

RESPONSIBILITIES OF AN ADVISOR WHO HAS AN MASC EXECUTIVE OFFICER

1. Attend the convention where the student is campaigning for office.
2. Enforce the signing and regulation of the MASC rules on alcohol and drug use within one month of the election.
3. Have officer complete a newsletter form “on getting to know you” and submitting a photo for publication within one month of the election.
4. Attend all meetings of the Executive Committee. At times we understand the impossibility of this because of emergency situations, but your attendance is important and desired. MASC does not cover sub expense.
5. Provide or arrange transportation for officer. The MASC picks up the mileage for official business. MASC provides lunch on meeting days.
6. Oversee the agenda items that a particular officer is responsible for - including, but not limited to
 - a. president
 1. submit agenda items to the MASC office prior to the meeting
 2. compose and submit a written report to all delegates at the convention outlining the year’s activities
 3. have a working knowledge of parliamentary procedure
 - b. vice president
 1. assist in collecting newsletter items for the MASC newsletter
 2. submit agenda items to the MASC office prior to the meeting
 - c. secretary
 1. keep all minutes of the meetings - make accurate
 2. submit typed minutes to the MASC office for publication
 3. submit agenda items to the MASC office prior to the meeting
7. **Be a liaison for the student between his/her principal/teacher/parents as to his/her responsibilities and the time commitment.**
8. **If the Executive Committee determines they want to work on Hot Topics in a written form, their advisors shall oversee the writing, correction and mailing of the letters.**
9. Attend the convention where the student is one of the presiding executive officers.
10. Encourage and arrange for the officer to attend the NASC conference for the year of election.
11. Take down posters. (See schedule listed on campaign regulations.)