

# MCJC

Montgomery County Junior Councils

Montgomery County Public Schools - Student Affairs Office

[www.montgomeryschoolsmd.org/departments/studentaffairs](http://www.montgomeryschoolsmd.org/departments/studentaffairs)

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Interested in applying for an MCJC staff position?

## Guide for MCJC Appointed Positions



All applications are on-line

<http://tpilot.mcps.k12.md.us/tpilot/schools/sga/mcjcapp.tp3>

(no user ID is needed, just click on "request")

Staff online applications will remain open until all positions are filled

Interviews will be via phone by the MCJC President

Read all information carefully, particularly the number of meetings that officers and staff must attend. Refer questions to

[Karen L Crawford@mcpsmd.org](mailto:Karen_L_Crawford@mcpsmd.org).

- all requirements listed in the MCJC constitution - read it!  
<http://www.montgomeryschoolsmd.org/departments/studentaffairs/sga/mcjc/const.shtm>
- "...students in middle and high school must maintain a 2.0 average with no more than one "E" (failure) in the previous marking period to be eligible to participate in any activity listed as non-athletic...." MCPS Policy IQD, Academic Eligibility for Extracurricular Activities
- attend ALL General Assembly meetings. This means missing classes from approximately 9:30am - 1:40pm for the five or six general assembly meetings: October, November, December, February, March/April, and possibly May. (See draft calendar at end of packet)
- attend SLL MCJC Executive Board meetings. The Executive Board meets from 7:00-8:30 pm at the Student Affairs Office building (CESC in Rockville) one evening a month for the months of June, October, November, December, January, February, March, April, and May. (See draft calendar at end of packet)
- attend the MCJC advance in early September (overnight on a Friday – Saturday at the Smith Center in Montgomery County).
- attend the annual Board of Education meeting with student leaders (the BOE sets this date - usually for early December)
- apply for an MCPS email account – frequent correspondence with MCJC advisor, student affairs coordinator, and other MCJC officers/staff is conducted using the MCPS email system. Software can be downloaded and installed on home computers. Access is also available at school.
- *Encouraged to attend to support the MCJC president, the Board of Education budget hearing in the fall – follow up testimony at the County Council in the spring*
- *encouraged to attend the MASC Fall Leadership Conference (all day Saturday in November) – must register through home school and follow home school SGA requirements. MCJC Advisor will chaperone if school advisor is not attending. Registration fee typically \$20*
- *encouraged to attend the MASC Legislative Session (all day Saturday in late January or early February) – must register through home school and follow home school SGA requirements. MCJC Advisor will chaperone if school advisor is not attending. Registration fee typically \$25*
- *encouraged to attend the MASC Convention (two and one-half days out of school, overnight in late March or early April) – must register through home school and follow home school SGA requirements. MCJC Advisor will chaperone if school advisor is not attending. Registration fee, typically \$225-\$250 (school SGA may be able to help with cost)*
- *encouraged, not required, to attend the summer Maryland Leadership Workshop, July 15-21, 2012 (Tuition is \$575 if complete registration and payment are received by May 1st. Tuition is \$675 after May 1st. MLW has scholarship money available - [www.mlw.org](http://www.mlw.org).)*

1. **Awards Director** shall:

- Review the criteria for awards  
(<http://www.montgomeryschoolsmd.org/departments/studentaffairs/sga/mcjc/awards.shtm>)
- Work with the Public Relations Director to publish and promote schools' applications for awards
- Continually update the membership involvement award data and announce updates at executive board and general assemblies
- Work with the MCJC treasurer in promoting MCJC membership and possibly creating incentives for early membership (by a certain date possible member schools participating in a drawing for prizes)

2. **Chief of Staff** shall:

- Ensure, through regular phone calls and email messages, that all members of the Executive Committee are completing their duties
- Conduct routine evaluations of all MCJC activities (including executive committee meetings and general assemblies) and present these evaluations to the Executive Board monthly
- Make recommendations on improving MCJC activities
- Maintain a chart that indicates what each staff member has achieved each month. If staff members do not appear to be fulfilling their responsibilities, the Chief of Staff will call them and make sure that they increase their efforts.
- Serve as a general assistant to the President of MCJC

3. **Historian** shall:

- Take pictures at all MCJC functions
- Design and maintain the MCJC scrapbook
- Create a slide show for the end of the year

