



ADVISER

— TOOLBOX —

An Informational Guide for Activity Advisers

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One of the greatest features of creating a digital resource guide is that material is fluid by nature. New resources will be added and updated to ensure that new advisers receive the tools they need to be successful, while seasoned advisers receive new activities and educational practices to introduce.

Looking for something specific? Just ask! Email: Matt@mascmahs.org



Chapter 1 | An Introduction to Student Activities



The role of a student council is completely up to its members and their maturity and responsibility. Since there are no “set guidelines” to what a council must be. Each council has the power to be something very unique. There are some attributes, however, that each council should have.

Article I (potential organization missions)

- Promote Citizenship
- Create a positive school environment conducive to learning
- Promote high academic standards
- Promote active student leadership
- Explore diversity in their school
- Fairly and equally represent the student body
- Perform worthwhile functions in the school
- Maintain communication with students and administration

As student leaders, the council will be given a certain amount of authority in their school. This authority is only relative to the amount of responsibility shown by the members of the council. When planning any activity, or seeking change in any area of the school, it is critical that the council works with the administration toward their goal. Working with the figures of authority will gain the council respect and help them maintain a positive relationship.

Every secondary school has ladder of authority that is meant to keep things running smoothly. Following the steps of the ladder, and seeking one at a time, instead of rushing to the top will not only avoid hard feelings, but also make tasks run much smoother. (This ladder of authority is illustrated below)

Areas of Authority for Student Councils |

There are some areas in which the student council will have more authority than others. However the degree of the authority depends not only on the circumstances and conditions, but also the way it is handled by the council. Basic structure is needed for the council to know where they can exercise their authority. The following areas of authority outline this basic structure, however they may differ in each school.

Council Authority |

Since the primary purpose of the council should be to better the environment of the school (physical and otherwise), the council's main authority is used when planning projects/activities, extending services to students/staff, and the general atmosphere of the school. Examples are:

- | | |
|--------------------------------|--------------------|
| • Council Projects | • School Elections |
| • Student Attitude/Involvement | • School Spirit |
| • Recommendations | • Council Meetings |
| • Staff Appreciation | • Fundraising |
| • Publicity Responsibilities | |
| • Council/School Projects | |

Shared Authority |

The student council has shared authority in many aspects of the school structure. Student opinion is considered carefully by both staff and administration, however, the amount of authority given depends on the maturity level of the council, their respect, and their responsibility. Areas of shared responsibility may include:

- Homecoming / Snowcoming
- Dances and Social Events
- School Morale and Pride
- Organizing/Chartering New Clubs
- School Morale/Pride
- Scheduling Activities/Meetings
- Codes of Conduct/Dress
- Charity Drives
- Sales Projects & Fundraising
- Public Relations
- Student-Faculty-Council Relations/Communications
- Freshmen/New Student Orientation
- School Policy Reactions/Revisions
- Assemblies

No Authority |

There are some areas of the school that are not under student council authority, and need to be handled by a trained adult. It is not to say that if the council feels change is needed in one of these areas – their opinion will not be welcome. It's just a matter of responsibility.

- Grading Systems & Scholarships
- Homework
- Disciplinary Measures
- School Policies
- Curriculum
- Counseling/Administrative Procedures
- Student Enrollment
- Academic Credits
- Teacher pay, discipline, hiring/firing
- School Maintenance
- School Equipment Purchases

Student Council Constitution and By-Laws |

What is a constitution?

A constitution is a written set of laws or governing principals of an organized body. It defines the limits of authority and gives the group a sense of purpose for conducting business. This framework for the organization should be written vaguely and in general terms.

What should be in the constitution?

The following should be somehow integrated into the format of the constitution; however, they may not be necessarily in this order.

