

# MAHS HIGH SCHOOL BOARD OF DELEGATES CENTER REPRESENTATIVE

## APPLICATION PACKET

### INFORMATION SHEET

Students wishing to run for the MAHS Board of Delegates Center Representative position must complete this entire application and return it postmarked by March 16, 2007. Eligible candidates for this election are current sophomores and juniors that are members in good standing of their own school's Honor Society. If you have any questions, contact MAHS at 517-327-5315 or via email: KadiP@michiganprincipals.org

*Please Type or Print Clearly all Information:*

Name: \_\_\_\_\_

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

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

School City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Center (call MASC if you're unsure): \_\_\_\_\_ Current Grade in School: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City Zip

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Shirt Size (adult sizes): \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **ATTACH PICTURE HERE**

*The photo must be a color photo, headshot of only yourself. School photo recommended.*

# MAHS BOARD OF DELEGATES HIGH SCHOOL CENTER REPRESENTATIVE OVERVIEW

*The following is the description of the expectations for an MAHS Board Member. Please read this material carefully. If you are interested, complete the application and return it to the MAHS office **postmarked** by **March 16, 2007**. Interviews will be done at the State Conference, March 24-26, 2007 at the Grand Traverse Resort, Acme, MI.*

We need qualified, interested and energetic members to run for an MAHS Board of Delegates position! If you complete all requirements and forms, your name will be presented as a candidate for a center representative position at the MASC/MAHS State Convention March 24-26, 2007 at the Grand Traverse Resort. The position is a **one-year term**. If you are a current board member and wish to run for a second term, you must petition the board to do so.

## Requirements

- Candidate must currently be a Sophomore or Junior.
- Candidate's chapter must be a current member of MAHS.
- Candidate must be a member in good standing in his/her chapter.
- Candidate must submit letters of recommendation (2) from his/her principal **and** adviser.
- Candidate must complete the application form. The completed application packet must be received by the MAHS office **postmarked no later than Friday, March 16, 2007**.
- Candidate must attend the MASC/MAHS State Conference, March 24-26, 2007 at the Grand Traverse Resort. *It is possible to make alternative arrangements if you absolutely cannot attend the conference. Speak with Kadi Pojeta, Coordinator of MAHS, prior to submitting your application if this is a concern.*

**APPLICATIONS MUST BE POSTMARKED BY MARCH 16, 2007.  
ALL PAGES MUST BE RETURNED, SIGNED/INITIALED, AND  
STAPLED TOGETHER WITH APPLICANT'S COLOR PHOTO.**

**MAHS highly recommends that each applicant keep a copy of this entire application packet for future reference!**

If you have any questions, please contact Kadi Pojeta, Coordinator of Student Leadership Services (MASC/MAHS) for MASSP, at 517/327-5315 or  
KadiP@michiganprincipals.org

We look forward to your involvement.

We are truly only as strong as our members.

**MAHS BOARD OF DELEGATES**  
**JOB DESCRIPTION**

**MAHS Board of Delegates Member Job Description:**

- Attend all meetings of the MAHS Board, of which the following are standard: New Board Meeting (May), Fall Meeting (August), Winter Meeting (December), and Awards Meeting (March). Other meetings must also be attended as set by the Board.
- Attend the NHS National Conference, *if possible*, November 3-5, 2006 in Orlando, Florida.
- Attend the MASC/MAHS Summer Leadership Workshop, July 22-27, 2007, at Albion College.
- Elect State officers from the MAHS Student Delegate Board.
- Encourage membership within your designated center; this will require phone calls, emails, and other forms of communication.
- Compose a minimum of 4 “center spotlights” (brief articles) for publication on our website.
- Assist at the **minimum** of two (2) Fall Training Institutes.
- Attend the Regional Conference in your area to promote MAHS, the State Conference, and running for the Board of Delegates. Attend other Regional Conferences as your schedule permits.
- Serve on the Awards Committee to select the MAHS Adviser of the Year, Exceptional Service Project Award Recipients, Torchbearer Award, and any other contests put out by the association.
- Assist in planning the MASC/MAHS State Conference, March 24-26, 2007.
- Chair Center meetings at the State Conference along with the MASC Representative from your Center.
- Encourage members in your area to take part in MAHS activities such as the Fall Training Institutes, Regional Conferences, State Conference, State Charity, and award/recognition programs.
- Report to the Coordinator of Student Leadership Services, immediately, any problems or concerns in your center area.
- Evaluate this job description before leaving office and suggest positive changes.

