

Invitation to Apply for NCASC Executive Director or Central District Director

North Carolina Association of Student Councils

Filing Deadline via Email is **Wednesday – March 10, 2021***

Dear NCASC Advisers and Advisers at Schools Located in the Central District:

In February 2016 the Board of Directors recommended and in March 2016 the Executive Board approved the following addition to the NCASC by-laws and it was subsequently announced at the Adviser's Business Meeting at the 2016 State Convention:

Article 5, Section 4. The election of district directors will occur on staggering years beginning with the following schedule: Western District in 2017, Central District in 2018, and Eastern District in 2019. Advisers interested in running for the position of district director shall submit a filing form prior to the State Convention.

Prior to this change it was possible that the entire Board of Directors could change at the same time due to the concurrent terms of board members. Members of the Board of Directors are the Executive Director, Assistant Executive Director, and the District Directors. This change provides for stability and experience within the adult governing board of the Association in future years.

The election of the NCASC Executive Director and Central District Director will occur at the State Convention in March. An individual who has served as a Student Council adviser of a NCASC member school (or located within the Central District for the Central District Director position) who meets the following requirements is eligible to apply. Advisers registered for the convention and present at the virtual adviser's business meeting are eligible to vote (only Central District advisers will vote for the Central District Director position).

Please review the following requirements of these positions and if you are eligible and interested in serving you are encouraged to submit an application. We need dedicated, experienced adults to continue to provide leadership and guidance to student leaders, other advisers and to the Association.

Minimum Requirements for NCASC Executive Director or District Director:

1. Must have been an adviser at an affiliated NCASC member school for a minimum of 5 years (counting 2020-2021), but not necessarily at the same school). If presently serving as an adviser the school must be within the Central District for the Central District Director position.
2. Must have attended events in all of the following areas: a. Fall Conference b. State Convention c. Mars Hill Leadership Workshop
3. Must submit the 2-page application by the filing deadline (March 10, 2021).*
4. If presently serving as an adviser you must ensure that your current principal submits his/her approval and recommendation **directly** to John McLeod by the filing deadline (March 10, 2021).* This document will be confidential and only be available to the Mr. McLeod unless the principal authorizes otherwise. This aspect is designed to ensure that your principal fully understands and supports your commitment to the Association should you be elected. The form is designed to be user-friendly...checklist with minimal responses, with the optional opportunity to write a letter of recommendation. **ONLY THE PRINCIPAL CAN COMPLETE THIS FORM (Not an assistant).**
5. Must understand that the term of office is three years (March 2021 through the State Convention in 2024). This is a multi-year commitment to the NCASC and the District.
6. Must be able during the term to attend the District Leadership Conferences for the Central District (for the Central District Director position), NCASC State Conventions, Mars Hill Leadership Workshops (and possibly serve on the staff if invited), State Executive Board Meetings, and State Executive Board Retreat unless there is an emergency. Attendance at other events, such as other District Leadership Conferences, State Emerging Leaders Conference, Adviser Advance Workshop, Southern Association of Student Councils Conference, and LEAD Conferences and the National Student Council National Conference, is strongly encouraged, if possible.
7. Must be able to meet with the State Executive Director for any called meetings of the Board of Directors as well as meetings requested by the District Chair School in preparation for the District Leadership Conference (for the Central District Director position).

* Submit to John McLeod by email (on or before **March 10, 2021**) to: jimcleod2018@gmail.com

The Central District Director must work closely with the District Chair, Vice-Chairs and their advisers. Following are relevant sections of the NCASC constitution that pertain to the District Director's responsibilities.

Central District counties (28) (taken from the NCASC by-laws)

Alamance, Anson, Caswell, Chatham, Cumberland, Davidson, Davie, Durham, Forsyth, Granville, Guilford, Harnett, Hoke, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Robeson, Rockingham, Scotland, Stanly, Stokes, Wake, Warren, Vance.

