BCSC 2021-2022 Executive Board and Committee Position Descriptions
(adapted from the BCSC Bylaws)

General Application Information

A. Application Link: https://forms.gle/u9QJ5DAwzPQqC1hcA
   a. A BCPS account must be utilized.

Executive Board Positions

A. Chief of Staff
   a. Description
      i. Assists the President in the administrative work of BCSC;
      ii. Ensures that tasks assigned to Executive Board members are being completed;
      iii. Works one-on-one with staff members to assist with difficulties they may face in executing duties associated with their assigned position;
      iv. Assumes other responsibilities at the request of the President

B. Secretary
   a. Description
      i. Takes and presents minutes of all official BCSC meetings;
      ii. Tracks attendance to all official BCSC meetings;
      iii. Keeps an accurate record of all bills/resolutions brought up in the course of BCSC meetings;
      iv. Assumes other responsibilities at the request of the President

C. Student Workshop Coordinator
   a. Description
      i. Finds and teaches workshops for all BCSC events;
      ii. Collaborates with BCSC Advisor to “train the trainers [of workshops]” for BCSC and MASC events;
      iii. Evaluates the effectiveness of each workshop for future improvements;
      iv. Assumes other responsibilities at the request of the President

D. Legislative Affairs Coordinator
   a. Description
      i. Lobbies at local, state, and federal levels of government on behalf of BCSC;
ii. Informs BCSC and other students of Baltimore County about youth-related legislation that has been introduced in the local, state, and federal legislature as well as current education issues;

iii. Drafts legislation for the consideration of BCSC regarding youth-related issues;

iv. Plans an advocacy event or trip concerning the Maryland General Assembly for BCSC delegates;

v. Revises and updates the BCSC Platform at a minimum of every two years

vi. Acts as a resource for all questions regarding Robert’s Rules of Order Newly Revised and the BCSC Constitution and Bylaws;

vii. Ensures that all legislation is passed according to Robert’s Rules of Order Newly Revised and the BCSC Constitution/Bylaws; and

viii. Educates the Executive Board members and the General Assembly about Parliamentary Procedure

E. PTA Liaison

i. Serves on the Baltimore County PTA Council and countywide Board of Education committees at the request of the BCSC Advisor to represent BCSC’s student voice at their meetings;

ii. Informs legislative action with knowledge of current education issues;

iii. Assumes other responsibilities at the request of the President

F. Historian

a. Description

i. Keeps a pictorial account of all BCSC events;

ii. Uploads images of all BCSC events to an accessible album;

iii. Assumes other responsibilities at the request of the President

G. Regional Representative

a. Description

i. Application-specific Information: Regional Representatives represent each of the three zones. Find your high school below to find your zone

1. Western Zone - Catonsville, Lansdowne, Milford Mill, New Town, Randallstown, Western School of Technology, and Woodlawn
2. Eastern Zone: Chesapeake, Dundalk, Eastern Technical, Kenwood, Overlea, Patapsco, Perry Hall, Rosedale Alternative, Sollers Point Technical, and Sparrows Point
3. Central Zone: Dulaney, Franklin, GW Carver Center, Hereford, Loch Raven, Owings Mills, Parkville, Pikesville, and Towson HS

ii. Position Description
   1. Serve as representatives of all Baltimore County students for their assigned schools;
   2. Assists the Vice President in running the Board of Selected Students;
   3. Assists the Vice President in keeping school SGO/SGA Presidents informed of BCSC events;
   4. Serves on the countywide Board of Education committees at the request of the BCSC Advisor;
   5. Chairs a 30 minute regional caucus during every SMOB Town Hall meeting;
   6. Attends Board of Selected Students meetings;
   7. Assumes other responsibilities at the request of the President

H. Digital Media Specialist
   a. Description
      i. Ensures content on the BCSC website and social media is current and accurate;
      ii. Creates and provides digital content to be posted on social media or the website;
      iii. Assumes other responsibilities at the request of the President

I. Committee Chairs
   a. Application Information: There are five (5) of these - SMOB Outreach, Diversity and Equity, Environmental, Student Resource and Wellness, & Publications
   b. Description
      i. Leads all monthly meetings of their respective committees, and others as needed, and takes a chief role in all committee events and initiatives;
      ii. Delegates tasks to committee members;
      iii. Works with the BCSC and BCJC Officer Teams and Chiefs of Staff to plan committee goals for the year;
iv. Plan and carry out at minimum one cumulative event or initiative as planned by the committee;
v. Participate periodically in accountability check-ins with the Chief of Staff;
vi. Assumes other responsibilities at the request of the President

Committees
a. Members are required to attend all meetings (unless otherwise excused)

1. Diversity and Equity
   a. Dedicated to promoting awareness and advocating for racial equity within the school system

2. Student Member of the Board (SMOB) Outreach
   a. Dedicated to ensuring the awareness and participation of students in the annual SMOB election

3. Environmental
   a. Dedicated to promoting awareness and advocating for environmental issues within the school system
   b. Works closely with the BCSC Environmental Affairs Coordinators

4. Student Resource and Wellness
   a. Dedicated to advocating for the improvement of student services (food services, mental health resources, school climate, technology services) within the school system
   b. Dedicated to advocating for the improvement of structural components (maintenance services, school buildings, technology implementation, curriculum and transportation) of the school system that impact students’ everyday lives

5. Publications
   a. Chaired by the Digital Media Coordinators (BCSC)
   b. Dedicated to assisting with the creation of media content (writing, graphic design, etc.), as well as reporting and covering BCSC and BCJC affairs to be blogged and advertised in newsletter publications