The Pennsylvania Association of Student Councils

*Developing, engaging, and celebrating leaders*

**Rose Ann M. Fulena, Executive Director**

**executivedirector@pasc.net**

Union Area Middle High School

2106 Camden Avenue, New Castle, PA 16101

**State President-elect Application**

Dear Applicant,

Thank you for your interest in serving on the PASC Executive Board as the State President-elect. We are glad that you are showing interest in this important and prestigious position. To hold an office in PASC is a privilege and an honor.

This position, like all student positions on the PASC Executive Board, requires articulate students who can listen, observe and provide input on issues regarding leadership and education in Pennsylvania. Student members of the PASC Executive Board, participate in meetings and conferences, gathering student input on issues affecting today’s schools. They will be involved in developing programs that train students and adults on Leadership initiatives and activities. Applicants must be able to communicate regularly and consistently and must be comfortable initiating and continuing dialogues with familiar and unfamiliar students and adults. The PASC Executive Board is a “working board,” and as such, the expectations for the individual contributions for all members is high. You will need to be dedicated and organized in order to be successful as an officer.

Please review the information on board positions and responsibilities at [www.pasc.net](http://www.pasc.net) before applying so that you both know and understand the responsibilities of office, and also so that you can fully complete this application. We also recommend you familiarize yourself with the PASC Constitution and Bylaws, mission, vision, and values statements, and also, the major programs of our organization.

Enclosed in this packet are qualifications for the position, instructions on applying, as well as the actual application. Please carefully review the enclosed information. To be complete, your application must include all required essays, supplemental materials, and signatures.

You will need to share the information in this packet with your parent/guardian, as well as your advisor. Running to be PASC President-elect is a big decision, and one that shouldn’t be made lightly. Should you be elected, your new position is a big commitment for you, and will require the support of your adviser, your school, and your family.

Please note, the application packet, including all of its components, must be submitted by January 10th to be considered.

Your application may be emailed to our executive director at executivedirector@pasc.net or by mailing it to Rose Ann Fulena at the above address. If you are submitting materials electronically, please do so as PDF files. Application materials cannot be returned. If at any time you have any questions about the application process, please feel free to contact either Rose Ann Fulena at the above e-mail, or Felix Yerace at aed@pasc.net.

The student selected will assume the position of PASC Present-elect in February of 2020 and will hold that position until March of 2021, when they will, upon successfully completing their term, automatically become the PASC State President until March of 2022. Thus, this is a two (2) year commitment.

Thank you for your time, and good luck with your application.

**Eligibility and Timeline for Selection**

To be eligible to apply for this position, students must:

* Currently be in the 9th or 10th grade
* Attend a school that is an active member of PASC (that has paid its annual membership dues for 2019-2020)

Semi-Finalists for this position will be notified by the end of January and will be expected to attend the PASC State Board Meeting in February (the board meeting will take place February 28-March 1 at Mountain View High School). Semi-finalists will be interviewed by a select panel of the State Executive Board on Friday of the State Board Meeting. Finalists will conduct a presentation before the PASC State Executive Board on Saturday at the Board meeting. These presentations will be between 20-30 minutes long and will consist of the applicant presenting their qualifications for office and answering questions from the board. In addition to these presentations, students may also provide a written statement to the board at this time. “Campaigning” is not allowed.Please note that candidates must be in attendance for the entirety of the February 2020 Board meeting, and will forfeit the opportunity to run for this position if they are unable to attend.

The State President-elect will be selected by a vote of the state executive board at that time and will take office immediately.

Candidates for PASC President-elect must be considered exceptional. PASC represents all Pennsylvania students on the local, state, and national level. We have forged connections with the Pennsylvania Department of Education (PDE) and provide programs each year for thousands of students and adults. Our reach is far and our programming is important, and as State President-elect, and President, your role is critical and the expectation is that you must uphold all of your responsibilities. It is expected that the President-elect has exhibited an interest in Regional, State, and National Student Council programs before considering becoming PASC President-elect, and will continue to grow and remain enthusiastic towards their position while serving their two-year commitment.

Upon becoming the PASC President-elect, there are certain expectations including time for travel to events. It is expected that all student executive board members attend the PASC summer camp program, PASC State Conference, NSC (NASC) Region 2 Conference, and NSC (NASC) Conference, as well as other events such as the PASC Student Summit. Obviously, they will also be expected to attend all Board meetings, specifically in January, March, and July/August, as well as virtual meetings. The President and President-elect will be expected to attend additional meetings as well, such as the selection of the student serving as the State Board of Education representative. Students selected to serve in this position should expect to miss between five (5) to 10 (ten) days of school per year, and to devote approximately ten (10) hours per week to this position. Depending on the time of year (for instance, just prior to board meetings or conferences) this time commitment may increase.

