

MANE LINK

Leadership Package Executive Branch

2018-2019

Congratulations on taking the first steps to becoming a leader in the Kennesaw Mountain Community. Your journey will be fun and a great educational experience. However, it will be very demanding.

Attached is a thought on leadership, general qualifications, ethic code, and job descriptions for each office on the executive board, and the application. Please read all the information and evaluate the position that best fits your personality and skills. Complete the application and return to the designated box in the Mane Link Office (Room 316) by Friday, March 30th by 3:30pm. **There is a mandatory meeting for all candidates running for office on March 21st at 3:30pm in rm. 311.** Interviews will be organized **after Spring break.** Student body voting will take place after Spring break during all lunches at the Mane Link Desk. Good Luck to all candidates!

LEADERSHIP

LEADERSHIP...is the quality that is sometimes a natural ability but always has to develop. The first step in making or becoming a good leader is to become a good follower. It is only through understanding of the position of a follower that good leadership can be obtained.

There are certain personality traits, which a person who wishes to become a leader should possess. These traits will not only help a future leader in relations with the students, but with the faculty, administration, and the community. Sincerity, cheerfulness, kindness, a sense of humor, attention to detail, etc. are some of the great number of personality characteristics that a good leader who wants to have the attention and interest of all must possess.

The character of a person about to hold office is also a very important thing to consider. Does he or she have a good sense of values, a wholesome outlook? Is he completely honest and dependable? A leader should consider every person and their importance to Mane Link. He or she should be able to develop decisions democratically, give credit when earned, and know when and how to speak to everyone.

Qualification of a student leader

- * Ability to work with other students
- * Helping to develop the qualities of leadership and fellowship in other students
- * Being aware of individual personalities within the group
- * Having some understanding of abilities of students within the group and placing them in roles to succeed
- * Recognizing, rewarding, and reinforcing members' positive contributions to the success of the group
- * Ability to install group confidence in each leader-member
- * Being ready to assume the responsibility and the work of a particular committee; always planning for worst-case-scenario
- * Showing a genuine interest and involvement in the activities of the group
- * Being able to avoid cliques which are detrimental to group achievement
- * Taking a sense of pride in the goals of the organization
- * Participating in the activities of the group without concern for personal gain or profit

- * Concern for encouraging students to work toward group objectives
- * Being able to demonstrate efficiency and competency
- * Being willing to make decisions
- * Being ready to defend what is right
- * Being open minded and willing to listen to many points of view
- * Does not make decisions until all opinions are heard
- * Having a sense of organization, direction and destiny
- * Showing a real desire to learn
- * Placing group interest above self-interest
- * Having a willingness to serve others
- * Sustaining from gossip that is damaging to group dynamics
- * Be able to accept and learn from constructive criticism
- * Demonstrates school spirit and encourages others to show school pride
- * Outgoing, friendly and enthusiastic
- * Ability to plan, organize and manage small and large groups
- * Willing to accept personal sacrifices for the student body – this is the commitment you are making by accepting an office to serve
- * A cheerleader for all athletic and academic events
- * Ability to manage time effectively to be successful in your academic responsibilities, family responsibilities, Mane Link responsibilities and community responsibilities

Ethics for student leaders:

Student leaders are public officials. If you are going to lead effectively and hold the confidence of those you serve, your conduct must conform to a strict ethics code. A student leader will be held to a stricter code of ethics due to their position. The student leader subscribes to the following principles:

1. A student leader will be honest with their team, their peers, and the Kennesaw Mountain staff.
2. A student leader will lead by providing a positive influence for their peers
3. A student leader will not participate in situations where tobacco products, drugs and alcohol are being at any time during their term of office.
4. A student leader will show respect and pride in their work
5. A student leader will participate in conversation that is positive and sustain from gossip.
6. A student leader may, within reason, receive personal gifts or favors from others. Provided they are not given with the intent of influencing the leader's performance of official duties.
7. Student leaders will do their best at all times to fulfill their duties and responsibilities
8. Student leaders will show respect to all they come in contact with

CAMPAIGNING

Every person running for an office is allowed to, but not required to, campaign. Mane Link and the KMHS Staff will monitor campaigning closely. **Those running for an office are able to campaign after Spring break.** Please follow these rules:

- Students may hang posters/flyers in the black boxes around the school only. Posters must be appropriate for school and CAN NOT have any kind of reference to another candidate (maximum of 12 posters on campus) All posters/flyers must be taken down once winners have been announced.
- No candidate can bribe any students to vote for them (this includes no stickers, candy, flyers, buttons)
- Candidates can not make specific promises that they will fulfill if they are elected to office
- Candidates must supply their own materials for posters
- There is NO campaigning on the noted election days
- On the day(s) of voting, those running are allowed to cast their ballot, but then must not approach the voting site for any reason.

Below is a description of each Executive branch positions. All of the following positions take a great deal of time and the elected officers will be held responsible for all class proceedings.