**REQUIRED INITIALS**

**Student:** \_\_\_\_\_ **Parent:** \_\_\_\_\_ **Adviser:** \_\_\_\_\_ **Principal:** \_\_\_\_\_

*By initialing this page, you agree that you have read and you understand all of the above information and will comply with the above statements.*

## **REMOVAL FROM THE BOARD**

*If for any reason a Center Representative does not fulfill the duties as outlined on the previous page, he/she will be subject to removal from the Board of Delegates.*

### **Students may also be removed for the following reasons:**

- Missing two regularly-scheduled meetings, unexcused
- Missing two conferences, unexcused (i.e. only attending one Fall Training Institute and no Regional Conference)
- Missing one regularly-scheduled meeting, unexcused, and one conference, unexcused
- Missing submission deadlines for three Center Spotlights, unexcused
- Missing one meeting or conference and two Center Spotlights, unexcused
- Participating in illegal activities or any actions deemed inappropriate for an individual in a state leadership position

*\*If a student is removed from his/her own school's chapter, s/he is automatically removed from the Board of Delegates.*

*\*If an adviser requests that a student be removed from the board as s/he is not fulfilling his/her responsibility at school, s/he can be removed from the board upon further investigation.*

### **The process for removal is as follows:**

1. If it is determined that a board member is in violation of his/her duties, any other board member or the Student Leadership Coordinator may present information to the board regarding the situation. *The Board Member in question should be given prior notice as to the situation and should be informed that the issue will be discussed at the next Board meeting. If the student is not at the next meeting, and they were informed of the issue in a timely manner, the student will be waiving his/her right to provide an explanation. The student will have the option to discuss the issue with the Student Leadership Coordinator and/or the Executive Officers if unable to attend the meeting, however, the student must make those arrangements in advance. If there is not enough time to notify the student in advance, the student will have the opportunity to approach the board at the next meeting.*
2. The board of delegates will review the situation with the student in question out of the room, and determine the appropriate course of action, following the policies and procedures and bylaws of the board of delegates. It will require a 2/3 vote to remove any representative.
3. Once a decision is reached, the Student Leadership Coordinator will inform the board member of his/her status on the Board.
4. If it is determined that the Board member will be removed from his/her position, a letter will be sent to the student with copies going to his/her adviser and principal explaining the situation at hand, the decision the board has made, and the date of the next board meeting (should the student wish to appeal the decision).
5. If a student wishes to appeal, the board will, after hearing the representative's argument, vote to maintain their original decision or adjust their decision.

### **REQUIRED INITIALS**

**Student: \_\_\_\_\_ Parent: \_\_\_\_\_ Adviser: \_\_\_\_\_ Principal: \_\_\_\_\_**

*By initialing this page, you agree that you have read and you understand all of the above information and will comply with the above statements.*

# MAHS Board of Delegates APPLICATION PROCEDURES

1. Candidates must submit this entire application to the MAHS office. The postmark deadline of March 16, 2007 will not be waived. Candidates who miss the deadline may submit an application at the conference **during the registration time only.** However, the missed deadline will stand out as a “negative mark” and an interview will only be granted if time is available.
2. Candidates must be prepared for an interview by the outgoing MAHS Board of Delegates during the State Conference, March 24-26, 2007. You should be prepared to discuss other organizations to which you belong, your leadership experience, offices you have held, special skills, talents or qualifications you have for this position and the reasons you wish to serve on the MAHS Board. The panel may also ask you other questions and you certainly may offer other information you feel is pertinent to the selection process.
3. There can be up to 12 members selected to the MAHS Board. Careful selection will be done to provide each center with a representative. Due to lack of quality or number of applicants, there may be more than one qualified candidate chosen from a school/center. There will be some consideration given to geographical location. A current Board member may petition the board for another term.
4. The Board will interview all candidates at the State Convention, March 24-26, 2007, and will make selections for the incoming Board following all interviews. The newly chosen MAHS Board will be announced before the conclusion of the Conference.
5. All candidates must initial on the requested pages, sign the statement at the end of this form, and obtain the necessary recommendations and signatures/initials in order to have their application accepted. You should make a copy of this entire application for your records and reference. Return the entire application to the MAHS office.
6. Attach a recent photo of yourself (not a group photo) to the front of this application packet. This photo will not be returned; it will become property of the Michigan Association of Honor Societies. Be assured that it will not be used in any publication, etc., without permission from you.

