

**MASC BOARD OF DELEGATES
MIDDLE LEVEL REPRESENTATIVE**

APPLICATION PACKET

INFORMATION SHEET

Students wishing to run for the MASC Board of Delegates Middle Level Representative position must complete this entire application and return it postmarked by March 16, 2007. Eligible candidates for this election are current 7th or 8th graders that attend MASC member schools in any area of Michigan. If you have any questions throughout the process, contact MASC at 517-327-5315 or via email at KadiP@michiganprincipals.org

Please Type/Print 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): _____ Birthday: ____/____/_____

ATTACH PICTURE HERE

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

MASC BOARD OF DELEGATES MIDDLE LEVEL REPRESENTATIVE OVERVIEW

Being an MASC Board Member is a wonderful opportunity to experience leadership at a different level. You will be exposed to leaders from all around the state and the country, which will help you improve your leadership skills and share them with others. Please consider running for the Board and gaining the opportunity to expand your skills!

The MASC Board of Delegates is an important part in the continued growth of student leadership in Michigan. We need highly qualified and dedicated students to be positive role models for their peers and mentor the leaders of tomorrow. ***Are you ready to take on a new and exciting role?***

Please read all of the following information carefully; an official job description is written up toward the end of this packet:

1. For the 2007-2008 school year, one to three middle level representatives will be selected to serve on the MASC Board of Delegates. The MASC Board of Delegates High School Representatives will select these representatives after the MASC/MAHS Annual State Conference, March 24-26, 2007.
2. More than one person may run from a member school, however, **only one person will be selected from that school.**
3. If the applicant is selected, he/she must be prepared to provide his or her own transportation to MASC meetings (can often be arranged with other Board Members of driving age).
4. There will be four mandatory Board meetings (May, August, December, March) and additional conference calls as needed through the school year. If you are unable to attend the meetings, please do not run for this office. It is highly recommended that you attend the Middle Level Summer Leadership Camp at Albion College July 15-18, 2007.

**ALL PAGES MUST BE RETURNED, SIGNED/INITIALLED, AND
STAPLED TOGETHER WITH APPLICANT'S COLOR PHOTO.**

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

If you have any questions, please call Kadi Pojeta, Coordinator of Student Leadership Services (MASC/MAHS) for MASSP, at 517/327-5315.

We look forward to your involvement.

We are truly only as strong as our members.

**MASC BOARD OF DELEGATES
MIDDLE LEVEL REPRESENTATIVE
JOB DESCRIPTION**

A student running for the office of Middle Level Representative to the MASC Board of Delegates will:

- Attend all meetings of the MASC Student 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.
- Will attend the Fall Training Institute in their area.
- Will communicate with middle level schools to promote MASC.
- Will write at four times a year for website publication. This will include middle level news or other news related to leadership.
- Will be involved in or host the Regional Conference in your area.
- Will help elect State officers from the MASC Board of Delegates.
- Will establish a network between middle level schools to promote various MASC activities, i.e. Fall Training Institutes, Regional Conferences, Luncheons, various events and contests, and Award nominations and submissions, including the Award of Excellence and Adviser and Principal of the Year.
- Will serve on the committees that select the MASC award winners.
- Will attend the Summer Workshop, using this opportunity to network with students in the Middle Schools.
- Will be responsible for adding to or adjusting this job description prior to leaving office.

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: _____

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MASC BOARD OF DELEGATES MIDDLE LEVEL REPRESENTATIVE APPLICATION PROCEDURES

Please read carefully:

- Each year, one to three candidates will be elected to serve a **one-year term** (April 2007 – March 2008)
- The candidate must be a student at a MASC Member school.
- Candidates will file applications postmarked by **March 16, 2007**.
- Candidates must have the approval of their adviser, principal and parents/guardians to apply for the office.
- Candidates must include with their application a letter of endorsement/recommendation from their adviser.
- Candidates must **currently** be in the 7th or 8th grade (of an elementary, middle or junior high school) in the 2006-2007 school year in order to run for office. More than one candidate may apply from a school, but only one person from a school will be selected.
- The outgoing MASC Board of Delegates will review all applications from Middle Level candidates. Anyone not meeting the requirements as set out in the application procedures will be declared ineligible.
- Members of the MASC Board of Delegates **may** interview middle level candidates by phone prior to making a decision.
- All newly selected representatives are asked to attend the MASC Middle Level Summer Camp, July 15-18, 2007.
- Each middle level representative will be expected to attend four meetings during the school year (May, August, December, March). Each representative is expected to find transportation to and from these meetings.
- All applicants will be informed of the new Middle Level MASC Board of Delegates Representatives by the end of April 2007 at the latest.

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.

**MASC BOARD OF DELEGATES
MIDDLE LEVEL REPRESENTATIVE
REQUIRED SIGNATURES**

The Michigan Association of Student Councils requires that each candidate have the approval of his/her high school principal, student council adviser and parent/guardian for said candidacy. This is to ensure 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. MASC expects you to apply the same safe practices that would be used for any off campus activity. (MASC 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 MASC during his/her term in office.
 - c) Your signature affirms that you will abide by the MASC 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: _____

STUDENT COUNCIL 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: _____

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

Mail to:

MASC – BOARD OF DELEGATES APPLICATION
1001 Centennial Way, Suite 100
Lansing, MI 48917

Questions???
Contact Kadi Pojeta
517/327-5315
kadip@michiganprincipals.org