- Statement of the name of the organization
- The general purpose of the organization
- Powers vested in the organization; the right of veto by the principal
- Definition of membership
- Election procedures
- Duties and responsibilities of officers, and members
- Initiative, Recall, and Removal from office procedures
- Requirement of By-Laws
- Amendment procedure
- Ratification of the constitution
 - (annual review)

What are By-Laws?

It is in this code that laws or regulations made by the organization for the purpose of managing its internal affairs and standardizing its meeting procedures is found.

By-Laws are different from the constitution because they specifically define duties. By-Laws should include guidelines and specific rules for the council, such as meeting times and committee information.

What should be included in the By-Laws:

- Number of members needed to constitute a quorum
- Establishment of standing committees
- Regulations for conducting elections
- Procedure for filling vacated offices
- Procedure for amending the By-Laws
- Definition of the rules of order for conducting a meeting
- Any appropriate procedures and regulations necessary to carry out the letter and spirit of the constitution

Chapter 2 | Council Roles and Responsibilities



What Qualities are in your Leadership Soup?

Leadership is not something that you are born with, or just magically appears to certain gifted people. Leadership is an acquired skill that takes time and practice to develop. There are certain attributes that make a skillful and effective leader, which we should all strive to obtain.

A Leader Should |

- Involve everyone in all areas of the group's process. People will support something they are involved in.
- Know that leadership does not mean that you are at the top – it means that you are willing to become a servant. A leader helps the group to accomplish their task.
- Help resolve group conflicts so meetings will not be disrupted, or decisions delayed.
- Encourage others to focus on the goal(s). They look for ways to develop leaders within their group.
- Be ready to sit down once in a while to follow. Leadership is also about letting others grow – not just yourself! The one doing the most talking is doing the most learning!
- Be an observer and carefully watch your team in order to help them perform better in the future. Look for strong points to encourage, and weaker points to strengthen.

Leaders are Masters of Style |

Every leader will have his/her way of leading others. There is never any “right” or “wrong” way of leading, because it is different with each and every group you are with. Pat Boss said, “The secret is knowing when to use which leadership style”. Make sure that you are a master of each of these leadership styles!

Autocratic – The leader who exercised authority and control

- “Telling Leader” – Makes all decisions alone, assigns jobs to members, relies on his/her own judgement.
- “Persuading Leader” – Makes decision on own, and wants others in the group to immediately follow.

Democratic – Entire group shares in the decision making

- “Consulting Leader” – Allows everyone to help make a decision, offers tentative solutions and ideas, encourages other solutions.

Laissez Faire – The leader has little control, steps back often

- “Joining Leader” – acts often as a normal member of the group, tends to guide others, not rule. Considers group before self.
- “Delegating Leader” – Defines problem and turns it over to the group, sets few guidelines, acts as a resource person only.

Job Description | Mapping your Success

Each person in a council (a chairperson, officer, or committee member) has a specific duty. In order to be able to be successful with their position, each member must be 100% sure what their job actually is. A job description should be given to each and every member of your council before any task is undertaken! Not only will the job description allow the person to be comfortable with their job, but also keep them accountable for the position they are to uphold.

What's the Point? |

There are several reasons to have a job description – a few are mentioned below.

- It informs the person holding the job what the responsibilities of the job are.
- It provides a checklist that can be used as an evaluation tool for the person holding the job. When used as a reference, the person can ask them self, “Am I doing everything I am supposed to?” or “What can I do better next time?”
- It informs other officers of the duties of each office and helps them interact more easily. If everyone knows what they are supposed to be doing, they won't accidentally start taking over someone else's task.

A quick note |

It is nearly impossible to hold an office without knowing exactly what you are to be doing. Job descriptions are meant to be given out BEFORE the person actually takes the office, so they know exactly what they are getting into, so that person will have no excuse if certain tasks are not fulfilled properly.

If your council By-Laws do not include specific job descriptions for each office, and for general council members – it may be beneficial to start out this year with creating such an outline. Please note that specific duties may be altered and changed every year, because each group is different, however the majority of the tasks will remain consistent.

