council and represent BCSC at their monthly meetings
- Informs outside groups about students’ opinions
- Coordinates efforts to have BCSC representation at all Board of Education meetings
- Works to inform BCSC about current educational issues

Social Media Outreach Coordinator:

- Works with the elected officers to ensure content on the BCSC website is current and accurate
- Creates and provides digital content to be posted on the website as needed
- Manages and proliferates BCSC social media pages
- Assumes other responsibilities at the request of the President

Parliamentarian:

- Ensures that all meetings are run according to *Robert's Rules of Order, Newly Revised* and the BCSC Constitution/Bylaws
- Acts as a resource for all questions regarding *Robert's Rules of Order, Newly Revised* and the BCSC Constitution/Bylaws
- Assists in educating the Executive Board members and the General Assembly about Parliamentary Procedure
- Collaborates with the Legislative Affairs Director to revise the BCSC Platform

Legislative Affairs Director:

- Assists the BCSC Program Coordinator to coordinate annual lobbying trip to MD General Assembly, Annapolis for BCSC delegates
- Takes an active role in the passing of new BCSC legislation
- Collaborates with the Parliamentarian to revise the BCSC Platform
- Assumes other responsibilities at the request of the President

Environmental Affairs Director:

- Implements a recycling program for all BCSC events
- Creates and executes a BCSC Spring Environmental Project
- Collaborates with and serves as the liaison to environmental advocacy groups
- Assumes other responsibilities at the request of the President

Secretary:

- Takes and shares minutes at all official BCSC meetings (Executive Board and General Assembly)
- Keeps an accurate record of all handouts, information, and bills/resolutions brought up during BCSC meetings
- Records attendance of Executive Board members at all BCSC meetings/activities

Middle School Liaison:

- Serves as assistant to the Second Vice-President
- Co-chairs the Middle School Committee and Leadership Workshops
- Works to increase middle school representation in BCSC
- Assists the Second Vice-President in planning the annual Middle School Leadership Conference

Members At Large:

- Serves as representatives of all middle and high school students
- Writes or obtains articles for the *BCSC Informer* about schools in their division
- Contacts the president or representative from each school in their division after every Executive Board/General Assembly meeting to keep them informed of BCSC events
- Assists the Vice-President in running the Board of President's meetings
- Assumes other responsibilities at the request of the President