

Trails West District Officer Schools

2011 Officer Schools

President: Smith Cotton High School
1st Vice President: Belton High School
2nd Vice President: Yeokum Middle School
Secretary: Sweet Springs High School

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 or high school if no MS runs)

- ◆ Attend officer school meeting
- ◆ Set up advisor/bus driver hospitality room
- ◆ Provide food and beverage for hospitality room

Secretary (high schools only)

- ◆ Attend officer school meeting
- ◆ Create an activities/projects book to be distributed at the convention or an electronic file that can be uploaded to the Trails West page at www.masc1.org.
- ◆ Take minutes during the general sessions and present minutes at the following year's conference.

To Run For Office

1. Register for the conference at <https://trailswest.wufoo.com/forms/trails-west-district-convention-registration/>. This link is also available on the district's page at www.masc1.org. You can declare candidacy on this form.
2. A candidacy declaration form will be emailed to the adviser.
3. Get required signatures from the council adviser and school administrator.
4. Fax the confirmation email to Fran Burnett by October 21, 2011. Forms received after this date will not be valid. 816-650-7088. You may also scan and email the form to fburnett@fortosage.net.

Speech Rules

Each candidate school will have two minutes during the morning General Assembly to address the delegates. Candidates are to present a speech, not a skit. Songs, costumes, and skits are not appropriate.

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.