President Job Description |

- Be representative of your group to all parties.
- Encourage, teach, and guide members of your group.
- Oversee scheduling or preside over all cabinet and formal meetings.
- Keep in regular contact with all committees. (You act as an Ex officio member of all committees)
- Act as a liaison with administration, staff, and community.
- Maintain close and regular communication with your adviser and activities director.
- In consultation with the adviser:
 - Appoint and determine duties of officers and committees.
 - Appoint members to various committees.
 - Prepare agendas for all meetings, which you chair.
 - Set evaluation procedures for all projects and activities.
 - Build a sense of responsibility within your group and its' individual members.
 - Do not "run" things yourself - build skills and commitment in others.
 - Model appropriate behavior of a leader – set the standard for your group!!

Tips & Pointers

- An effective President is a motivator, an inspirer, a manager, and a teacher. No matter how energetic or "perky" you are, remember – directly involving others in setting goals for the next year will assure their support.
- Expect your fellow officers to be willing to ACCEPT responsibility. Provide each person that is in charge of a task a specific description of what they are to accomplish. Do NOT assume that they just know what to do – be ready to teach and be an example.
- You must see the overall picture, and not just a "piece of the puzzle". Help them see that their job directly affects the group they will develop a "desire" to stay on task and work hard.
- Most importantly – you are under the magnifying glass of your group – set an example above and beyond what you expect them to do. Plan ahead!

Vice President Job Description |

- Fill in for the President when necessary. Be fully informed about the President's duties.
- Assist in all presidential duties, as requested. Discuss ways to split the job.
- Act as ex-officio member of all committees. Report back to the President and Advisrr.
- Help in assigning members to committees.
- Help in evaluation of each member's performance (know their jobs as well as your own).
- Act as a chairperson for major activities.
- Meet frequently with the President and Adviser as part of the Executive Board.
- Look for ways to serve and make the position important.
- Provide a leadership model and help to train up new members.
- Be familiar with Parliamentary Procedure – help meetings run smoothly.

Tips and Pointers

- Work with the President, rather than against him/her.
- Meet with the out-going Vice-President before your term begins.
- Model leadership qualities, such as organization.
- Delegate and follow-up on what you delegate.
- Work closely with new and/or younger council members. They need your experience and expertise, and will appreciate the advice!
- Clarify your role with the President and Adviser.
- Your role is VERY important, and the amazing thing is that it can be as awesome as you want it to be. The down side is that if you decide to not be very active – it can also be as lame as you want it to be. Your job is what you make it!

Secretary's Job Description |

- Keep the history of the group through minutes and ALL meetings.
- Distribute minutes to all parties that need to know about the meeting.
- Be sure minutes correspond to the agenda for a particular meeting.
- Help with attendance procedure at meetings.
- Work with the President and Adviser to prepare agendas.
- Handle all correspondence.
- Maintain files and records of all business transactions (esp. money)
- Serve as a member of the Executive Board.
- Represent your group and provide leadership for others
- Be sure you are well organized and able to teach others organizational skills.
- Be ready to have a folder to pass down to your proceeding secretary to help them out.

Tips and Pointers

- Learn to type quickly, take a class on it, or find someone who can help you learn how to do it.
- Become familiar with any supplies used, and order new supplies well in advance so you don't run out when you need them.
- Make a phone tree for your council.
- Find time to review your job with last year's secretary.
- Familiarize yourself with Parliamentary Procedure – it will assist you in taking the minutes and staying within the format.
- Thank you notes are a must!! Always make them handwritten and not computer generated. Taking the extra time to hand-write them in a fast-paced world really means a lot!
- Keep attendance records to ensure that representatives are attending the required number of meetings.
- Organize yourself and your workspace.
- The organization of your group is in your hands! Make sure everyone is informed and up-to-date. Keep records of everything!!!

