

FCASC LEGISLATIVE AFFAIRS COORDINATOR STAFF APPLICATION

Use the attached form and materials listed below to apply for the 2022-2023 school year. If you have any questions contact Mr. Brown at 240-566-9740 or jeremy.brown@fcps.org



Student Legislative Affairs Coordinator- Position Title & Description:

- A. Research youth related legislation in the Frederick County Council.
- B. Propose stances on such legislation to be considered by FCASC.
- C. Represent FCASC's positions to the Frederick County Council.
- D. Empower other students to become their own advocates with tools, skills, and legislative information.
- E. Be an integral part of any legislative related events hosted by FCASC/MASC.
- F. Promote Lobbying Day to all schools in Frederick County to ensure a balanced representation of FCASC.
- G. Communicate with the MASC Student Legislative Affairs Coordinator.

FCASC Executive Staff: Qualifications, Appointments, & Terms of Office of Appointed Staff

Qualifications:

- A. All appointed staff shall be enrolled in a Frederick County Public High School during their term of office; and
- B. Shall meet the eligibility requirements of their local school system.
- C. Middle school students are encouraged to apply to act as "apprentices".

Appointment and removal:

- A. All appointments shall be made by the FCASC president prior to the first regular Executive Board meeting. The appointments must be approved by the elected officers and regional advisor.
- B. Removal is dependent upon Article XI of the FCASC Constitution.

Term of Office:

- A. All appointed staff shall serve from time of approval, pending good behavior, until the end of that school year.

Responsibilities of Staff Members: All Staff Members shall:

- A. Serve under the direct supervision of the FCASC President and/or designee,
- B. Meet all qualification of FCPS to hold the position,
- C. Develop and implement goals and effective action plan for the position,
- D. Attend as many Executive Board meetings as possible,
- E. Report progress to the Vice President before each General Assembly
- F. Present written reports for the record on their progress at each General Assembly at the request of the FCASC President, and
- G. Submit articles to the Vice President for publication in a staff report and submit end of the year report.

DIRECTIONS FOR COMPLETING THE APPLICATION

1. Read the timeline carefully to meet all deadlines.
2. Applicants must complete the Application Form and return it, and all materials, electronically.
3. Answer the questions completely.
4. Applicants must include a résumé, no longer than front/back of one page that includes, but not be limited to:
 - school clubs and/or activities of which you are/were a member including year(s) of involvement and offices held in these clubs or activities,
 - positions of responsibility or leadership, both in and outside of school, including time of service or membership,
 - out-of-school clubs and/or activities, or community service of which you are/were a member including year(s) of involvement and offices held in these clubs or activities,
 - work experience, jobs held with a specific employer; indicate dates of employment.

Time Line

September 1, 2022	Application materials sent to SGA advisors and posted on FCASC website.
September 19, 2022	All applications due to Mr. Brown by 4:00 PM. Applications may be: emailed to jeremy.brown@fcps.org or mailed to his attention 12013 Old Annapolis Road Frederick, MD 21701.
September 23, 2022	All applicants will be notified of staff results by email.
September 29, 2022	Selected applicant attends first Exec Board Meeting.

FCASC EXECUTIVE STAFF APPLICATION PACKET
2022-2023

Name of Nominee: _____
First Name *Middle Initial* *Last Name*

- Office Desired **Legislative Affairs Coordinator**
- Check one ~~_____~~ ~~Student Outreach Coordinator~~
- ~~_____~~ ~~Superintendent's Cup Coordinator~~
- ~~_____~~ ~~Parliamentarian~~
- ~~_____~~ ~~Webmaster/Publication Director~~

Home School: _____ Current Grade: _____

Home Address: _____ Phone: _____
Cell: _____

_____ Home: _____

Email Address: _____ Current GPA: _____

As an applicant to be an Executive Staff member of the Frederick County Association of Student Councils- FCASC, I agree to follow all rules and procedures related to the selection process, and, if selected, further agree to fulfill the responsibilities of this office, beginning immediately following the selection. By my signature I affirm that I have no derogatory or disparaging information, nor will I post any defamatory statements, pictures or phrases on any social network during the course of my tenure as a staff member, understanding I will be removed if I do so.

Signature of Nominated Student *Date*

I/We, as parent(s)/guardian(s) of this nominated student, hereby give permission for him/her to be apply for this position.

Signature of Parent(s)/Guardian(s) *Date*

Applicant Questions for FCASC Executive Staff Position

Limit your responses to a total of two (2) pages, front and back.

All candidates must answer the following question:
Why do you want to serve in this position?

Choose any two (2) of the following:

1. Why do you consider yourself a good representative of FCPS students?
2. Describe the characteristics/experiences you have that can help you in this selected position.
3. Explain how you plan to accomplish the duties of the position for which you are applying.
4. Do you consider yourself to have good communication skills? Elaborate on why you think this.