Article VI District Committee Schools and Duties

- Section 1. To increase the membership and to provide opportunities for more students to participate in leadership development activities and student council events, the counties of the state shall be organized into districts. The districts are entities established by the North Carolina Association of Student Councils and as such shall operate within the governance structure as set forth within this constitution and by-laws. District boundaries as determined by the Executive Board shall be listed in the by-laws.
- Section 2. The elected district committee schools of the association shall be: chairman, high school vice chairman, and middle school vice chairman.
- Section 3. The term of office shall be one year.
- Section 4. The district committee school student council shall designate one student member of its council to serve as the school's representative on the District Committee and to hold the title of the office. The student shall be enrolled in the district committee school during the term of office and be a member in good standing with his/her school at the time of election and during the term of office. The middle school vice chairman shall be enrolled in a middle school at the time of the school's election as a district committee school and have one additional year of eligibility in the same school. The chairman shall have attended a district, state or national student council leadership event at the time of the school's election as a district committee school. District committee school representatives shall meet all other requirements as prescribed in the by-laws.
- Section 5. The district committee schools shall be elected at annual convention of the association. Voting shall be by secret ballot by student representatives of member schools located within the district and present at the time of voting in a manner prescribed in the by-laws. A majority of the votes cast shall be necessary for election. If election does not occur after the first vote, the two candidate schools receiving the highest number of votes cast during the first vote shall be on the second ballot. Candidate schools shall comply with the filing process and campaign regulations as prescribed in the by-laws.
- Section 6. The District Director shall appoint an eligible and willing member school to serve as a district committee school if no member school files for election to any district committee position. The District Director shall appoint an eligible and willing member school to complete a term if the elected school cannot complete the term of office.
- Section 7. It shall be the duty of the district chairman school to:
Additional by-law note: Student representative on the Board must have attended a district conference prior to running.
a. preside at all district committee meetings
b. plan and host a District Leadership Conference at district chairman's school
c. attend all meetings of the state Executive Board, the summer workshop, the state convention, and if feasible, the national conference
d. send to the district director after the District Leadership Conference a financial statement, excess funds, and the delegate assessment as prescribed in the by-laws
e. assist the vice chairmen to promote association membership, events, and activities in the district
f. determine the frequency and logistics of district committee meetings with the approval of the District Director
g. perform any other duties requested by the Executive Board or District Director
- Section 8. It shall be the duty of the district high school vice chairman school to:
a. preside at district meetings in the absence of the chairman school
b. attend all district meetings, all meetings of the state Executive Board, the summer workshop, and the state convention.
c. assist in planning the District Leadership Conference
d. promote association membership
e. promote events and activities among high schools in the district
f. perform any other duties assigned by the chairman school or District Director
- Section 9. It shall be the duty of the district middle school vice chairman school to:
Additional by-law note: Student representative on the Board must be in middle school during the term.
a. attend all district meetings, all meetings of the state Executive Board, the summer workshop, and the state convention.
b. assist in planning the District Leadership Conference
c. represent the interests of middle schools on the district committee
d. promote association membership
e. promote events and activities among middle schools in the district
f. perform any other duties assigned by the chairman school or District Director

Article VII Adult Leadership

- Section 1. The adult leadership of the association shall be: an executive director, assistant executive director, a district director from each district, the adviser of each state officer school, and the adviser of each district chair or vice chair school. The executive director, assistant executive director and the district directors shall constitute the Board of Directors in compliance with the Articles of Incorporation of the state of North Carolina. Other adults shall serve the association in capacities as prescribed in the by-laws.
- Section 5. The District Directors shall be elected by the advisers of member schools located within the district who are in attendance at the adviser's business meeting at the state convention. Only currently employed, full-time school personnel count as advisers for the purposes of voting. The term of office shall be three years. District Directors shall be eligible for re-election.

Section 6.

The duties of the District Directors shall be to:

- a. promote the mission and purposes of the NCASC
- b. coordinate the routine office work of the district
- c. represent the association at district, state, regional, and national student council events when feasible
- d. advise district committee schools on matters of procedure and standard operating processes
- e. approve the frequency and logistics of district committee meetings as proposed by the district chairman school
- f. serve as a resource to district committee schools
- g. serve as a resource for student council advisers in the district
- h. work with the district chairman school to plan the District Leadership Conference
- i. work with the Executive Director to secure funds to conduct district activities
- j. perform any other duties requested by the Executive Director or Board of Directors
- k. focus on networking with new advisers and provide adviser training at district events
- l. serve as a member of the Board of Directors

Section 7.

The advisers of state officer schools and the district officer schools shall be voting members of the Executive Board. It shall be the expectation of these advisers to attend all meetings, workshops, and conventions with the student representative; to secure the necessary support from the school in whatever form that may be necessary in order to fulfill the duties of the office to which the school has been elected; and to provide support and guidance to the student representing the school on an association board or committee.

Additional by-law adviser responsibilities:

The advisers of state officer schools and the district chair and vice chair schools shall be members of the Executive Board. It shall be the expectation of these advisers to attend all meetings, workshops, and conventions with the student representative; to secure the necessary support from the school in whatever form that may be necessary in order to fulfill the duties of the office to which the school has been elected; and to provide support and guidance to the student representing the school on an association board or committee. The adviser shall make arrangements for student travel to and from all NCASC events in accordance with local school policy. NCASC has limited secondary insurance for board member travel to, from and while attending a NCASC-authorized event. The student officer experience is greatly enriched when the home school adviser is actively engaged and shares the experience with other students and adults on the executive board.

Article IX

Board of Directors

The Board of Directors, as required by the Articles of Incorporation, shall be the executive director, assistant executive director, and the district directors. The Board of Directors shall ensure compliance with the Articles of Incorporation. The Board of Directors may assign rights and responsibilities to the member schools, the Executive Board and/or to the Executive Director to fulfill the mission of the North Carolina Association of Student Councils, Incorporated. The Board of Directors reserves the authority by majority vote of its members to render null and void any act of commission or omission of the member schools, Executive Board or the Executive Director. If an extenuating circumstance shall arise the Board of Directors reserves the authority to take any necessary action on behalf of the NCASC, Inc.