Sample Student Council Minutes Example September 15, 2021

- FHS President Jane Hones called the meeting to order at 12:55 P.M. in Rm. 235.
- There were all 23 Council members present, 2 guests and Mrs. Smith (adviser)

- 1. The minutes of September 8, 2021 were read and approved as presented (OR)
The minutes of September 8, 2021 were amended to read: (enter exact
correction) Jim moved Lois Seconded Minutes approved as amended 23-0
- 2. Treasurer's Report:
 - Balance as of 9-8-2021: \$1,500.00
 - Expenditures: \$25.00
 - Revenue: \$ 351.00
 - Balance as of Present: \$ 1,826.00(OR if you have an extended budget, the Treasure may give just an uncommitted balance.)
- 3. The Secretary read correspondence from the PTA thanking Student Council for helping
at Open House.
- 4. Committee Reports
 - A. Academic Letter Committee reported that invitations have been mailed. The
committee requested a \$75.00 order to provide punch and cookies after the
ceremony.
John moved Sally seconded Motion passed 22-1
 - B. Annual Staff Appreciation Committee reported that the staff would really like
computers for the teacher's lounge. They suggested that the computer be
purchased, and since it was already a budgeted item the motion was put on the
table.
Julie moved Kevin seconded Motion passes 23-0
- 5. Old Business
 - A. The President asked the Council to reopen the discussion of where to place the
sister schools display case. Tony reported that the custodian agreed with our
choice of the wall outside the main office. Since there was no further discussion, it
was agreed to place the case to the left of the office door.
- 6. New Business
 - A. The City Council would like to sponsor a Comedy Night for High School students. They
have asked for suggestions and volunteers from Student Council.
Suggestions
 - 1. Hold it at Royal Vista Club
 - 2. Ask staff member, Mr. Ed Davis to help with comedian selections.
 - 3. Determine how cost will be met.Volunteers: Jane K., Karla M., Steve O., Matt. H. Carrie O., Eric P.
***This committee will meet in two weeks.
 - B. It has been suggested that a Senior Awards Banquet be held this spring. This would
separate the presentation of awards from the Cap Night Ceremony. A committee
of seniors and student council members will be appointed to discuss suggestions.
There will be a report at the next meeting.
 - C. Correspondence and Announcements (by Adviser and President)
- 7. It was moved to adjourn the meeting.
Jen moved, Mark seconded Motion passes 21-0
Minutes have been Respectfully submitted,
Tiffany Wentzel – FHS Secretary

Membership Required for Full Access

MEMBERSHIP

2022-23 SCHOOL YEAR

Build a Strong Student Voice and Take your Student Leadership Programs to the Next Level!



May 22



MASC/MAHS Membership
\$150 After Sept. 24

Membership covers ALL of your school's classes, clubs, chapters and teams under ONE account.

BENEFITS INCLUDE

- LeadLines - Monthly adviser newsletter
- Adviser Network Webinars throughout the year
- Adviser Toolbox Resource Guide
- Access to Digital Resource Folders
- Leadership Training and Consulting
- State award and recognition program
- College Volunteer Facilitator Corps
- Michigan Student Board of Delegates
- Advocacy at the Capitol for student resources
- Access to Student Showcase Presentations

Looking for more? Join Michigan's Premier Student Leadership Organization Membership for the **next 60 pages of content!**

Schoolwide membership covers **ALL** of your school's activity advisers for one low investment.

Whether you are the adviser, administrator, or student from a leadership class, student council, or honor society--make sure your school is a part of it all with MASC/MAHS Student Leadership.

