

BCJC 2021-2022 Executive Board and Committee Position Descriptions
(adapted from the BCSC Bylaws)

General Application Information

A. Application Link: <https://forms.gle/5uvEGpH9Sy8qGdim9>

A BCPS account must be utilized.

Executive Board Positions

A. Chief of Staff

a. Description

- i. Assists the Chair in the administrative work of BCJC;
- ii. Ensures that tasks assigned to Executive Board members are being completed;
- iii. Works one-on-one with staff members to assist with difficulties they may face in executing duties associated with their assigned position;
- iv. Assumes other responsibilities at the request of the Chair

B. Secretary

a. Description

- i. Takes and presents minutes of all official BCJC meetings;
- ii. Tracks attendance to all official BCJC meetings;
- iii. Keeps an accurate record of all bills/resolutions brought up in the course of BCJC meetings;
- iv. Assumes other responsibilities at the request of the Chair

C. Student Workshop Coordinator

a. Description

- i. Finds and teaches workshops for all BCJC events;
- ii. Collaborates with BCJC Advisor to “train the trainers [of workshops]” for BCJC and MASC events;
- iii. Evaluates the effectiveness of each workshop for future improvements;
- iv. Assumes other responsibilities at the request of the Chair

D. Regional Representative

a. Description

- i. Application-specific Information: Regional Representatives represent each of the three zones. Find your middle school below to find your zone:
 1. **Western Zone:** Arbutus, Catonsville, Deer Park, Lansdowne, Northwest Academy, Southwest Academy, Sudbrook, Windsor Mill, Woodlawn
 2. **Eastern Zone:** Crossroads, Deep Creek, Dundalk, Gen L. Stricker, Golden Ring, Holabird, Middle River, Perry Hall, Sparrows Point, Stemmers Run
 3. **Central Zone:** Cockeysville, Dumbarton, Franklin, Hereford, Loch Raven Technical, Parkville, Pikesville, Pine Grove, Ridgely
- ii. Position Description
 1. Serve as representatives of all Baltimore County students for their assigned schools;
 2. Assists the Vice Chair in running the Board of Selected Students;
 3. Assists the Vice Chair in keeping school SGO/SGA Chair informed of BCJC events;
 4. Serves on the countywide Board of Education committees at the request of the BCJC Advisor;
 5. Assumes other responsibilities at the request of the Chair

E. Digital Media Specialist

a. Description

- i. Ensures content on the BCJC website and social media is current and accurate;
- ii. Creates and provides digital content to be posted on social media or the website;
- iii. Assumes other responsibilities at the request of the Chair

F. Elementary School Liaison

a. Description

- i. Collaborates with the BCJC Advisor to arrange all elementary-school workshop events;
- ii. Finds and teaches workshops for all elementary-school workshop events;
- iii. “Trains the trainers” for all elementary-school workshop events;
- iv. Evaluates all elementary-school workshops;

- v. Assumes other responsibilities at the request of the Chair.

Committees

- a. Members are required to attend all meetings (unless otherwise excused)
- 1. Diversity and Equity
 - a. Dedicated to promoting awareness and advocating for racial equity within the school system
- 2. Student Member of the Board (SMOB) Outreach
 - a. Dedicated to ensuring the awareness and participation of students in the annual SMOB election
- 3. Environmental
 - a. Dedicated to promoting awareness and advocating for environmental issues within the school system
 - b. Works closely with the BCSC Environmental Affairs Coordinators
- 4. Student Resource and Wellness
 - a. Dedicated to advocating for the improvement of student services (food services, mental health resources, school climate, technology services) within the school system
 - b. Dedicated to advocating for the improvement of structural components (maintenance services, school buildings, technology implementation, curriculum and transportation) of the school system that impact students' everyday lives
- 5. Publications
 - a. Chaired by the Digital Media Coordinators (BCSC)
 - b. Dedicated to assisting with the creation of media content (writing, graphic design, etc.), as well as reporting and covering BCSC and BCJC affairs to be blogged and advertised in newsletter publications