

## SCASC State and District Officers (Guidelines and Expectations)

- Lead, serve and represent the state of South Carolina student councils with dignity, honor and class.
- Carry yourself in a manner that demonstrates respect for yourself, your school, your family and SCASC.
- Consider your actions so that what you do reflects a positive representation of the state and students you represent. This includes at school, at home, in the community, at conferences and on social media.

## SCASC District Vice Chairman and 2<sup>nd</sup> Vice Chairman

1. Elected by their district representatives at the state convention in March.
2. Must assist the District Chairman to plan and host a fall workshop (District Rally) in your district.
3. Attend the turnover meeting. (Take notes. Become familiar with the duties of a District Vice Chairman)
4. Preside at all meetings for your district when the District Chairman is not available.
5. Promote state membership in his/her district.
6. Preside over district elections when the District Chairman is not available.
7. Attend and play a leadership role at the summer Leadership Camp.
8. If possible attend the NASC conference in June.
9. Attend and play a leadership role at the State Convention in March.

### **10. Workshops, Workshops, Workshops**

11. Your main job is to plan and organize the workshops for your district rally. Please start planning and securing workshop presenters early. You may want to get your list started at camp.
12. **Workshops - (Vice Chairman and 2<sup>nd</sup> Vice Chairman)**
  - Have your main workshops before lunch as many leave after to get back to their schools
  - Contact student leaders from schools within your district, teachers, local adults, and state officers as workshop presenters.
  - Plan workshops that are student council oriented and meaningful. Stick to topics that develop leadership skills and help participants get energized about going back to their schools all fired up.
  - *2<sup>nd</sup> vice chairman* – Help plan middle level workshops. (These may be different from the high school workshops)
  - Stress to workshop presenters that you expect a full workshop – if 30 minutes is allotted for workshops, then the workshop should be 30 minutes – not 10 minutes and then a jam session.
  - Thirty minutes is long enough for most workshops.
  - Develop a form for students who want to do workshops to fill out with a title and description of their workshop. Make sure to ask what equipment, if any, will be needed for the workshop. Have them sign the form and send it to you. **Make sure** to have their advisor sign the form indicating they support and approve that student(s)' workshop. (See sample form below)
  - Make a list of the workshops (with brief descriptions), the presenters and their schools. Send this list to Mrs. Bonita as soon as possible.
  - Plan more workshops than necessary, as there will be cancellations at the last minute.
  - Decide how the delegates will be assigned to the workshops.
  - Work with the District Chairman for workshop room assignments.
  - It may be best to let the presenters move not the students.
13. **Swap Shops**: The session after lunch can be more of a swap shop type (giving schools an opportunity to share ideas of what they do in their schools – different projects, etc) or it can be an individualized sessions for presidents, vice presidents, secretaries, treasurers, committee chairmen, etc. led by members of your student council.

## SCASC District or State Workshop Presenter Form

### Workshop Information

Please provide the following information concerning your workshop. Be sure to have your advisor sign this form and mail or email to: \_\_\_\_\_

Reminder: Each workshop may have 1 or 2 presenters. No more than 2 presenters per workshop.

What conference or rally will the workshop be presented? \_\_\_\_\_

Name of presenter(s) \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

Title of Workshop \_\_\_\_\_  
\_\_\_\_\_ for high school only    \_\_\_\_\_ for middle school only    \_\_\_\_\_ for both

Please give a brief description of the workshop:

Please list any equipment needed. You will be contacted if this cannot be provided.

\_\_\_\_\_

Presenter's signature \_\_\_\_\_

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### Advisor's Approval

Advisor's Name:

This is to verify that I give permission for the above named student(s) to present this workshop. The presenter(s) have prepared and practiced the workshop. This workshop is appropriate for SCASC delegates.

Advisor's signature \_\_\_\_\_ date \_\_\_\_\_