[DIGITAL MEMBERSHIP FORM](#)

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MEMBERSHIP

2022-23 SCHOOL YEAR

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- Michigan Student Board of Delegates
- Advocacy at the Capitol for student resources
- Access to Student Showcase Presentations

SCHOOL INFO

School Name: _____

School District: _____

Address: _____

City: _____ ZIP: _____

Type of School (check all that apply): ☐ Middle School ☐ High School

ADVISER INFO

Activity Adviser(s)

Name: _____

Email: _____

Phone: _____

Years as Adviser: ☐ Less than 1 ☐ 1-3 ☐ 4-6+

Name: _____

Email: _____

Phone: _____

Years as Adviser: ☐ Less than 1 ☐ 1-3 ☐ 4-6+

Student Liason(s)

Name: _____

Email: _____

Name: _____

Email: _____

**WAIT! DOES YOUR PRINCIPAL HAVE A
2022-23 MASSP EXECUTIVE LEVEL MEMBERSHIP?
IF SO, YOU'RE PAID!**



PAYMENT

MEMBERSHIP COST BEFORE SEPT. 24, NOTE EARLY BIRD RATE

Payment may be made by check or credit card. Checks should be made out to MASC/MAHS.



Card #: _____

Total Amount: \$ _____

Expiration: _____ / _____ CVV/CID: _____



Billing ZIP: _____

Payment: ☐ Personal Funds ☐ School Funds Email for Credit Card Receipt: _____

MASC/MAHS Michigan Student Leadership, 1001 Centennial Way, Suite 100, Lansing, Michigan 48917
(517) 327-5315 | mascmahs.org | info@mascmahs.org | [mascmahs](https://twitter.com/mascmahs) | [mascmahs](https://facebook.com/mascmahs) | [masc_mahs](https://instagram.com/masc_mahs)

EVENT GUIDE

2022-23 SCHOOL YEAR

MASC/MAHS offers 20+ student leadership events and two statewide student competitions throughout the year!



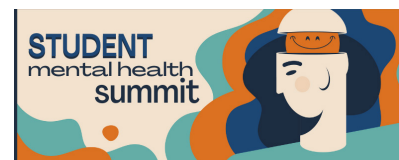
JULY: SUMMER LEADERSHIP CAMPS

- Offering 4 consecutive levels of curriculum
- Level 1: Leadership Exploration
- Level 2: Growth
- Level 3: Leader Evolution
- Level 4: Lifelong Application
- Middle Level and High School Programming
- Join over 500 other campers and learn how to use leadership inside the classroom, at college, and in the workforce.



OCTOBER: STUDENT MENTAL HEALTH SUMMIT

- Team Conference: Administrator, Counselor, Educator and Students
- Interactive School Assessment Survey
- 6 Keynote Presentations
- Over 2 dozen dynamic breakout presentations
- Bring new mental health programming and resources to your building



FALL '22: LEADERSHIP TRAINING INSTITUTES

- In partnership with FranklinCovey (7 Habits of Highly Effective Teens)
- Presented by the MASC/MAHS Student Board of Delegates in a peer-to-peer delivery model
- Dynamic leadership skillsets and curricular focus areas
- Communication, Group Process, Leadership Styles, Digital Citizenship and more!



DECEMBER: STUDENT LEGISLATIVE DAY

- Legislation 101 Overview
- Guided tour of the Michigan Capital Building
- Legislator Panel Presentations: Lobbyists, Legislators, Legislative campaign, PR and staff members
- Sit in on a live House of Representatives session!



WINTER '23: REGIONAL CONNECT EVENTS

- The best of the best in school programming compete in our "Student Showcase" Competition!
- Ted-talk style "Michigan Student Voice" keynote competition
- Dynamic Leadership Curricular activity sets
- Leadership Keynote Speakers



FEBRUARY: STUDENT LEADERSHIP STATES

- Largest Leadership event of the year!
- Over 2,000 students and 100 schools
- Charity of the Year program
- State Leadership Awards program
- Leadership Keynote Speakers
- Top Student Showcase and Michigan Student Voice presentations compete for state titles!



LOOKING FOR MORE?

LEARN MORE ABOUT OUR 2022-2023 PROGRAM LINEUP AT WWW.MASCMHS.ORG