

# MANE LINK

## Leadership Package Class Officers

### 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 30<sup>th</sup>**. There is a mandatory meeting for all candidates running for office on **Wednesday, March 21<sup>st</sup>** at 3:30 in rm. 311. 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. 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 Class Officer position. All of the following positions take a great deal of time and the elected officers will be held responsible for all class proceedings.*

## CLASS PRESIDENT

### Synopsis of the Class President

The President will have the delicate balance between leading the class and encouraging other officers, representatives, and interested students to take leadership responsibilities. He or she must be a dynamic, enthusiastic, attention to detail person, who is dedicated to the class's success. The President will lead by example in their actions, dress, and participation in all school events held by Mane Link and the class. In short the president leads and directs the class in all its activities and supports all class and Mane Link activities. The Class president is the key element in building school pride and is expected to be at all class and Mane Link activities. The time commitment is approximately Fifteen hours or more per week. Requires a very dedicated and committed person who wants to make a difference in the school.

### Duties and Responsibilities:

*The President's duties and responsibilities are not limited to the following.*

1. . Preside over and conduct class chapter meetings in accordance with accepted parliamentary procedure
  - A. Plans and runs all class meetings (approximately one to two class meetings per month)
  - B. Keeps the meeting in order and on topic.
  - C. Sees that time limits are observed.
  - D. Handles the discussion in an orderly way.
  - E. Gives every member who wishes to speak, a chance to do so.
  - F. Tactfully keeps all speakers to rules of order and to the question.
  - G. Should give pro and con speakers alternating turns to speak.
  - H. States each motion before it is discussed and before it is voted on.
  - I. Puts motion to a vote and announces outcome.
  - J. Should be familiar enough with parliamentary law to inform assembly on proper procedures.
  - K. Attend and participate in Mane Link officer meetings (every Friday afternoon at 3:30 in room 316)
2. Represent the class at special school functions and events, civic clubs, and other out-of-school organizations.
3. Supervises and counsels the functioning of the elected officers and their duties to build future leaders for the school
4. Coordinates the interviewing, selection, and functioning of committee chairpersons (Representatives and Senators) and task forces for class events
5. Works with the Vice President and the Treasurer in budget and calendar preparation
6. Encourages participation for all Mane Link and Class functions
7. Committed to the success and follow through of all Mane Link Projects and Class Projects
8. Consults regularly with the class adviser on the progress of the class's program of work and provides weekly updates from the Mane Link Officer meetings
9. Determines the need for and calls all necessary special class meetings
10. Encourages activity of class members through the display of his/her own enthusiasm
11. Conducts himself/herself at all times in a manner that reflects credit upon the class, school, and the community.
12. The duties and responsibilities of the President are top priority under school grades. The expectation is that the class officers will be at all Class functions and Mane Link functions.
13. Organizes, plans, and manages the 5, 10, 20, & 25 year reunion, and others as officers see fit (**Senior class officers only**).

14. Maintains 90% attendance in order to participate in major class functions

## CLASS VICE PRESIDENT

### Synopsis of the Class Vice President:

As the “right-hand” of the Class President, the Vice President will assist the President in the discharge of his/her duties and responsibilities. The VP assumes the full duties and responsibilities of the President should he or she be absent for a long period of time or leave the position permanently. He or she must be a dynamic, enthusiastic, attention to detail person, who is dedicated to the class’s success. The Class Vice President will lead by example in their actions, dress, and participation in all school events held by Mane Link and the class.

### Duties and responsibilities:

*The Vice President’s duties and responsibilities are not limited to the following.*

1. Assist the President in the planning, organizing, and implementation of the group meetings. (See President’s duties and organizations Number 1, A- I )
2. Presides over class and Mane Link Officer Meetings in the absence of the president.
3. Works with the president and the treasurer in budget and calendar preparation
4. Assists the President in meeting agenda preparation
5. Committed to the success and follow through of all Mane Link Projects and Class Projects
6. Keeps members of the class involved and up to date on upcoming events
7. Assumes responsibilities as assigned by the President
8. Encourages activity of class members through the display of his/her own enthusiasm
9. Conducts himself/herself at all times in a manner that reflects credit upon the class, school and the community.
10. The duties and responsibilities of the Vice President are top priority under school grades. The expectation is that the class officers will be at all Class functions and Mane Link functions.
11. Assist in the Organization, Planing, and Management of the 5, 10, 20, 25 year reunion, and others as officers see fit. (**Senior class officers only**).
12. Maintains 90% attendance in order to participate in major class functions

## CLASS SECRETARY

### Synopsis of the Class Administrative Assistant duties:

The Administrative Assistant (Secretary) takes notes and prepares adequate minutes (a review of the discussions from the last meeting) of each regular and called meeting. Prepares and maintains all necessary class files, coordinates minutes and attendance records of the class, reads off minutes, repeats all motions before the final vote in meetings, handles all official correspondence for the Cabinet and Sponsors, gives information on any class specific events to the Mane Link Public Relations Chair for the Stall Street Journal. He or she must be a person who pays attention to detail and who is dedicated to the class’s success. The Class Administrative Assistant will lead by example in their actions, dress, and participation in all school events held by Mane Link and the class.

