

# Montgomery County Regional Student Government Association



## ***Student Affairs Office***

*1200 Main Street, Room 120 Gaithersburg, MD 20858*

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**Interested in applying for an  
MCR staff position??**

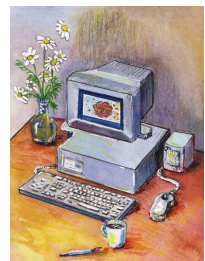


# **Information for Appointed Positions**

Appointed Positions on-line application deadline 4:00 p.m., April 15, 2012  
Staff Interviews: Thursday, May 3, 2012 4:00-6:45 p.m.

*Note: Interested staff candidates are encouraged to attend the remaining  
MCR executive board meetings and  
MCR general assemblies. Schedules may be found on the web at  
[www.montgomerycountyschoolsmd.org/departments/  
studentaffairs/sga/mcr](http://www.montgomerycountyschoolsmd.org/departments/studentaffairs/sga/mcr) (select the executive board and/or general assembly  
links on the right navigation bar).*

The application link can be found at  
[http://www.montgomeryschoolsmd.org/departments/  
studentaffairs/sga/mcr/eb\\_elections.shtm](http://www.montgomeryschoolsmd.org/departments/studentaffairs/sga/mcr/eb_elections.shtm)



*After completing the online application process, you will be contacted via email or phone to set up a personal or phone interview for Thursday, May 3, 2012 4:00-6:45 p.m.*

## General Requirements

- all requirements listed in the MCR Bylaws, Article IV, Section 15  
All staff members shall: attend **all** Executive Committee and **all** General Assembly Meetings; actively participate in MCR activities; maintain regular communication with officers, other staff members, and the MCR advisor, set goals/action plans, give monthly progress reports on activities, and submit a year end report relating to the actions of the committee during that year. The Executive Committee members are to serve as liaisons to MCPS High Schools, ensuring full participation and consistent communication. Additionally, all staff members are required to complete an MCR approved staff project and submit a quarterly staff report.
- “...students in 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 (see draft calendar at end of packet)
- attend **all** MCR Executive Board meetings (see draft calendar at end of packet)
- attend the MCR Advance (retreat) in September ((see draft calendar at end of packet)
- attend the annual Board of Education meeting with student leaders (the BOE sets this date - usually for early December)
- attend the Board of Education business meeting in the spring for the recognition of Student Leadership Week (evening meeting in March)
- apply for an MCPS email account – frequent correspondence with MCR advisor and other MCR officers/staff is conducted using the MCPS email system. Access to MCPS email is on the web. Access is also available at school.
- *encouraged to attend MASC Executive Board meetings. The August meeting is usually hosted at an outdoor education facility. The other meetings are full day meetings typically in October (school day at MSDE), December (Sat), March (Sat), and May (Sat). These meetings are held all over the state.*
- *encouraged to attend the MASC Fall Leadership Conference (all day Saturday in November)*
- *encouraged to attend the MASC Legislative Session (all day Saturday in late January or early February)*
- *encouraged to attend the MASC Convention (two and one-half days out of school, overnight usually in late March) –*
- *encouraged, not required, to attend the summer Maryland Leadership Workshop, July 22 through July 28, 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).)*

# Appointed Staff Positions

(There may be additions and/or deletions to the staff positions listed below.)

