

# APPLICATION FOR MEDICAL SCIENCE ACADEMY STUDENT OFFICER

(Applications are due via email to Mr. Lam @ donald.lam@fortbendisd.com by **Wednesday, April 22, 2020**)

**Directions:** All **student officers** are **selected** through a process that includes teachers, sponsors, and/or administrators on campus. The top three applicants for each position will be determined by the blind review of the applicant's essays (questions at end of this document). Students running for President or one of the Director positions must also complete an **interview** with the interview committee if they make it to Round 2 as one of the top candidates. The interviews are scheduled for May. The final selection will consist of 60% interview score, 40% popular vote. The person with the highest combined score will be awarded the position. The final selection for all other positions will be by popular vote.

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

Student ID#: \_\_\_\_\_ Grade for 2020/2021 school year: \_\_\_\_\_ Email: \_\_\_\_\_

## 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 must be present at all recruiting events.
3. Officers must, by prior planning, provide representation for the Academy in the Hightower Student Council and Principal's Forum if deemed necessary by the Coordinator.
4. Officers must act responsibly and respectfully towards all HHS/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 committee duties 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

**SELECT THE STUDENT OFFICER POSITION(S) YOU ARE RUNNING FOR (You may select two; mark in order of preference with a 1 and 2, 1 being most preferred and 2 being your alternate choice)**

## PRESIDENT

- Plan and conduct officer meetings in conjunction with the officers
- Plan and conduct student body meetings in conjunction with the officers
- Regularly meet with (along with the VPs) 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 Academy Procedures
- 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
- 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 Officer
- 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
- Regularly speak at monthly mentor/mentee meetings
- 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
- Lead/plan the monthly mentor-mentee meetings (coordinate with Events Coordinators)
- 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 fundraising
- Plan Meet & Greet and New Student Orientation, working with the Events Coordinators
- Regularly attend and participate in Academy events/functions
- Other duties as assigned

## SECRETARY

- Accurately transcribe meeting minutes and council decisions in full
- Record executive council attendance at all monthly council meetings (communicate this with the Academy coordinator, sponsor, and President within 48 hours)
- Edit and format all meeting notes to be posted online in the appropriate notification sites and/or for email or print distribution within 48 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

## PRINT COMMUNICATIONS OFFICER

- 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.
- Other duties as assigned

## DIGITAL COMMUNICATIONS OFFICER

- Manages social media (Twitter, Facebook, Instagram) and Remind related to the academy - post at least once per week
- 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.
- Other duties as assigned

## INTER-ACADEMY LIAISON

- Attend both the Digital Media Academy and Medical Science Academy officer meetings
- Take extensive notes on both meetings and be able to explain to the other Academy what was discussed.
- Have continuous contact with both Academies' officers
- Coordinate with MedSci/DMA when both Academies plan a social or any inter-academy events together
- Help clear up any confusion between both Academies
- Make suggestions on how both Academies can prosper together
- Other duties as assigned

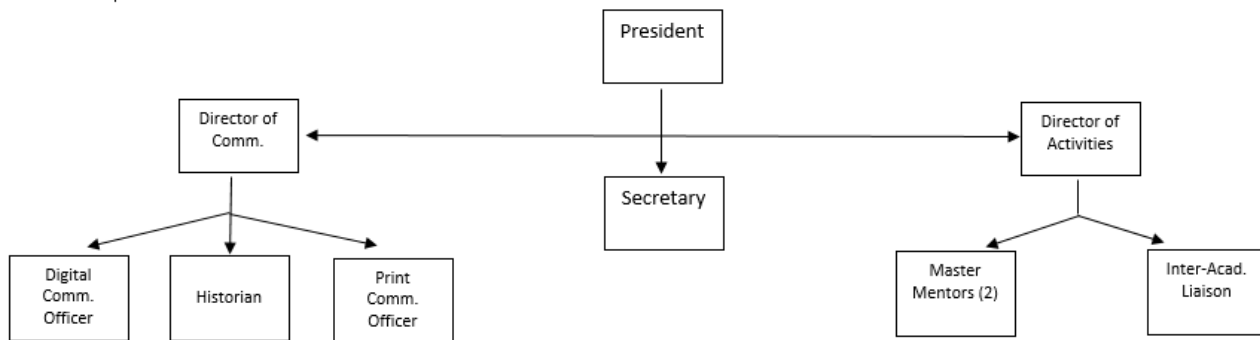
## MASTER MENTOR (2)

- Plan Meet & Greet and New Student Orientation (newly appointed MM must work with incumbents in this process)
- Must have availability during the summer (end of July and beginning of August)
- Provide guidance to mentors & mentees regarding academics, social events, etc.
- Assign all new students a qualified mentor (newly appointed MM must work with incumbents in this process)
- Hold a training/informational meeting for new mentors (newly appointed MM must work with incumbents in this process.
- Work with MedSci Master Mentors in planning specified events
- Other duties as assigned

## HISTORIAN

- Attend all major Academy events and presentations throughout the year to photograph, video, document etc.
- Provide the Print and Digital 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 help organize the Senior Yearbook add
- Other duties as assigned

## ACADEMY STUDENT OFFICER ORGANIZATIONAL CHART



## STUDENT OFFICER APPLICATION SHORT ANSWER QUESTIONS

Please answer the following questions to the best of your ability on a separate sheet of paper. Answers can be typed or handwritten.

1. Why are you applying to become an Academy Student Officer?
2. Please describe any leadership role(s) you have previously held/currently hold within the Academy and how you have contributed to the Academy.
3. Please describe any leadership role(s) you have previously held/currently hold outside the Academy and how you've contributed to the organization or program.
4. What is your vision for the Academy and what do you see as the role of the Academy Student Officers? What are some specific plans you have for the position(s) you applied for?

(You must discuss plans for all positions to which you are applying or you will not be considered for that position)

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

Date

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

Date