

Lynbrook Speech and Debate Leadership Team

2010-2011 Position Descriptions and Application

Thank you for your interest in being part of the Lynbrook Speech and Debate leadership team! Please review all of the materials in this application packet carefully before you apply. It is expected that members of the Leadership Team will hold LSD as their **#1 extra-curricular activity** and will attend all team and officer/captain meetings. In addition, captain positions will require you to hold regular practices. **The Leadership Team is not for those who merely want a position to list on their college applications.** However, being a member of the leadership team can be very rewarding and we urge all those who meet the requirements to apply. **Applications need to be turned into the box in Ms. Welsh's room May 14th by 3:10 PM. Late applications will NOT be accepted.**

Helpful hints on a successful application

Be honest with your time commitment.

Don't over-commit yourself. Don't apply if you don't have a significant amount of time to dedicate to Lynbrook Speech and Debate.

Apply for more than one choice.

Showing that you're open to helping out the team in more than one position shows your dedication to the team. An "all-or-nothing" approach makes you a less attractive candidate.

LEADERSHIP TEAM POSITION DESCRIPTIONS

ALL Officers and Captains Are Expected To:

- ✓ Model the work ethic, cooperative spirit, dedication, and attitude required for success,
- ✓ Recognize that each member of the Leadership Team is important and has the obligation and the right to regularly propose, discuss, and vote on issues that affect the team,
- ✓ Create and maintain positive social bonds with *all* LSD members
- ✓ Submit ideas for improvement constructively,
- ✓ Be comfortable and reliable in corresponding regularly via a stable e-mail account,
- ✓ Check the website/forums regularly,
- ✓ Attend all leadership and team meetings,
- ✓ Be dependable and ask for help when needed.

OFFICER DESCRIPTIONS

PRESIDENT

- ✓ Holds and presides over team and leadership meetings
- ✓ Acts as the team representative to the Inter-Club Council (ICC) Meetings; completes club portfolios and other ICC documentation as needed
- ✓ Responsible for organizing the beginning-of-the-year Registration Night
- ✓ Maintains regular communication with the coach to discuss issues relevant to the team
- ✓ Helps all other members of leadership with organizing and executing their duties
- ✓ Works with Event Managers for August recruitment
- ✓ Makes Speech and Debate their first priority among extracurricular activities
- ✓ Voting member in Parent Boosters

VICE-PRESIDENT

- ✓ Works closely with the Secretary and Treasurer to ensure the team runs smoothly
- ✓ Develops organizational and technical improvement for team
- ✓ Runs technical aspects of home tournaments and other events
- ✓ Works with ASB for accounting and technical issues
- ✓ Assists other officers in their duties
- ✓ Voting member in Parent Boosters

ADMINISTRATOR

- ✓ Responsible for their specific area of expertise (Speech, Debate, Middle School)
- ✓ Develops long term goals to improve the events within their responsibility
- ✓ Effectively manages budgets to achieve goals
- ✓ Reports directly to the Presidents and Boosters

EVENT MANAGER

- ✓ Reports directly to the Presidents and Vice-Presidents
- ✓ In consultation with the administrative team and Head Coach, creates action plans and delegates duties for all home tournaments events such as socials and banquet
- ✓ Attends all Lynbrook Tournaments
- ✓ Works closely with the leadership team to plan all aspects of home tournaments
- ✓ Attends parent group meetings to act as a conduit of information between the team and parents of student members.

TREASURER

- ✓ Works closely with the secretary to manage billing and check requests
- ✓ Works closely with the Parent Booster Group to handle the ASB account and the Booster Account
- ✓ Works closely with the Vice President to manage student accounts, handle financial issues
- ✓ Responsible for handling student checks to the Booster Club for deposit
- ✓ Works closely with the Event Managers for financial aspects of tournaments and other events respectively
- ✓ Attends Board of Directors Meetings

SECRETARY

- ✓ Takes minutes at team and leadership meetings which are to be provided to the President and Vice President within one day following the meeting
- ✓ Works closely with the head coach to manage day to day team operations including:
 - Tournament entry
 - District tournament paperwork (permit forms, absence lists, etc)
 - Judge assignments
 - NFL point recording
- ✓ Works closely with the Treasurer to handle billing and reimbursement requests
- ✓ Attends the Board of Directors Meetings and takes meeting minutes