- The Special Elections Administrator shall: organize and monitor the annual elections of the Student Member of the Board of Education; evaluate the election and prepare a report that shall be submitted to the Executive Board; chair the Special Elections Committee. The two Special Elections Deputies shall assist the Special Elections Administrator in his/her duties.
- The Lobbying Director shall: research and 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 and draft testimony on said issues for presentation in the appropriate forums; coordinate MCR lobbying and testimony efforts; empower student leaders with legislative resources, information, and training; attend MASC Lobbying Day and MASC Legislative Session and BOE and County Council Meetings as appropriate.
- The MCR Logistics Director shall: assist the MCR Advisor on administrative tasks of MCR; keep accurate attendance records at all MCR events and track elected and appointed staff student service learning hours; write correspondence and messages on behalf of MCR at the request of the President/Advisor (thank you notes for schools hosting MCR events and to special presenters at MCR events, etc.); work to ensure all phases of student service-learning (SSL) are followed for MCR activities; present quality SSL activity and program ideas at MCR meetings and/or in the MCR newsletters; maintain the legislative charts; work with the Student Affairs Office to maintain the MCR website.
- The MCR Events Director shall: work with the Executive Board in planning food, snacks, facilities, and clean-up for MCR Executive Board meetings and other special MCR events as needed; ensure recycling is practiced at all meetings and promote environmental awareness among the Executive Board and General Assembly attendants; organize and coordinate the delegate breakout sessions at the General Assembly; assist MCR with the development of supplemental programs as may be appropriate; work with the MCPS Department of Family and Community Partnerships to coordinate the fall MCR study circle and follow-up action plan.
- The Public Relations Director shall: promote awareness and understanding about MCR throughout the county's high schools and community media outlets (morning announcements, school newspapers, etc.), prepare press releases at the request of staff members; distribute correspondence at the request of staff members upon authorization from the President/Advisor; publish a MCR newsletter at the end of each semester; contact school presidents and advisors at the request of the President; take photos at all MCR events and related events; design and maintain the MCR scrapbook.
  - Public Relations Deputy – General Deputy: works with voter registration, advocacy, planning school visits, social network updates
  - Public Relations Deputy – Media Specialist: specialize in making movies, electronic announcements, public service announcements, etc.
  - Public Relations Deputy – Publications Specialist: writes articles for release
- The Chief of Staff shall: ensure, through regular phone calls and email messages, that all members of the Executive Board are completing their duties; conduct routine evaluations of all MCR activities (including Executive Board meetings and General Assembly meetings) and present these evaluations to the Executive Board each month; compile the annual MCR report to the Board of Education; collect regular staff and committee reports; make recommendations on improving MCR activities; assist in parliamentary issues; serve as a general assistant to the President of MCR.
- The MCCPTA Liaison shall: assist the Vice President in supporting and advising the MCJC staff on projects and initiatives; prepare presentations about MCCPTA to MCR and MCJC; attend MCJC executive board meetings if possible.
- The Parliamentarian shall: have knowledge of Robert's Rules of Order, Newly Revised; advise the president on procedural matters; offer parliamentary procedure tips at all meetings; review the Constitution every five years, beginning in 1985, facilitate the revision of the platform every two years (even years), recommend changes to the Constitution; maintain a detailed chart of all MCR legislation; working with the treasurer, distribute and collect voting cards; aid all members of the General Assembly in understanding matters of procedure.
- The Historian shall: take pictures at all MCR events and prepare an end of the year slide show
- All staff members shall: fulfill and complete their tasks and duties to the best extent of their abilities, comply with MCPS policies and regulations, attend all Executive Board and General Assembly meetings; actively participate in MCR activities; maintain regular communication with the Chief of Staff, officers, other staff members, and the advisor, give monthly progress reports on activities and tasks, and submit a year end report relating to their actions during that year. Additionally, the Executive Board members are to serve as liaisons to their high schools, ensuring full participation and consistent communication. A single dereliction of a duty mentioned above shall be considered a breach of contract and a violation of the responsibilities of a staff member, potentially leading to impeachment as specified in Article VII.
- The President shall have the authority to appoint eligible people to fill vacant positions such as are specified in the Bylaws should vacancies arise.

The Executive Board may establish new staff positions in the bylaws by a 2/3 vote, following a formal request from the President. Each aforementioned staff member (with the exception of Special Elections Deputies and the MCCPTA Liaison) shall have the right to request a deputy, who will serve as a staff member under the direct supervision of their sponsoring staff member following appointment by the President and confirmation by the Executive Board.

# MCR Draft Calendar 2012-2013

**MCR Advance** – “retreat” at the MCPS Carver Educational Services Center (see directions below)  
September 6, 2012, 3:30 -8:30 p.m. (*Tentative cost \$5 - covers materials and food*)

## **Executive Board Meetings 7:00-8:30 p.m.**

Cafeteria, Carver Educational Services Center

(directions: <http://www.montgomeryschoolsmd.org/boe/meetings/directions.shtm>)

**ALL officers and appointed staff MUST attend ALL executive board meetings.**

- June 11, 2012\*
- September 6, 2012 (Advance)
- October 2, 2012
- November 7, 2012
- December 4, 2012
- January 3, 2013
- February 4, 2013
- March 12, 2013
- April 9, 2013
- May 16, 2013\*\*
- June 10, 2013\*



\* Please bring an ice cream topping to share

\*\*May 16, 2013 Executive Board meeting is a special meeting starting at 6:30 p.m. with dinner followed by an awards program and the passing of the gavel.

- **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. **ALL officers and appointed staff MUST attend ALL general assemblies.**



- Tuesday, October 9, 2012
- Thursday, November 15, 2012
- Wednesday, December 19, 2012
- Wednesday, February 13, 2013
- Friday, March 15, 2013
- Monday, April 15, 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

- **MCR Fundraiser Activities**  
To be determined by the MCR 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)

### **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
- March 21-23, 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    • April 9, 2013 (*may have 1-2 additional meetings in Feb/April to prepare for the March SMOB Nominating Convention and the April Election*)