RESPONSIBILITIES OF AN ADVISOR WHO HAS A 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. Provide or arrange transportation for officer. The MASC picks up the mileage for official business. MASC provides lunch on meeting days.

4. Oversee the agenda items that a particular officer is responsible for including, but not limited to:

   a. President
      1. Preside at all meetings of the Association and the executive committee.
      2. Represent the Association at public occasions..
      3. Compose and submit a written report to all delegates at the convention outlining the year's activities.
      4. Have a working knowledge of parliamentary procedure.
      5. Must read MASC Scholarships and select winners.

   b. Vice-president
      1. Perform the duties of the President in the absence of the President.
      2. Develop and edit the state newsletters with the help of the officers.
      3. Must read MASC Scholarships and select winners.

   c. Secretary
      1. Keep accurate minutes of the meetings.
      2. Submit typed minutes to the MASC office.
      3. Must read MASC Scholarships and select winners.

5. Be a liaison for the student between his/her principal/teacher/parents as to his/her responsibilities and the time commitment.

6. Attendance encouraged at conferences where the student is one of the presiding executive officers.

7. Encourage and arrange for the officer to attend the NASC conference for the year of election.

8. Take down posters. (See schedule listed on campaign regulations.)