

# Invitation to Apply for NCASC Executive Director

## North Carolina Association of Student Councils

Filing Deadline via Email is **Friday – March 8, 2024**

Dear NCASC Advisers:

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, the District Directors, the Membership Director, and the Outreach/Partnership Director. 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 will occur at the State Convention in March. An individual who has served as a Student Council adviser of a NCASC member school (who meets the following requirements) is eligible to apply. Advisers registered for the convention and present at the adviser's business meeting are eligible to vote.

Please review the following requirements of this position. If you are eligible and interested in serving, you are encouraged to apply. 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:

1. Must have been an adviser or former adviser at an affiliated NCASC member school for a minimum of 5 years but not necessarily at the same school. You can count 2023-2024, if currently employed.
2. Must have attended events in all of the following areas: a. District Conference b. State Convention c. Mars Hill Leadership Workshop
3. Must submit the 2-page application by the filing deadline (**March 8, 2024**).
4. If presently serving as an adviser you must ensure that your current principal submits his/her approval and recommendation **directly** to the current Executive Director by the filing deadline (**March 8, 2024**). This document will be confidential and only be available to Mr. Cochran 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 2024 through the State Convention in 2027). This is a multi-year commitment to the NCASC.
6. Must be able during the term to attend monthly (virtual) Board of Directors meetings, as many District Leadership Conferences as possible, NCASC State Conventions, Mars Hill Leadership Workshops, State Executive Board Meetings, and State Executive Board Retreats --- unless there is an emergency. Attendance at other events, such as State Emerging Leaders Conferences, Adviser Advance Workshops, Southern Association of Student Councils Conferences, and LEAD Conferences, NA4SA Conferences and other NA4SA-sponsored events, and the National Student Council National Conferences, is strongly encouraged, if possible.
7. The Executive Director must maintain membership in and attend the National Association of State Student Council Executive Directors annual conference each December (and other NASSCED meetings, if possible). Membership in the National Association for Student Activities (NA4SA) and attendance at the annual conference is strongly encouraged.
8. This will be the first change of Executive Directors in many years. The NCASC is committed to providing an orderly transition to provide a seamless change in adult leadership. A detailed transition plan is currently being developed the Executive Director that will ensure future NCASC events will be offered as scheduled and routine functions will continue unabated. The outgoing Executive Director will work directly with the new Executive Director to transfer files and records and to make necessary updates to legal, financial, internet, and other appropriate documents and processes over the next several months. The Executive Director will be available to consult and assist the new Executive Director as requested to the extent possible.

\* Submit application to Colby Cochran by email (on or before **March 8, 2024**) to: [colbycochran53@gmail.com](mailto:colbycochran53@gmail.com)

## 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.

**Interested advisers or former advisers should thoroughly consider their current and anticipated personal, family, and professional responsibilities, obligations, and plans for the next three years (and preferably beyond three years) before deciding to apply for this position. If elected, realistically a candidate should be prepared and willing to serve the Association for more than a single three-year term. The NCASC's future success and stability greatly depends upon a strong, long-term commitment and priority by the person who serves as the Executive Director. A significant amount of time is involved to fulfill the expectations of this position at a high level.**

**The Association pays the membership fee and conference registration for the Executive Director to be a member of the NASSCED and NA4SA and to attend their annual meeting and conference. Typically, the Executive Director is reimbursed for expenses necessary to maintain the routine operation of the Association. The Executive Board annually determines an honorarium to be paid to the Executive Director for his/her services to the NCASC.**

2. Complete the 2-page application.
3. Email it to Colby Cochran **on or before March 8, 2024. colbycochran53@gmail.com**
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 Colby Cochran **on or before March 8, 2024.**
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 advisers at the adviser's business meeting at the state convention, March 15-17, 2024 at Sun Valley High School.



# 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?

This form must be postmarked / emailed on or before **Friday – March 8, 2024.**

Email to: [colbycochran53@gmail.com](mailto:colbycochran53@gmail.com)

**North Carolina Association of Student Councils**  
**NCASC Executive Director Application Form**

Election for term beginning March 2024 and ending March 2027

**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 7-member adult NCASC Board of Directors and the 35-member student/adult Executive Board. *The Executive Director is the adult leader of the Association. This position requires an extensive commitment of time to fulfill the obligations. Whereas most meetings occur on weekends and during the summer, some meetings and travel throughout the school year are necessary. Please ask your adviser to share and discuss the duties, responsibilities, and obligations of this position BEFORE you complete this form. There should be a full and thorough understanding of the expectations of this position between you and your adviser before he/she completes the application process.* The term of office is three years (March 2024 through March 2027).

**Please complete the following information, sign, date and email on or before March 8, 2024 to:**

Colby Cochran

colbycochran53@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 Executive Director.

\_\_\_\_ I recommend, with reservation, this individual as a candidate for the NCASC Executive Director.

\_\_\_\_ I do not recommend this individual as a candidate for the NCASC Executive 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 \_\_\_\_\_