Members of the PASC Executive Board, especially the President and President-elect, must be willing to make sacrifices in terms of local commitments and have the support of family, their student council advisor and student council, and school district. These sacrifices must be understood. It is obvious that in order to participate as an effective board member, a time commitment is necessary. The student may find that this has some affect on academic achievement. It is usually necessary to curtail some local activities such as athletics, local council projects and offices, music, and the number of hours employed. Simply put, serving as PASC President-elect and President must be the highest priority in the student’s life, and they will be expected to fulfill all of the responsibilities of their office or should expect to be asked to step down. Students completing this application should seriously consider these responsibilities and should discuss them in detail with their family as well as student council advisor before proceeding.

**President and President-elect Job Descriptions**

PASC State President-Elect Job Description (Note, this may not include all responsibilities of the PASC State President-elect, who may be called upon to perform other tasks and duties on behalf of PASC)

The president-elect works closely with the PASC executive director and President to set general direction of PASC, supervise fellow executive board members and set agendas for regular executive board teleconferences and business meetings. In the absence of the President, the president-elect chairs all meetings of the executive board, as well as acts as a spokesperson for PASC.

* Represent PASC at all state, region, and national functions.
* Become a squad leader with the president and shadow duties leading up to and at the national conference.
* Assist the president with leading the delegation to Region 2 Conference and be a presenter of a  workshop or roundtables as needed.
* Be a part of the Region 2 Selection process for adult or student at Region 2 Conference.
* Be aware of who the Region 2 adult and student and all other state presidents and executive directors and assist president with any responsibilities requested:  calendar update, writing articles for website, PA presence on Region 2.
* Plan and carry out the training of new regional representatives along with 2nd year reps.  Use different styles of presentation to keep it interesting.
* Review and update Region Representative handbook with reps on a yearly basis.
* Be in charge of all posting on social media for PASC with posting on a regular basis.
* Work with Technology Coordinator and Publications Coordinator on creating a student presence on the PASC Web and in PASC News.
* Present workshops at conferences.
* Be a part of the SBE process by reading applications, selecting candidates for interviews and being a part of the interview process.
* Be a presence at Student Summit in Harrisburg.
* Attend Summer Leadership Camps as a delegate and as president-elect representing PASC programs and opportunities.
* Assist in sustaining presidential projects from previous years.
* Begin creating and working on Presidential Project
* Serve on Constitution and Policy Committee as the Student Chair
* Be an active participant at PASC executive Board meetings, and co-chair meeting if needed.
* Assist the President with their job functions, as needed.
* Work on other assigned tasks (increase membership, attendance at summer camp, develop new partnerships) as assigned.
* The student should donate whatever time is necessary to faithfully carry out the duties of his/her office. Attendance at PASC events or meetings is expected to have priority over all other activities.
* The President-elect works directly with the ED and AED and must have open lines of communication with them. This includes face to face meetings, email and phone conversations about PASC details, transportation, finance issues and general concerns.
* Serve, along with the President, as the liaison with the state charity and the board. Active spokesperson carries over into the next year as President.
* Be engaged with PASC activities and remain informed by asking questions and requesting information.
* Be alert to the ideas, needs, and problems of the association. Introduce new ideas for projects at the state board meetings.
* Be an example of good citizenship at all activities. Be an inspiration to all.
* As a voting member of the PASC Executive Board, take responsibility for participating in making decisions about issues, policies, expenditure of funds, and other PASC matters.
* Act in the best interests of PASC and excuse themselves from discussions and votes where they have a conflict of interest. Work in good faith with other board members as partners in achievement of our goals.
* Self-evaluate and reflect on leadership and vision.

PASC State President Job Description (Note, this may not include all responsibilities of the PASC State President, who may be called upon to perform other tasks and duties on behalf of PASC)

The president works closely with the PASC executive director to set general direction of PASC, supervise fellow executive board members and set agendas for regular executive board teleconferences and business meetings. The president chairs all meetings of the executive board, as well as acts as a spokesperson for PASC. The president helps the Executive Director appoint all committee heads and committee members.