Following are relevant sections of the NCASC constitution that pertain to the NCASC Executive Director's responsibilities.

Section 2.

The Executive Director shall be elected by the advisers of member schools in attendance at the adviser's business meeting at the state convention. Only currently employed, full-time school personnel count as advisers for the purposes of voting. The term of office shall be three years. The Executive Director shall be eligible for re-election. The Assistant Executive Director shall be recommended by the Executive Director and approved by the Executive Board for a term to coincide with that of the Executive Director. In the event of a vacancy in the Executive Director's position, the Board of Directors shall appoint an adult serving on the Executive Board to serve until a new Executive Director election is conducted at the next state convention.

Section 3.

The duties of the Executive Director shall be to:

- a. promote the mission and purposes of the NCASC
- b. coordinate the routine office work of the association
- c. serve as the financial officer and treasurer of the association
- d. maintain the historical and legal documents of the association
- e. represent the association at district, state, regional, and national student council events
- f. facilitate the summer workshop
- g. promote and coordinate NASC activities in the state and coordinate the state delegation's travel and registration for the national conference
- h. maintain membership in and attend meetings of the state student council executive directors association
- i. supervise the maintenance of the association's website
- j. advise officer schools on matters of procedure and standard operating processes
- k. serve as a resource to District Directors
- l. serve as a resource for student council advisers
- m. perform any other duties assigned by the Executive Board or Board of Directors
- n. serve as a member of the Board of Directors

Application Process

1. Review the minimum requirements to verify your eligibility and to fully understand the breadth and depth of the three-year commitment should you be elected.
2. Complete the 2-page application.
3. Email it to John McLeod **on or before March 10, 2021.**
4. Meet with your **principal** and provide him/her with the Principal's approval form.
5. Follow-up to ensure that your principal emails the completed approval form directly to John McLeod **on or before March 10, 2021.***
6. You will receive an email confirmation when your application is received.
7. Be prepared to make brief introductory remarks and participate in an answer/question session with district advisers at the virtual adviser's business meeting at the state convention.

Email to: jimcleod2018@gmail.com

NCASC Executive Director / Central District Director Application Form

Election for term beginning March 2021 and ending March 2024

This form will be reproduced for advisers to review and use for a question/answer session prior to voting.

Please Print or Type

Name _____
 First Last

NCASC affiliated schools at which you have served (and years at each if you wish to provide them):

Total number of years of service as a Student Council adviser (including the current year): _____

Student Council Events	# Attended	# Hosted
District Conference	_____	_____
State Convention	_____	_____ (served as President School)
Middle Level Workshop / ELC	_____	_____ (served as 2 nd VP School)
Adviser Advance Workshop	_____	
Southern ASC Conference	_____	
National SC Conference	_____	
Mars Hill Workshop	_____	

Role(s) and number of times in that role(s):

Other Events attended or hosted and/or Student Council-related recognitions received:

Executive Director and District Director Candidate Responses

Please limit your response to the space provided.

1. What skills and qualities do you bring to this State / District leadership position?

2. How have your various experiences within the NCASC and/or the District made you a better adviser?

3. What do you see as the most important role in this State / District leadership position and why?

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Principal Approval and Recommendation Form
Required

Dear Principal:

Your Student Council adviser, _____ is applying for the adult leadership position in the state student council association, NCASC. This position will require your adviser to be a member of the 5-member adult NCASC Board of Directors and the 35-member student/adult Executive Board. *The Central District Director will work with advisers and students in the state's 28 central counties. The Director also will work closely with a district committee of three students and three adults from other schools to plan a one-day Fall Conference.* The Director must attend board meetings, the fall conference, the state convention and the week-long summer workshop and as many of the other NCASC events as possible. The term of office is three years (March 2021 through March 2024).

Please complete the following information, sign, date and email on or before March 10, 2021 to:

John McLeod

jimcleod2018@gmail.com

Your responses are confidential and will only be seen by me, unless you share them with your adviser and/or you authorize otherwise. Please be candid.

Please rate the effectiveness of the candidate as the Student Council adviser in your school.

1 2 3 4 5 (5 being EXCEPTIONAL)

Please rate the relationship of the candidate with your student leaders.

1 2 3 4 5 (5 being EXCEPTIONAL)

Please rate the relationship of the candidate with your faculty and administration as it relates to the role as adviser.

1 2 3 4 5 (5 being EXCEPTIONAL)

_____ I recommend this individual as a candidate for the NCASC Central District Director.

_____ I recommend, with reservation, this individual as a candidate for the NCASC Central District Director.

_____ I do not recommend this individual as a candidate for the NCASC Central District Director.

Please share any other observations regarding the candidate and his/her ability to fulfill the responsibilities of this position. You may also attach a letter of recommendation, if desired, but it is not required.

Principal (Print or type name) _____

Principal Signature _____ Date _____