Cabinet

- A. The Executive Board shall consist of the appointed office Boarders and the advisors to these officers. This shall include but not be restricted to the offices of President, Vice Presidents, Secretary, Treasurer, and administrative staff.
- B. The elected/appointed officers of this organization shall be a president of the school, five vice presidents of the school, and Administrative Assistant, a treasurer, and a parliamentarian for the school.
- C. The President shall preside over and conduct weekly meetings in accordance with accepted parliamentary procedure (Roberts Rules of Order). Oversee and aid all Mane Link activities. Represent Mane Link at special school events, civic clubs, and other out-of-school organizations. Liaison between school administration, PTSA, and the class sponsors. Uphold the character and integrity of the organization.
- D. The Vice President shall assist the President in the discharge of his/her duties and responsibilities. Oversee and aid all Mane Link activities with the President. Aid all positions with events and plans. Assume the duties of the President if the President is unable to attend an event or meeting.
- E. The Vice President of the House shall assist the President in the discharge of his/her duties and responsibilities. Preside over the meetings of the freshmen class. Oversee and aids all freshman events as well as all Mane Link activities.
- F. The Vice President of Academic Affairs shall assist the President in the discharge of his/her duties and responsibilities. Oversee the successful operation of the Vision Quest Program. Lead Vision Quest Director(s) in all operations.
- G. The Vice President of Community Affairs shall assist the President in the discharge of his/her duties and responsibilities. Preside over and conducts Inter-Club Council (ICC) Meetings on the last Friday of every month. Communicate regularly with all clubs to keep them informed. Complete all service reports and credits. Manages community-related events. Lead Community Chair in all operations.
- H. The Vice President of Communications shall assist the President in the discharge of his/her duties and responsibilities. Maintaining social media, website, Stall Street, and event promotions. Lead the Public Relations Chair.
- I. The Secretary takes notes and prepares adequate minutes of each regular and called meeting. Prepare and maintain all necessary Mane Link files. Prior to each meeting presents past meeting notes and agendas. Keep track of attendance for each officer. Notifies President and Vice President when an officer has broken the attendance policy.
- J. The Treasurer shall work with the Mane Link Advisor, the President, and the Vice President on funds and financial aspects of Mane Link. Maintain the financial records of Mane Link and all of its subsidiaries. Budgets for all events and expenses. Ensure that all money is deposited with the Kennesaw Mountain High School Bookkeeper.
- K. The Parliamentarian shall assist the President in maintaining parliamentary procedure. Act as the discipline arm of the meetings, Maintain order, and prosecutor of infractions. Conduct votes on any area of discussion during the course of a Mane Link Meeting.

Mane Link Officer Application 2018-2019

Name: _____

2017/18 school year: **Senior (2019) Junior (2020) Sophomore (2021)**

Home Phone: (____) _____ **Parents' Names:** _____

HR Adviser: _____ **Room #** _____

Mane Link Office Applying for:

- President –
- Vice President Community Affairs
- Vice President Academic Affairs
- Vice President over the House
- Vice President of Communication
- Secretary
- Treasurer
- Parliamentarian

Please get four teachers' recommendations:

1. _____ 2. _____

3. _____ 4. _____

Complete the following information from last school year:

Days absent _____ **Days Tardy** _____
Days of Saturday School _____ **Days of OSS** _____ **Days of ISS** _____

Attach the completed Student Signatures Sheet with at least 50 names of students who support you for office.

Short Answer :

Please type your response to the topics listed below. Essay should be at least one page in length. (12pt. font)

1. What qualifications do you have for this office?
2. Explain how you contributed to Mane Link or the school in the past.
3. Explain how you could contribute more or improve as a member.
4. Commitments—include work, sports, clubs, classes, etc.
 - a) What other commitments do you already have for this year?
 - b) How much time each week will these commitments require?
 - c) Explain how you will make Mane Link your top priority.
5. Explain one thing you like about Mane Link.
6. Explain one thing about Mane Link you would like to change.
7. What is your vision for this year?
8. Explain why you seek this office and what you can contribute to Mane Link.

PROMISE:

I do solemnly promise that if I am elected as a Mane Link Officer, I will perform all of the duties assigned to me to the best of my ability. I know that this job will require a lot of hours each week and I am willing to devote the time needed to do my job right.

I understand that as an officer I am expected to uphold the integrity of the Kennesaw Mountain Student Council and to use good judgment and behavior while representing Kennesaw Mountain High School and the Kennesaw Mountain Mane Link in school and outside of school grounds at all times.

Student Signature

Date

Parents please review the job description your child has chosen and discuss with them the commitment they are embarking. If you agree, please sign below. Thank you for being a part of this process.

Parent Signature

Date

These are just a few of the events your child will plan, organize, and coordinate. Dates are provided if known. **ALL OF THESE ARE OUR MOST IMPORTANT EVENTS AND OFFICERS ARE REQUIRED TO ATTEND AT LEAST 90% OF THESE EVENTS.**

- PTSA Open Houses
- Football Homecoming Events
 - Parade
 - Pep Rally
 - Football Game
 - Homecoming Dance and all Preps
 - Spirit Buses

Beginning of Fall and Spring Semesters
ALL MONTH- MAJOR TIME COMMITMENT

- Football Senior Night
- Powder Puff
 - Class officers manage their class
 - Mane Link manages the event

- Shop with a Mustang
- Basketball Hoopcoming Events
- What a Man
- County Special Ed Dance
- 8th Grade Meetings
- Relay for Life
- Honor's Day

Officers are required to manage the Mane Link desk during lunch!!!

