

MATH AND SCIENCE ACADEMY STUDENT OFFICER APPLICATION

Directions: All student officers are **selected** through a process that includes prior senior officers, teachers, sponsors, and/or administrators on campus. The top applicants for each position will be determined by the applicant's essays (questions at the end of this document). The President and two Directors position must also complete an **interview** with the prior senior officers, Academy Coordinator, and MSA Teacher Facilitator if they make it to Round 2 as one of the top candidates. President and Directors candidates will have their interviews and elections earlier and may choose to run for a different position if not selected. The final selection will be based on **interview and application (60%) and student body election (40%)**. All other positions will be based on the **six short answer questions (60%) and student body election (40%)**. Applications are due via email to Donald Lam (donald.lam@fortbendis.com) by Wednesday, April 22, 2020.

Student Name: _____

Student ID#: _____ Grade for 2020/2021 school year: _____

General Expectations for all officers:

1. Officers must be present at all meetings of their respective committee, Officer meetings & general membership meetings. If they must be absent, they must ensure their duties are covered by another officer.
2. Officers must be involved in planning for major Academy events and present at all recruiting events.
3. Officers must, by prior planning, provide representation for the Academy in the Dulles Student Council and Principal's Forum if deemed necessary by the Coordinator.
4. Officers must act responsibly and respectfully towards all DHS/FBISD staff and fellow students.
5. Officers assigned to ISS, OSS, or DAEP will be removed from office.
6. Officers showing a persistent habit of non-completion of assigned duties and responsibilities will be removed from their position.
7. The Academy Coordinator reserves the sole right to remove officers from their position based on non-completion of duties, lack of attendance, discipline issues, or moral turpitude. There is no appeal process for removal from office.

_____ Initial Here stating that you have read and understand the expectations for being an officer

On the following page, **SELECT THE STUDENT OFFICER POSITION(S) YOU ARE RUNNING FOR. You may select two**; mark them in order of preference with a 1 and 2, 1 being most preferred and 2 being your alternate choice. If you are running for President and a Director position or both Directors, please mark a 3rd choice as well.

PRESIDENT

- Plan and conduct officer meetings in conjunction with the officers
- Plan and conduct student body meetings in conjunction with the officers
- Plan and conduct all events and fundraisers in conjunction with the officers, including New Student Orientation and Escape Room
- Regularly meet with the Academy Coordinator and/or teacher sponsor
- Attend all major recruiting events and actively speak to prospective applicants and their parents to promote the academy
- Monitor officer performance & advise the coordinator and sponsor of concerns with duties/attendance
- Regularly attend, participate in, and speak at Academy events/functions such as banquet, preview night, open house, etc.
- Work with past presidents to start/maintain the Math and Science Academy alumni database
- Lead by example and actively contribute ideas to better the Academy
- Support all officers and students within Academy and Council
- Other duties as assigned

DIRECTOR OF COMMUNICATIONS

- Assist President in conducting officer meetings
- Assist President in conducting student body meetings
- Assume Executive duties in the event of the President's absence
- Oversee MSA House System
- Attend all major recruiting events and actively speak to prospective applicants and their parents to promote the academy
- Regularly meet with (along with the president and Director of Activities) the Academy Coordinator and/or teacher sponsor
- Attend all Booster Club meetings to represent the student body.
- Speak to parents (i.e. Booster Club) and students to answer questions and promote events within the Academy
- Keep Academy students and officers informed about upcoming events through emails, social networking, etc.
- Regularly attend and participate in Academy events/functions
- Assist with the duties of the Historian and the Communications Officers
- Other duties as assigned

DIRECTOR OF ACTIVITIES

- Assist President in conducting officer meetings
- Assist President in conducting student body meetings
- Assume Executive duties in the event of the President's absence
- Attend all major recruiting events and actively speak to prospective applicants and their parents to promote the academy
- Regularly meet with (along with the president and Director of Communications) the Academy Coordinator and/or teacher sponsor
- Attend Booster Club meetings to represent the student body in the absence of Director of Communications.
- Work with the Academy Coordinator to develop field trips that would be of interest to the Academy Students
- Work with the Events Coordinator to help plan and organize enrichment activities, volunteering activities, socials, and fundraisers
- Plan New Student Orientation, working with the President and the Events Coordinators
- Regularly attend and participate in Academy events/functions
- Assist Director of Communications with social media advertising
- Assist with the duties of the Tutor Coordinator and the Events Coordinators
- Other duties as assigned

