

# **STUDENT MEMBER OF THE BOARD OF EDUCATION OF FREDERICK COUNTY**

## **Position Description**

### **ROLE**

The student member brings a student viewpoint on educational issues to Board of Education meetings. The function of the Student Member of the Board of Education is not to represent any particular special interest group of students on an issue, but rather to respect the diversity of students' points of view in order to express a position that will be in keeping with the best interests of all Frederick County students.

### **RESPONSIBILITIES AND PREPARATION**

Whereas the Student Member of the Board of Education is expected to attend various meetings and represent a multitude of educational issues, thorough preparation to accomplish the following is a priority.

1. Review the packet of Board materials and documents in preparation for bi-monthly Board meetings. These materials, consisting of approximately 50–150 pages, include but are not limited to:
  - a) agenda
  - b) minutes of the previous meeting
  - c) resolutions/legislation
  - d) budget documents
  - e) background information for policy and program discussions
  - f) reports on matters governing Frederick County Public Schools
2. Develop a thorough understanding of those Board proceedings which particularly impact Frederick County students, and share this knowledge and information with students and student leaders in order to:
  - a) improve communication between the student body, staff, and Board members
  - b) inform students and student leaders of policies and decisions executed by the Board
  - c) incorporate learning and the transferring of information effectively to the students of Frederick County
3. Prepare comments for “Student Member Comments” in advance of the meetings.
4. Standing member of the Nutrition Advisory Committee. As appropriate, attend student-related events, meetings, or functions in areas such as at-risk youth, substance abuse prevention, youth representation, etc.
5. Research topics thoroughly before speaking to the school community or media.
6. Participate in the Frederick County Association of Student Councils regular and executive board meetings.
7. Participate in the Maryland Association of Student Councils meetings.
8. Participate in the selection process of the incoming student board member.
9. Develop a transition plan and provide orientation to the next Student Member of the Board of Education.

### **COMMUNICATION**

As the Student Member of the Board of Education is expected to interact with varied stakeholders, it is essential that social and personal communication skills are employed appropriately.

1. Respect diversity of students' and citizens' points of view when expressing a position.
2. Demonstrate proper grammar and language skills in all written and verbal communications.
3. Speak in a poised, confident manner demonstrating maturity and professionalism.
4. Use direct eye contact when addressing any audience in person.
5. Listen intently before responding to ensure that you have shown interest and accurately heard a speaker's view.
6. Be aware of proper etiquette to use in various environments, including digital media.

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**REPRESENTATION**

The Student Member of the Board of Education is a public figure, therefore it is important that all BOE operating protocol are followed as outlined in the BOE manual.

1. Professional dress should be worn when attending BOE functions, FCPS functions, or when formally meeting with FCPS staff and students.
2. Use the position and title only for BOE related business, not for personal access to personnel, staff or events.
3. Model exemplary demeanor at all times.
4. As a student, the representation extends into the school day, adhere to and be an exemplar for all school rules and policies.
5. Be prepared to discuss votes taken as representation of the student body.

**ATTENDANCE REQUIREMENTS**

1. Frederick County Board of Education meetings and all committees assigned.
2. Attend Board of Education Conference in Ocean City in the fall.
3. Other meetings involving the Frederick County Board of Education as appropriate.
4. Monthly Secondary Executive meetings of FCASC.
5. Educational/social functions across the county as invited.
6. Special meetings when called upon to do so.

**REMOVAL FROM OFFICE**

1. The Board of Education or two-thirds of the voting members of the Frederick County Association of Student Councils may, following a review, dismiss a student member for invalid absences from two board meetings, or if the member moves, or is otherwise unable or is unwilling to fulfill the duties, meet the obligations and requirements or commits any action bringing disrepute to the position.
2. The student member is subject to the eligibility requirements for participation in extracurricular activities and may be removed from the position if those requirements are not met.