

PENNSYLVANIA ASSOCIATION OF STUDENT COUNCILS
RESPONSIBILITIES OF A REGIONAL REPRESENTATIVE 2011-2012

The position of a PASC Regional Representative school holds many opportunities for the school, student council, and the individual student who is selected to hold the position. Many opportunities are provided for leadership training, travel, and development relationship and life skills. With these opportunities come time commitment and leadership responsibilities. Listed below are the expectations of the regional representative school elected at the state caucus and of the student selected by the school to hold this position:

1. The student should donate whatever time is necessary to faithfully carry out the duties of his/her office. Attendance at PASC events or meetings is expected to have priority over all other activities.
2. The Region Rep. must have open lines of communication with his/her district director. This includes face to face meetings, email and phone conversations about district details, newsletters, transportation, finance issues and general concerns prior to contacting executive director .(when possible.)
3. The Region Rep. is responsible for providing information about all PASC activities before they occur to his/her advisor and other school personnel. A follow-up report should also be given to both advisor and principal after the event.
4. The student will be expected to attend a meeting of the PASC Executive Board **January 13-14, 2012**. The student will travel to Altoona HS in Altoona, PA on Friday for a session beginning at 1:00 PM. The executive board meeting will conclude by 5:00 PM Saturday afternoon following all-day meetings on Saturday. Travel will be at PASC expense and lodging will be supervised by PASC adult board members at the Ramada Inn in Altoona, PA .
5. An optional opportunity for reps is to attend The National Association of Student Councils Middle Atlantic LEAD Conference in Washington, D.C. on February 3-5, 2012. Regional Representatives are invited to attend.
6. The student will be expected to attend a second meeting of the PASC Executive Board in March. The meeting will include planning the State Conference as well as a business meeting. This meeting will be held in New Castle, PA . Students will arrive on **Thursday evening, March 1, 2012** and leave at approximately 4:30 PM on **Saturday, March 3, 2012**. Travel will be at PASC expense and housing will be in host homes of Union MS and Laurel JSHS students in preparation for the state conference housing arrangements.
7. The student will be expected to attend the NASC Region 2 officers meeting at Annapolis, Maryland from **April 27-29, 2012**. PASC provides transportation to the meeting, which will leave Friday morning, April 27 and return the evening of April 29. Housing will be at a camp facility provided by the Maryland Association of Student Councils. PASC regional reps. provide workshops and roundtables for other "state officers". Funds for travel and conference registration are provided by PASC.
8. The student will be expected to attend the National Association of Student Councils/National Honor Society STAR LEADERS Conference at a site to be named. The delegation will participate in a pre-conference trip en route to the STAR LEADERS conference. The STAR LEADERS Conference and trip will begin on approximately **June 21 and conclude on June 26**. Housing and transportation arrangements will be made by PASC. The cost of the conference registration and trip will be approximately \$1300. PASC will pay \$500 of the costs. The additional costs will be paid by the regional representative's school, student council, the student, or a combination of sources. Financial help from the PASC District Associations may also be available upon request by the student.
9. The student will be expected to attend a PASC summer leadership workshop during **a week from mid-July to late July**. If they have previously attended a regular Gold workshop they will attend the Advanced Gold program in

mid-July. The workshop registration fee will be paid by PASC. Travel to the workshop will be the student's responsibility.

10. The student will be expected to attend a meeting of the PASC Executive Board in Pittsburgh, PA from **Friday, July 27 through Sunday, July 29, 2012**. Travel will be arranged at PASC expense.
11. The student will be expected to participate in the PASC State Conference at Union MSHS and Laurel HS from **November 1-3, 2012**. Registration for the conference will be paid by PASC and travel to the conference will be the responsibility of the school's delegation.
12. The student will be expected to attend a meeting of the PASC Executive Board in **January, 11-12, 2013**. The student will travel to a site to be named under the same procedures as found in item #4.
13. As a representative with a two-year term, the student will:
 - A. Attend the PASC Executive Board meeting in March, 2013 at the site of the 2013 state conference.
 - B. Attend the NASC/NHS STAR LEADERS conference in late June, 2013 at a site to be determined.
 - C. Attend the PASC Advanced Gold Workshop in mid-July, 2013 if the student did not attend in 2012.
 - D. Attend the PASC Executive Board meeting at a site to be determined in late July or early August, 2013.
 - E. Attend the PASC state conference in November, 2013 at a site to be determined.
 - F. Attend the PASC Executive Board meeting in January, 2014 at a site to be determined.
14. Each Regional Representative will be expected to contact member schools within their region to obtain the name of the Student Council President. This will result in the regional representative facebooking all presidents to keep an open line of communications about district information. This can be accomplished through the use of Facebook, email, google docs or any established online resource.
15. The regional representative is expected to be an informative agent within his/her region on PASC, thereby, increasing the knowledge about PASC and its projects.
16. When possible, the representative is asked to participate in district conferences in his/her region. This could include speaking and promoting the position to the delegation, doing a workshop, speaking to advisors, promoting PASC programs, and gathering any input that the delegates would like taken to the board.
17. At the beginning of the representative's term in January, the regional representative will be asked to select one of eight PASC standing committees to co-chair each year with a District Director. The co-chair is expected to be increasingly knowledgeable about the responsibilities and activities of that committee. Each regional representative will also select a second committee on which to serve as a member. Most committee work will occur as part of the January and August board meeting, but at times special meetings of committees may be called at the request of the co-chairs or Executive Director.
18. Each regional representative may be reviewed on an as needed basis by the Executive Director and removed from office by the state Executive Board for just cause.(ie lack of attendance and participation at activities, failure to communicate with district director, failure to submit newsletters and meet deadlines.)

RRResp: Approved 1/11

The next page will be completed following the selection of the Regional Representative.

Please complete the information on the attached sheet. Please ask each of those whose signature is required to read the job description and student and school responsibilities carefully prior to signing for their approval. The "Signatures of Approval" form should be returned to the PASC at 224 Oak Park Road Hatfield, PA 19440 by December 1 along with other appropriate documents included in the Regional Representatives packet.

PENNSYLVANIA ASSOCIATION OF STUDENT COUNCILS
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215-280-9299

PASC REGIONAL REPRESENTATIVES
SIGNATURES OF APPROVAL

I have read and approve of the guidelines listed above:

_____ Regional Representative

_____ Regional Representative's Parent or Guardian

_____ Regional Representative's Advisor

_____ Regional Representative's Principal

Student's Name _____

Student's Home Address _____

_____ Zip _____

Student's Home Telephone Number (_____) _____

Student's Cell Phone Number (if available) (_____) _____

Student's e-mail address _____

School Address _____

_____ Zip _____

School Telephone Number (_____) _____

School FAX Number (_____) _____

Advisor's email address _____

Please return to PASC at 224 Oak Park Road Hatfield, PA 19440 by December 10, 2011