

MASC Northwest District Officer Guidelines

Office Responsibilities

President (high schools only)

- ◆ Attend officer school meeting
- ◆ Set date and reserve location for district meeting
- ◆ Set a budget for the conference and share budgets with officer schools
- ◆ Invite keynote speaker
- ◆ Provide registration information to Board Rep to be posted online and emailed to advisors
- ◆ Provide lunch for delegates
- ◆ Create an agenda and run the general sessions
- ◆ Prepare election forms, present candidates, count ballots, announce new officer schools

1st Vice President (high schools only)

- ◆ Attend officer school meeting
- ◆ Secure and organize discussion groups
- ◆ Set up classrooms and maps with room numbers and discussion group information
- ◆ Make posters to identify discussion groups

2nd Vice President (middle/junior high schools only)

- ◆ Attend officer school meeting
- ◆ Organize Jr. High/Middle school workshops
- ◆ Provide certificates to workshop presenters

Secretary (high schools only)

- ◆ Attend officer school meeting
- ◆ Take minutes during the general sessions and present minutes at the following year's conference
- ◆ Preside over roll call at district meeting
- ◆ Lead main ice breaker at large group session

To Run For Office

1. Fill out the candidacy form located on the Northwest District page at www.masc1.org. Fax or mail the confirmation email to the president school by October 10, 2010. Forms faxed or postmarked after this date will not be valid.

Skit Rules

Each candidate school will have two minutes during the morning General Assembly to address the delegates. Candidates are to present a skit. Your skit should focus on the quality of the activities your school participates in. Ideas to include are community service, student recognition, spirit, and leadership. Student Council students should remember to dress appropriately during the skits.

Campaign Guidelines

Please use clear packing tape only.

Do not hand out candy or gifts at registration as it creates a traffic jam.

Please use appropriate slogans and materials.

Take down and discard your campaign materials during lunch.

Voting

Each school receives one vote per office.

Deadline to declare candidacy is October 1st. Forms received by fax or postmarked after the 1st will not be considered for this year's election.