### REQUIRED INITIALS

**Student:** \_\_\_\_\_ **Parent:** \_\_\_\_\_ **Adviser:** \_\_\_\_\_ **Principal:** \_\_\_\_\_

*By initialing this page, you agree that you have read and you understand all of the above information and will comply with the above statements.*



## MAHS BOARD OF DELEGATES REQUIRED SIGNATURES

*The Michigan Association of Honor Societies requires that each candidate have the approval of his/her school principal, chapter adviser and parent/guardian for said candidacy. This is to insure that the candidate and those most directly responsible for his/her education and welfare are informed as to the obligations the candidate and they are assuming.*

**PLEASE READ CAREFULLY** the application procedures, job description and removal procedures contained in this packet!

1. **Principal:** Your signature verifies that this candidate is qualified to serve on a state board and that you will follow the guidelines set by your school district governing the transportation of a student to school approved activities. MAHS expects you to apply the same safe practices that would be used for any off campus activity. (MAHS will provide mileage and other travel costs incurred by an adult and/or student representative attending Board meetings.)
2. **Principal, Adviser, Parent/Guardian:**
  - a) Your signature denotes agreement to help with financial costs, where necessary (ex. State Conference, National Conference and State Leadership Camp.)
  - b) Your signature affirms that you understand and support the commitment the applicant will make to MAHS during his/her term in office.
  - c) Your signature affirms that you will abide by the MAHS Board's decision to initiate removal proceedings should this candidate fail to perform the general or specific responsibilities outlined in the job description, if selected.
3. **Applicant**
  - a) Your signature affirms that all information on this form is true and accurate. Any given information, if found to be falsified, is cause for immediate disqualification (prior to selection) or removal from the Board (if selected).
  - b) Your signature denotes agreement to the stated terms of a Board member as noted in the Job Description section of this application.

### REQUIRED SIGNATURES

PRINCIPAL: \_\_\_\_\_

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

HONOR SOCIETY ADVISER: \_\_\_\_\_

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL CANDIDATES MUST SIGN AND RETURN THE FOLLOWING STATEMENT TO  
HAVE THEIR CANDIDACY ACCEPTED.**

I, \_\_\_\_\_ have obtained all required signatures to apply for the position of MAHS Board of Delegates Center Representative. I agree to meet all general and specific responsibilities of my office and will fulfill my duties to the best of my ability, if selected. Furthermore, if I fail to carry out my duties to the best of my abilities as stated in the job description, violate the rules of my school or behave in a manner which reflects adversely on MAHS, I understand that there would be just grounds for my removal from this position.

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAHS BOARD CANDIDATE  
INTERVIEW APPOINTMENT TIMES**

APPLICANT: You will be told your interview time either prior to the MASC/MAHS State Conference, March 24-26, 2007 or during Registration (March 24) at the Conference. This time is to be upheld to the best of your ability. Realize that this interview will take you out of part of the conference activities. The interview will last no more than 10 minutes and you will be asked a few questions about leadership, service, character, and scholarship. This interview gives the Board members a better sense of who you are so that they can make a more informed decision. Please do not call the office for an appointment time; one will be assigned to you. However, if your school is arriving late or leaving early from the conference, you are a presenter, or if anything else should conflict, please contact Kadi Pojeta for specific arrangements.

**APPLICATIONS MUST BE POSTMARKED BY  
MARCH 16, 2007!**

*Mail to:*

MAHS – BOARD OF DELEGATES APPLICATION

1001 Centennial Way, Suite 100

Lansing, MI 48917

Questions???

Contact Kadi Pojeta

517/327-5315

KadiP@michiganprincipals.org