WEBMASTER

- ✓ Maintains and troubleshoots the team website
- ✓ Works closely with the President and Vice Presidents to add functionality to the team website
- ✓ Handles help requests from team members with errors in their online account

CAPTAIN

- ✓ Develops a regular Captain's Practice schedule for their event in the summer
- ✓ Takes attendance at every practice and provides the Vice-Presidents with a report every other week
- ✓ Gets to know the novices in their area and communicates with them directly and regularly
- ✓ Works closely with the coach and any assistant coaches for the event
- ✓ Provides assistance to MSD (Miller Speech and Debate) in terms of teaching and volunteering
- ✓ Is willing and available to act as judges for Novice tournaments

NOTE: Beginning with the 2010-2011 school year, Lynbrook Speech and Debate will be offering leadership positions for Miller Speech and Debate. If you would like to apply for the role of captaincy at Miller Speech and Debate for your particular event, please indicate your preference by writing "MSD" next to each event. If you would like to apply for a specific administrative role, please indicate that in your free response.

Application

General Information (please print)

Name: _____

Class of: _____

Email: _____

Phone: _____

Position(s) of Interest

Indicate the offices/captain roles you are interested in applying for by numbering up to 3 positions. Depending upon our needs and the qualifications of the applicant pool, more than the allotted number *may* be assigned to any role below. *We also reserve the right to remove or create new positions as needed.*

Officers	Captains
<input type="checkbox"/> Vice President (1)	<input type="checkbox"/> Congress
<input type="checkbox"/> Administrator of Debate (1)	<input type="checkbox"/> Interpretive Speech
<input type="checkbox"/> Administrator of Speech (1)	<input type="checkbox"/> Original Speech
<input type="checkbox"/> Administrator of Miller Speech and Debate (1)	<input type="checkbox"/> Expository Speech
<input type="checkbox"/> Treasurer (1)	<input type="checkbox"/> Spontaneous Speaking
<input type="checkbox"/> Secretary (1)	<input type="checkbox"/> Parliamentary Debate
<input type="checkbox"/> Webmaster (1)	<input type="checkbox"/> Public Forum Debate
<input type="checkbox"/> Event Manager (2)	<input type="checkbox"/> Policy Debate
	<input type="checkbox"/> Lincoln Douglas Debate

Activities & Classes

Below, please list which classes you are expecting to have next year along with any other extra-curricular activities you are involved in. You must be completely honest with us in the following section. If there are any changes whatsoever in your plans for next year, you must notify us immediately or you will lose any potential leadership positions.

Classes:

Extra-Curriculars:

Free Response

This is your opportunity to convince us of why you should be on leadership. If you have been committed this year in some way that hasn't been noticed let us know. If you haven't been as committed this year, please let us know how/why you will be here next year. Tell us something that we wouldn't already know. Type a maximum one page response and attach it to the application. Please spend an appropriate amount of time on the free response.

Applicant's Signature

I _____ (print name) declare that the information provided in this application is true to the best of my knowledge. I further commit to supporting the Lynbrook Speech and Debate team fully and carrying out the duties assigned to me as specified above should I be selected to be on this team's Leadership for the 2000-2010 school year. Furthermore, I realize that if I am chosen for Leadership but at any point fail to uphold my responsibilities or act responsibly as an ambassador of Lynbrook Speech and Debate, I can and will be displaced from my position.

Applicant's Signature: _____ Date: _____

Parent / Guardian Support Signature(s)

As the parent/guardian of the candidate completing this application, I have reviewed the application packet and I approve of the student's candidacy. I understand the regular time commitment (often 5+ hours a week plus the student's individual speech and debate work) that is required. I will assist the student in upholding his/her commitment to the position should he/she be selected and will not regularly plan conflicting activities for my son/daughter.

Parent/Guardian #1: _____
Print Name Signature

Parent/Guardian #2: _____
Print Name Signature

Thank you for applying for the 2010-2011 Lynbrook Speech and Debate Leadership Team. We value your time and commitment to both this application and to the team.