* Represent PASC at all state, region, and national functions
* Lead the PASC delegation, work on preparation of squads, t-shirts and other preparation leading up to national conference
* Lead the delegation to Region 2 Conference and organize workshops and roundtables, in advance, as needed.
* Work on training of new regional representatives along with second year reps.
* Review and update Region representative handbook with reps on a yearly basis.
* Communicate with all reps on a regular basis about meetings, goals, deadlines and motivation
* Send out “REMIND” to board members as directed by ED.
* Communicate with Region 2 adult and student and all other state presidents and executive directors and any responsibilities requested:  calendar update, writing articles for website, PA presence on Region 2
* Be a part of the Region 2 Selection process for adult or student
* Present workshops at conferences
* Be a part of the SBE process by reading applications, selecting candidates for interviews and being a part of the interview process
* Be an active presence in the planning of and at Student Summit in Harrisburg
* Attend Summer Leadership Camps as a delegate and as president representing PASC programs and opportunities.
* Create a presidential project in line with our mission statement and then implement with membership.
* Serve as the face of the PASC State Charity, which beginning in November of 2018 will be The Four Diamonds Fund.
* Serve on Constitution and Policy Committee
* Chair PASC Executive Board meetings
* Coordinate activities of Region Reps
* The student should donate whatever time is necessary to faithfully carry out the duties of his/her office. Attendance at PASC events or meetings is expected to have priority over all other activities.
* The President works directly with the ED and AED and must have open lines of communication with them. This includes face to face meetings, email and phone conversations about PASC details, transportation, finance issues and general concerns.
* Be the face of the State Charity in all advertisements, publicity and PR
* Maintain personal contact with charity personnel and make sure they are providing services that they promised.
* Set goals for charity, decide on strategies to reach students at all levels
* Work with your reps and the board on methods to fundraise or meet the goals that have been set.
* Prepare the presentation of Charity results, people, video, recognition, etc. for the state conference.
* Be engaged with PASC activities and remain informed by asking questions and requesting information.
* Be alert to the ideas, needs, and problems of the association. Introduce new ideas for projects at the state board meetings.
* Be an example of good citizenship at all activities. Be an inspiration to all.
* As a voting member of the PASC Executive Board, take responsibility for participating in making decisions about issues, policies, expenditure of funds, and other PASC matters.
* Act in the best interests of PASC and excuse themselves from discussions and votes where they have a conflict of interest. Work in good faith with other board members as partners in achievement of our goals.
* Self-evaluate and reflect on leadership and vision each year

**Application**

To apply to be the PASC State President-elect, you must submit the following:

1. Contact information form on this page. You may retype this form if necessary so long as it includes all of the required information
2. A resume demonstrating leadership experiences and qualifications. Your resume should list experiences in school and community activities, honors and awards, and academic standing, as well as any training you have received. Please note your advisor must review your resume and certify its accuracy prior to submission.
3. Application Essays.
4. Signatures of your parent/guardian, advisor, and principal.
5. Letters of Recommendation from your student council president, your advisor, and your principal.

Please note that applications missing any required section will not be considered.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Grade: 9 10

Please list all PASC/NSC (NASC) events you have participated in at the regional, state, or national level. Include any leadership experiences such as presenting a workshop or offices held, as well as conference and camp attendance.

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_

PASC Region: \_\_\_\_\_\_\_\_\_\_\_

Advisor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Essays**

**Please answer all three questions. *Each of these questions should be answered in a separate essay. Your essays will be judged based on their quality, not length. We strongly advise proofreading your essays prior to submission.***

1. Provide a personal statement describing your motivation for seeking PASC office. When you saw this opportunity to serve, what motivated you to apply? Include why you want to be a state officer and why do you feel you are the best qualified to be PASC State President?
2. Create a list of five topics that you think all councils would view as an issue that needs to be addressed and/or a topic of concern at their schools. Please give descriptions for each topic listed. Then, choose one of the five topics and give a detailed description of how you would help a school address this issue based on personal experience.
3. You are responsible for overseeing PASC's involvement with our state charity, Four Diamonds. You will also assist in our other partnerships, such as with the Pennsylvania Department of Education (PDE), which oversees the State Board of Education position, the Pennsylvania Department of State, which works with PASC on civic engagement.
	1. You need to create a goal for all councils and communicate with them to encourage and record their process, as well as maintain a positive working relationship with Four Diamonds. You also need to encourage schools to engage with and apply for programs like the Governor’s Civic Engagement Award and to have students apply for the State Board of Education. What are your goals and how do you intend to carry them out to encourage participation with Four Diamonds and maintain a strong relationship between Four Diamonds and PASC? How do you plan to get more schools to participate in the Governor’s Civic Engagement award and the State Board of Education process?

**Letters of Recommendation**

You must secure and submit letters of recommendation from:

* Your Advisor
* Your Principal
* Your Student Council President

Although not required, we highly recommend you secure a letter of recommendation from your PASC Region Director as well.

We strongly suggest you provide a copy of the following to the individuals writing your letters of recommendation.

