



## The Pennsylvania Association of Student Councils

*Developing, engaging, and celebrating leaders*

**Dr. Katie L Mercadante, Region B Co-Director**

Montour High School | 223 Clever Road | McKees Rocks, PA 15136

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Ingomar Middle School | 1521 Ingomar Heights Road | Pittsburgh, PA 15237

[regionbdirector@pasc.net](mailto:regionbdirector@pasc.net)

Dear Applicant,

Thank you for your interest in serving on the PASC Executive Board as the Region B Representative. 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. Students should always be mindful that they represent PASC as well as their school. You will need to be dedicated and organized in order to be successful in school and as an officer.

This position, like all student positions on the PASC Executive Board, requires 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.

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 Region B Representative 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 it 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 electronically by 11:59 PM on Friday, March 1st to be considered.

Your application should be emailed to our region director at [regionbdirector@pasc.net](mailto:regionbdirector@pasc.net). Electronically submitted files should be in PDF format. Application materials cannot be returned. If at any time you have any questions about the application process, please feel free to contact either Katie Mercadante at the above e-mail.

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 9<sup>th</sup> or 10<sup>th</sup> grade.
- reside in Region B (Allegheny, Washington, or Greene county).
- be willing/able to serve a 2 year term: July of 2024 to June of 2026.
- attend a school that is an active member of PASC (that has paid its annual membership dues for 2023-2024).
- be the sole nominee from a school, per PASC state policy. The nominee may not be from a school that has previously been the Region B Representative's school for the last two terms.

The application timeline is as follows:

- The application packet, including all components must be received by the deadline.
  - Friday, March 1st 11:59 PM
  - Applicants should plan to attend the PASC Region B Conference on March 22nd @ South Fayette HS.
- Finalists will conduct a 5-10 minute presentation at the Caucus of the PASC Region B Conference focusing on the vision for Region B over the next 2 years. In addition, the applicant will provide a one page cover letter and one page resume copied back to back to all caucus attendees (approximately 70). Following your presentation, the applicant will answer questions from the attendees.
- "Campaigning" is not allowed.
- Please note that candidates must be in attendance for the spring Region B Conference, and will forfeit the opportunity to run for this position if they are unable to attend.
- The Region B Representative will be selected by a vote at the caucus during the spring Region B Conference and will take office in July 2024.

## **Time Commitment Required**

Members of the PASC Executive Board must be willing to make sacrifices in terms of local commitments and have the support of family, their student council/chapter 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. Students selected to serve in this position should expect to miss between five (5) to 10 (ten) days of school per year. The student may find that this has some effect on academic achievement. It is usually necessary to curtail some local activities such as athletics, local council or chapter projects and offices, music, and the number of hours employed. Students completing this application should seriously consider these responsibilities and should discuss them in detail with their family as well as student council or NHS advisor before proceeding.

In addition, students must make a commitment to attend:

- at least two-thirds of the Region B board meetings for the length of the term.
- the PASC summer leadership camp program.
- the PASC State Convention.
- the NatStuCo Region 2 Conference.
- all PASC Executive Board meetings, specifically in February/March, and July/August, as well as virtual meetings.

## Region B Representative Job Description

The position of a PASC Regional Representative school holds many opportunities for the school, student council, and the individual student who is selected to hold the position. Many opportunities are provided for leadership training, travel, and development relationship and life skills. With these opportunities come time commitment and leadership responsibilities. Listed below are the expectations of the regional representative school elected at the state caucus and of the student selected by the school to hold this position:

- 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 Region Rep. must have open lines of communication with his/her Region director. This includes face to face meetings, email and phone conversations about Region details, newsletters, transportation, finance issues and general concerns prior to contacting executive director. (When possible.)
- The Region Rep. is responsible for providing information about all PASC activities before they occur to His/her advisor and other school personnel. A follow-up report should also be given to both advisor and principal after the event
- Attend and actively participate in all state Executive Board meetings.
- 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.
- Be prepared to give carefully organized reports at all executive board meetings.
- Present workshops at all regional, state, and national conferences they attend.
- Each Regional Representative will be expected to contact member schools within their region to obtain the name of the Student Council President, and remain in contact with them through the use of Google docs, websites, or any established online resource. *As PASC moves forward with enhancing programing for NHS and NJHS student leaders, the Region Representative will have additional responsibilities with regard to contacting NHS and NJHS chapters.*
- Be the official representative and spokesperson of PASC in their Region, along with their Regional Director. Promote the mission and purpose of PASC and present a positive PASC image in all related activities and communicate all related activities to member schools. The regional representative is expected to be an informative agent within his/her region on PASC, thereby increasing the knowledge about PASC and its projects.
- Co-chair a committee of the PASC Executive Board and serve on other Executive Board committees as assigned by the Executive Director
- Represent the association at state, regional, and national student council events when feasible.
- Communicate all significant region news and concerns to the PASC Executive Board.
- Work with their Region Director to promote and build their Region.
- Actively serve on their PASC Region Board.
- Along with their Region Director, post and update information on the PASC Region Website and any section of the PASC website as needed.
- Recruit new member schools from Region B to PASC.
- Focus on networking with student members of PASC and especially assist new students in the organization.