### Duties and responsibilities:

1. Prepares and distributes the agenda for class meetings
2. Notifies members of upcoming meetings
3. Takes roll of attendees at meetings, either verbal or written, and keeps permanent records of who attended.
4. Takes minutes of the proceedings of the class meetings including date and place of meeting, who was presiding, and business conducted

5. Committed to the success and follow through of all Mane Link Projects and Class Projects
6. Maintains a file of original agendas and minutes
7. Types all required letters of the President, Vice President, and Sponsor(s).
8. Maintains contact numbers and e-mail addresses of all class members
9. Write notes of courtesy and thank you's to teachers, administrators, and support members when necessary.
10. Contacts Representatives and Senators who are not fulfilling their duties and with the other officers try to get them involved or start the procedure for them to be dropped from the program
11. Makes sure class sponsors have the minutes from every Mane Link Executive Board meeting
12. Assist in the Organization, Planing, and Management of the 5, 10, 20, 25 year reunion, and others as officers see fit. **(Senior class officers only)**.
13. Maintains 90% attendance in order to participate in major class functions

## CLASS TREASURER

### Synopsis of the Class Chief Financial Officer:

The Chief Financial Officer (Treasurer) shall work with the class sponsor(s) and the President on funds and financial aspects of the class, maintain an accurate account of the financial records of the class, ensure that all money dealings are presented to the Mane Link Book Keeper (who will present it to Mane Link Executive Board). He or she must be a person who pays attention to detail, who is accurate, and who is dedicated to the class's success. The Class Chief Financial Officer will lead by example in their actions, dress, and participation in all school events held by Mane Link and the class.

### Duties and Responsibilities:

1. Works closely with the Class President and Vice President in preparing a workable year-long calendar and budget
2. Oversees expenses and revenues of the class
3. Chair person over fundraising for the class
4. Maintains an accurate and detailed financial record of class fund
5. Prepares cost-benefit analyses of various endeavors (i.e. will the expense of time, money, effort, etc. be worthwhile in terms of its benefits of money, improved image, school spirit, etc.)
6. Knows the school policies in regard to the use of student finances and monitors the class finances to ensure policy is followed
7. Committed to the success and follow through of all Mane Link Projects and Class Projects
8. Deals with all money issues quickly and works with Mane Link Treasurer and Book Keeper and class sponsor(s).
9. Makes and reports monthly financial reports to the class members at meetings
10. Assists the Class Administrative Assistant (Secretary)
11. Assist in the Organization, Planing, and Management of the 5, 10, 20, 25 year reunion, and others as officers see fit. **(Senior class officers only)**.
12. Maintains 90% attendance in order to participate in major class functions

## Mane Link Officer Application 2018-2019

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

2018/19 school year:            Senior (2019)   Junior (2020)   Sophomore (2021)

Home Phone: (\_\_\_\_) \_\_\_\_\_ Parents' Names: \_\_\_\_\_

HR Adviser: \_\_\_\_\_ Room # \_\_\_\_\_

### Mane Link Office Applying for:

#### Class Leadership

President        \_\_\_\_ I realize I must have a 90% participation rate to stay in office

Vice President \_\_\_\_ I realize I must have a 90% participation rate to stay in office

Secretary      \_\_\_\_ I realize I must have a 90% participation rate to stay in office

Treasurer      \_\_\_\_ I realize I must have a 90% participation rate to stay in office

NOTE: Seniors that fail to maintain a 90% participation rate will not be on stage for graduation.

Running for senior office: please sign you understand the above statement: \_\_\_\_\_

### 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 \_\_\_\_\_

PPO verification: \_\_\_\_\_ acknowledged by PPO

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

### Short Answer :

Please type your responses to these questions listed below on a separate sheet . Type the question then answer.

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. I understand that I must maintain a 90% participation rate.**

\_\_\_\_\_  
**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

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

County Special Ed Field Days

Sadie Hawkins

8<sup>th</sup> Grade Meetings

Relay for Life

Honor's Day

Beginning of Fall and Spring Semesters

ALL MONTH- MAJOR TIME COMMITMENT

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