*We thank you for taking the time to provide PASC with an appraisal of this applicant, as you can provide us with further insight as we look to select the best candidate for the position of PASC President-elect. Please write a letter of your recommendation on behalf of this state officer candidate. Your honesty is appreciated. We ask that you please carefully read the following instructions and address each area in your letter of support. Please provide the applicant a letter of recommendation on school letterhead that addresses the following areas. Please note that the more detailed and specific you can be, the more helpful it is to our selections committee, and thus, to the applicant themselves. There is no limit on the length of your response.*

*1. How has the applicant benefitted their council, school and/or their community?*

*2. The PASC Executive Board has approximately 50 voting and nonvoting members. What do you think this individual will add to the board and how do you think this applicant will handle working with a diverse group of adults and students?*

*3. In your opinion, how much leadership development and growth has the applicant shown during the time you have known them, AND what do you think is their potential for continued leadership growth? This is your opportunity to discuss the character of the student in addition to their capacity for leadership and personal growth.*

*4. After reviewing the enclosed position requirements in this packet, include your statement of the candidate’s ability to fulfill the requirements of the office. Why do you believe this applicant is a strong candidate for this position? Please feel free to touch upon the applicant's strengths, challenges, interests, experience, accomplishments, abilities, potential or anything else you feel relevant.*

*5. Please include length of time you have known and worked with this candidate, and in what capacity(ies), and any further information you would like to share concerning this candidate.*

**Signatures**

Applicant Signature

If selected for the position of PASC State President-elect, I commit to being fully present at the PASC state conference, NSC (NASC) Conference, NSC (NASC) Region 2 Conference, and as many PASC Regional Conferences as I can attend. I also commit to being fully present at PASC Board meetings and teleconferences; to maintain and regularly check a PASC mail address and respond promptly to e-mails; to fulfill my job requirements including reports, committee work and duties as defined in PASC bylaws; to meet with my advisor regularly about my PASC responsibilities; to regularly discuss my position and responsibilities with the PASC Executive Director and/or designee, and to serve as a role model by representing the utmost standards of citizenship and character. I specifically recognize that the position of PASC State President is extremely significant and time-consuming, and commit to making it my top priority. If I do not meet these expectations I accept that I am subject to review and removal from my position as defined by PASC bylaws. I also certify that I have read and understand the job descriptions for President-elect and President, and am prepared to completely fulfill these responsibilities if selected by making PASC my top priority.

Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature

I will support my child’s participation in PASC meetings, conferences, and other events and recognize that serving as the PASC State President is a significant responsibility that will require a high level of commitment from my child, and that PASC will be their top priority if selected for this position. I have discussed this with my child and believe they are making an informed decision to seek this position, and that they are not overextending themselves and have the time-management skills necessary to be successful. I have reviewed the job descriptions of PASC President-elect and President with my child.

Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature

I feel that this student will meet all of the responsibilities for this position. I have discussed this with the applicant and believe they are making an informed decision to seek this position, and that they are not overextending themselves and have the time-management skills necessary to be successful. I agree that I will assist my student in successfully completing their responsibilities of office, including helping them with meetings and attending programs for PASC. I will make every effort to serve as a member of the PASC State Executive Board with my student if possible as an ex officio member. I will also ensure my student remains in good academic and discipline standing at our school so they can participate fully in PASC. I will maintain regular contact with the PASC Executive Director and/or their designee during the time my student serves on the PASC Executive Board. If notified by the school administration that this student is ineligible to participate in extracurricular activities due to academic or behavior issues, I will notify PASC at once. Additionally, I have reviewed the candidate’s resume and verify that information represented is accurate.

Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature

I feel that this student will meet all of the responsibilities for this position. I will be available to mentor my student in this position and ensure that they remain in good academic and discipline standing at our school so they can participate fully in PASC. I will fully support my student’s participation in PASC conferences, board meetings and other events. I will support their advisor’s participation in PASC conference, board meetings, and other events as much as possible. I understand that PASC is responsible for travel and other expenses for our student and advisor’s participation in PASC, and that our school is supportive of our student, and advisor if possible, missing between five (5) to ten (10) days of school each year for PASC business. I agree that if the student does not meet PASC expectations that the student will be subject to review and dismissal from the PASC board. I further certify that this student has not been involved in any major disciplinary incidents at our school and that I will notify the student council advisor if the student is involved in any major disciplinary events or is otherwise ineligible to participate in activities outside of the classroom due to behavior or grades. I also commit to ensuring that our school will remain active members of PASC for the duration of this student’s term of office (two years) and that this student will be removed from office if our school allows its PASC membership to lapse.

Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_