SECRETARY

- Accurately transcribe meeting minutes in full
- Record executive council attendance at all monthly council meetings (communicate this with the Academy coordinator, sponsor, and President within 24 hours)
- Preside over Academy events and assemblies as necessary
- Conduct meetings in lieu of the President or Directors should they be indisposed
- Assist the President/Directors with planning, organization, & decisions
- Attend all major recruiting events and actively speak to prospective applicants and their parents to promote the academy
- Maintain and update the Google Drive Academy Officer Account
- Create sign-up lists and keep track of attendees for on campus enrichment and volunteer activities
- Regularly attend and participate in Academy events/functions
- Other duties as assigned

COMMUNICATIONS OFFICERS (2)

- Organize the making and distribution of flyers and posters
- Coordinate with the other officers to publicize all events, including enrichment events, volunteer events, fundraisers, and socials
- Work with the Director of Communications to communicate information to and from the Booster Club
- Attend all Booster Club meetings to represent the student body.
- Manage social media (Twitter, Facebook, Instagram) and Remind related to the Academy
- Regularly attend, participate in, and speak at Academy events/functions such as banquet, preview night, open house, etc.
- Other duties as assigned

EVENTS COORDINATORS (2)

- Organize the making and distribution of flyers and posters
- Find at least 2 enrichment activities and 2 volunteering opportunities outside of Dulles every semester.
- Work with the President, Director of Activities, and the other Events Coordinator to create and organize enrichment activities, socials, and fundraisers.
- Must be able to network and communicate professionally to bring in guest speakers for a planned activity.
- Must be open to making activities that meet fellow students' preferences.
- Other duties as assigned

TUTOR COORDINATOR

- Determine the most effective MSA tutor-tutoree system and implement it.
- Coordinate the system throughout the school year and be open to revising and adapting the system to meet fellow students' needs.
- Create signups for tutors and tutorees and pair them.
- Work with the Communications Officers to publicize the MSA tutor system to the entire high school student body.
- Other duties as assigned

HISTORIAN

- Attend all major Academy events and presentations throughout the year to photograph, video, document etc.
- Provide the Communications Officers with photographs/videos for advertising purposes
- Put together & present an end-of-year slideshow for the Annual Banquet
- Keep all photographs, videos, etc in organized electronic files to be easily accessed by the Academy coordinator, sponsor, and the incoming Historian at the end of the year
- Provide the Academy coordinator with photographs/videos for the website
- Attend (when possible) events in which Academy students participate (i.e. fieldtrips, club activities, etc.)
- Gather photos, videos, documentation, etc. from other students/sources for additional events/awards in which Academy students participated/won and are pictured.
- Provide photos for the Yearbook and other events
- Other duties as assigned

OFFICER APPLICATION SHORT ANSWER QUESTIONS

Please answer the following questions (separate by question) to the best of your ability on a separate sheet of paper. Answers **MUST** be typed. There is no word minimum or maximum. However, please be concise but use your best judgement. If you are applying for the position of Historian, please also submit 2-3 photos of your best work.

1. Why are you applying to become an Academy Student Officer?
2. What qualities do you think are important in a leader, and how have you demonstrated them?
3. If we asked your peers to describe you in three words, what would they say and why? How would these characteristics help you interact with the MSA officer panel?
4. What is your vision for the Academy and what do you see as the role of the Academy Student Officers?
5. What are some specific plans you have for the position(s) you applied for?
6. Please list all courses, clubs, and activities you will be involved in next year (including positions you are applying for). Ex: AP Calculus BC, Science National Honor Society (applying for Secretary)

Student Signature indicating they understand all duties of the position they are running for

Date

Parent Signature indicating they understand all duties of the position the student is running for

Date