

PRESIDENT Southwest District MASC Responsibilities

The responsibility of the President is to plan, host, and run the event. This includes:

- Work with your district administration to find a date for the event
- Work with officer schools to plan the agenda – this usually occurs 2-3 times between May and September)
- Choose the theme and decorations for the event
- Choose the guest speaker and work with them on details (travel, hotel, etc)
- Design, order, and distribute the district workshop t-shirt
- Plan, order, and host lunch for delegates
- Plan, order, and host lunch for advisors
- Organize registration packets – including agenda, discussion group tickets and info, ballot, nametags, etc
- Organize and run registration the morning of the event
- Decorate for the event
- Run the morning meeting (if you choose to have one) with discussion group leaders to finalize details and relay information

VICE-PRESIDENT Southwest District MASC Responsibilities

(1st Vice – High School; 2nd Vice – Middle School/Jr High)

The responsibility of the Vice-President is to organize the discussion groups at the district meeting. This includes:

- Deciding what type of discussion groups to have (give topics that must be followed, allow schools to choose their own topics, do leadership activities, use a mixed version of these options)
- Organize data (number of rooms available, number of students attending) as it becomes available from the board representative
- Organize the discussion group locations
- Make signs for each discussion room – try to incorporate the theme
- Assign advisors to rooms to supervise
- Create and print “tickets” to help assign delegates to each discussion group – try to incorporate the theme
- Run the morning meeting (if you choose to have one) with discussion group leaders to finalize details and relay information
- Arrive as early as help with final details for the day and check technology , if needed
- VP Advisors float during the two sessions, giving out information and “putting out fires”

SECRETARY Southwest District MASC Responsibilities

The responsibility of the Secretary is to organize roll call, read and write meeting minutes, and organize elections. This includes:

- Contact previous secretary school to get the minutes from last year's meeting
- Organize roll call for the meeting
- Keep minutes of the events that take place during the event and write the minutes to be read at next year's meeting. Send them to the elected secretary school and district board representative
- Create an activity for schools to do before opening session
- Organize elections
 - send the campaign guidelines to candidate schools
 - communicate with candidate schools about nominations, campaign guidelines, instructions for the video (skit)
 - communicate with president school on what technology is needed for presentation of videos at the meeting
 - organize campaign videos
 - introduce candidates and their campaign videos at the district meeting