- Ensure their Region is a strong, active participant in PASC programs.
- Fairly represent all member schools within their region.
- 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, and set annual goals for themselves each year.
- Each regional representative may be reviewed on an as needed basis by the Executive Director and removed from office by the state Executive Board for just cause. (i.e. lack of attendance and participation at activities, failure to communicate with district director, failure to meet deadlines.)

As a representative with a two year term, the student will be expected to attend the following meetings/events **EACH YEAR. Travel expenses and any necessary registration fees will be covered by PASC, unless otherwise specified.**

- a. Attend a PASC summer leadership workshop during a week in July. *\*\*Travel to the workshop will be the student's responsibility.*
- b. Attend PASC Executive Board meeting in July/August.
- c. Attend the PASC State Convention in November. *\*\*Travel to the conference will be the responsibility of the school's delegation.*
- d. Attend the Executive Board meeting in February/March (Virtual).
- e. Attend the NatStuCo Region 2 Conference in April. *PASC regional representatives provide workshops and roundtables.*
- f. Option to attend the NatStuCo Visions Conference in the Summer. *\*\*The cost of the conference registration and pre-conference trip is approximately \$1500. The costs will be paid by the regional representative's school, student council, the student, or a combination of sources. Financial help from the PASC Region Associations may also be available upon request by the student.*

## Application Requirements

To apply to be the PASC Region B Representative, you must submit the following:

1. Contact information form. (May be retyped as long as it includes all of the required information.)
2. A one-page resume and one-page cover letter 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. Your cover letter should showcase your desire to represent Region B on the PASC Executive Board and highlight your greatest strengths.
3. Two Application Essays.
4. Three Letters of Recommendation:
  - a. from your student council president. *If you are currently the council president, a letter from another member of the executive committee should be substituted.*
  - b. from your advisor.
  - c. from another teacher/principal that can speak to your leadership/character.
5. Signature page completed by your parent/guardian, advisor, and principal.

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

## Contact Information Form

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

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

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

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

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

Current Grade:            9                    10

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

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

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

Advisor's name: \_\_\_\_\_

Advisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Advisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please list all PASC/NatStuCo 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.

## Application Essays

*Each of these questions should be answered in a separate essay. Your essays will be judged based on their quality, not length. Each essay should be no more than 500 words. We strongly advise proofreading your essays prior to submission.*

1. Provide a personal statement describing your motivation for seeking PASC office.
  - o When you saw this opportunity to serve, what motivated you to apply/what are you most passionate about?
  - o What do you hope to accomplish as a Region B Representative?
  - o How do you believe the COVID 19 Pandemic has affected Student Councils and PASC?
2. Create a list of five topics that you believe all councils would view as common issues that need to be addressed and/or a topic of concern for 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.

## Letters of Recommendation

You must secure and submit letters of recommendation from:

- Your Advisor
- Your Student Council President
- A Teacher/Administrator that can speak to your leadership/character

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 Region B Representative. Please write a letter of your recommendation on behalf of this 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 Region B Representative, I commit to being fully present at the PASC state conferences, the Region B conferences, the NSC Region 2 conference, and the NSC national conference. I also commit to being fully present at PASC Board meetings and teleconferences; to maintain and regularly check a PASC email address and respond promptly to emails; 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 Region B Director, and to serve as a role model by representing the utmost standards of citizenship and character. 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 Region B Representative, and I 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 Region B Representative 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 Region B Representative with my child. I understand that travel to the required meetings and conferences is my responsibility.

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 ensure my student remains in good academic and disciplinary standing at our school so they can participate fully in PASC. I will maintain regular contact with the PASC Region B 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 disciplinary 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: \_\_\_\_\_