

## **Advisor to the Board Overview**

### **I. Elections:**

Students interested in running for the office of Student Advisor to the Board have to attend a “pre-election” meeting with Mrs. Santiago where they will review the importance of the position, job requirements, election rules etc. At the pre-designated BCASC meeting each candidate will introduce his or herself and explain why he or she should be elected as the Student Advisor to the School Board. After each candidate speaks, the floor will be opened to questions from the audience. The range of questions from the students is varies to an extreme degree. At the conclusion of the Q and A is when the voting will take place. The winner will be the Student Advisor to the School Board and the runner up will be the Assistant Student Advisor to the School Board.

Hints: Dress to impress and have your peers ask you various questions and practice you answers.

### **II. From a glance...**

As student advisor to the board it's your obligation to represent the interest of Broward county's student population (primarily middle & high school), at board meetings, workshops, and other board related events, then in turn report findings and student related topics discussed at meetings back to your peers. Overall you should be a database of knowledge that has the ability to create a link between the School Board members and you constituents.

### **III. Duties**

- Attend the 3 board meetings and 1 workshop every month, traditionally held on Tuesdays.
- Attend all BCASC meetings and officer meetings
- Create reports for both board BCASC meetings. (reports are not necessary for workshops.)
- Plan, setup, and run “speak up speak out events”, where you and/or the assistant advisor to the board field questions, inform students of board policy that effects students and their school, and take opinions at schools throughout the county. After each meeting it is recommended that the advisor send a detailed report of student responses to a school's corresponding school board member.

- Be a member of the Superintendent’s student advisory committee, that meets once every school quarter. Traditionally meetings are held at Plantation high school.
- Co-Chair the legislative affairs committee with the assistant student advisor to the board. You along with the assistant advisor are in charge of staffing the group, establishing topics to lobby on, and prepare proper research to present to officials at the annual “Rally in Tally” trip and possibly other events.

#### IV. Tips

- Be dressed professionally for Board and BCASC meetings
- Keep up with Board meeting changes, meeting agendas, and updates on [www.browardschools.com](http://www.browardschools.com) (look for “our School Board section”)
- Make sure you are properly prepared for meetings. Read Board agenda before meetings and have your questions prepared before meetings (especially for workshops)
- Have your laptop, notebook, highlighter, and pen with you to write and take notes. You might want to keep a bottle of water with you as well
- Establish your mileage log immediately because you will be doing a lot of long distance driving and getting some of your gas money back eases that burden. (contact Thelma Robinson in the Board office for more information)

#### **Assistant Advisor to the Board Duties**

- Responsible for the coordination of students sitting on county committees (such as the calendar committee, Diversity committee etc.) the activities liaison usually hands down information concerning the number of committees available with student seats
- Assist the main advisor in fulfilling his duties. (taking notes, writing reports, studying agendas etc.)
- Assistant advisors are also required to attend every school board meeting/workshop
- Attend BCASC meeting, BCASC officer meeting
- Be a member of the Superintendent’s Student Advisory Committee, that meets once every school quarter. Traditionally meetings are held at Plantation high school.
- Co-Chair the legislative affairs committee You along with the main advisor are in charge of staffing the group, establishing topics to lobby on, and prepare proper research to present to officials at the annual “Rally in Tally” trip and possibly other events.