4. **Lobbying Director** shall:
  - Monitor the development of legislation related to education and youth issues under consideration by the Board of Education, the County Council, and the Maryland General Assembly
  - Propose positions on said issues
  - Draft testimony on said issues for presentation in the appropriate forums
  - Coordinate MCJC lobbying and testimony efforts
5. **Logistics Director** shall:
  - Keep accurate attendance records at all MCJC events and track elected and appointed staff student service learning hours
  - Write appropriate thank you notes for schools hosting MCJC events and to special presenters at MCJC events
  - Work to ensure all phases of student service-learning (SSL) are followed for MCJC activities
  - Present quality SSL activity and program ideas at MCJC meetings and/or in the MCJC newsletters
  - Work with the Student Affairs Office to maintain the MCJC website
  - Work with the executive board in planning food, snacks, and facilities for MCJC executive board meetings and other special MCJC events as needed
  - Ensure recycling is practiced at all meeting
6. **Parliamentarian** shall:
  - Have a basic knowledge of parliamentary procedure
  - Share basic parliamentary tips with the MCJC executive board and general assembly
  - Advise the president, Executive Board, and General Assembly on matters of parliamentary procedure, and on the provisions of the Constitution and bylaws
  - Aid the members of the General Assembly in understanding the procedure during meetings
  - Maintain records of all legislation introduced at MCJC Executive Board and General Assemblies
  - Keep the legislation charts for the executive board and general assembly up-to-date
7. **Public Relations Director** shall:
  - Promote awareness and understanding about MCJC throughout the county's middle schools and community media outlets (morning announcements, school newspapers, etc.)
  - Prepare press releases
  - Share student advocacy tips at MCJC meetings
8. **Publications Director** shall:
  - Manage the production and distribution of MCJC publications both online and in print
  - Publish a MCJC newsletter at the end of each semester
  - Maintain records of all MCJC publications and charts – work with other MCJC positions to obtain a copy of such publications and charts; determine if any such documents need to be published (emailed to school advisors/SGA presidents or posted on the MCJC web)
9. **Special Elections Director** shall:
  - Represent MCJC at all MCR Special Elections Committee meetings and events
  - Recruit middle school students to serve on the Special Elections Committee
  - Report to MCJC the activities of the Special Elections Committee

**MCJC Constitution:** <http://www.montgomeryschoolsmd.org/departments/studentaffairs/sga/mcjc/const.shtm>

# MCJC Calendar 2012-2013



**MCJC Advance** – overnight “retreat” at the MCPS Outdoor Education Center (Smith Center) Friday, September 14, 2012, 4:30 p.m. through Saturday, September 15, 2012, 4:00 p.m. Tentative cost \$20 (covers overnight insurance, confidence course fee, materials, food)

**Executive Board Meetings 7:00-8:30 p.m.** (cafeteria, Carver Educational Services Center) (directions: <http://www.montgomeryschoolsmd.org/boe/meetings/directions.shtm>)

- June 12, 2012\*
- October 3, 2012
- November 8, 2012
- December 5, 2012
- January 2, 2013
- February 5, 2014
- March 13, 2013
- April 10, 2013 (*new staff interviews prior to this meeting*)
- May 15, 2013 (*passing of the gavel at conclusion*)
- June 11, 2013\* (*first meeting of the new executive board*)



\* Please bring an ice cream topping to share

\*\*The May executive board meeting will begin at 6:00 p.m. with a pot luck dinner. Please bring a dinner dish to share.

**General Assemblies** – buses pick up students at schools between 9:30 – 10:00 a.m., the General Assembly is at a host middle school from 10:30 a.m. until 12:45 p.m. (bring or buy a lunch) and the buses return students to school between 1:15 – 1:45 p.m.



- Wednesday, Oct. 17, 2012
- Tuesday, December 11, 2012
- Thursday, January 31, 2013
- Monday, March 4, 2013 (*elections*)
- Tuesday, May 7, 2013

➤ **Annual Meeting with the Board of Education**  
7:00 – 9:00 p.m., Carver Educational Services Center usually an evening in December – date set by the BOE

➤ **Annual MCJC Fundraiser Activities**  
To be determined by the MCJC treasurer



➤ **Board of Education meeting recognizing Student Leadership Week**  
6:00 – 7:00 p.m., Carver Educational Services Center  
Tentative date: March evening BOE meeting (TBD)

➤ **Board of Education Budget Hearings (fall)**  
**County Council Budget Hearings (spring)**



### MASC Tentative Calendar

- Advance August 14-17, 2012
- ExBd, Ed. Forum October 23, 2012
- Fall Leadership Conf. Nov. 17, 2012
- Winter Retreat Dec. 7, 2012 (*overnight*)
- ExBd meeting Dec. 8, 2012
- LegSes Training Jan. 19, 2013
- LegSes Training Feb. 1, 2013
- Legislative Session Feb. 2, 2013
- ExBd Meeting Feb. 23, 2013
- Leg. Lobbying Day Feb. 25, 2013
- Convention March 20-22, 2013
- ExBd meeting May 18, 2013

### SMOB Advisory Council

*The calendar will be set after the election of the 2012-2013*

### Special Elections Committee Meetings: 5:30-6:30 p.m. CESC cafeteria (before MCR exbd)

- October 2, 2012    • November 7, 2012    • December 4, 2012
- March 12, 2013    • May 9, 2013    (*may have 1-2 additional meetings in Feb/April to prepare for the March SMOB Nominating Convention and the April Election*)