**Exec Board Profile**

Congratulations on your decision to join the class of 2019’s exec board

The Exec board is an organization built on the principles of democracy and free expression and we strive to achieve equal representation for all students. As a member of the group, you will learn things that will last a lifetime: teamwork, delegation, responsibilities, communication skills, and parts of the parliamentary procedure. Besides acting as a voice and a median through which student issues reach administration and teachers, we also organize various events throughout the year. Exec Board is responsible for homecoming pep assemblies, spirit weeks, and dances, along with community service and Prom.

**How to Join:**

* **Profile Packet:** Complete and submit by Sept. 20 2012 (the sooner you get it in, the sooner you will be signed up)
* **“Letters” of recommendations:** Give the teacher recommendation forms to **two** teachers and remind them they are due Sept. 20 at the latest
  + Have teachers place recommendation forms in Ms. Badalamente’s mailbox

**Selection Notification Process:**

* You will be notified via checking your email for your confirmation of application

**Good Luck!**

***Huron High School Exec Board***

**Profile Packet**

**(Turn this form into Mrs. Badalamente by Sept. 20)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you have texting?\_\_\_\_\_\_

Your home phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent/Guardian(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In thirty words or less, tell us why you would like to be part of Exec Board:
2. What adjective describes you well? Why? (Be selective)
3. Please list up to 3 issues that you would like to address in this school year, and your solution to any one of the three:

1.

2.

3.

1. What types of leadership experience have you had, if any, that you will be able to draw from in serving your fellow students?

1. List all extracurricular activities you are currently involved in:

**I understand that I must have written notes from an adult for missing any exec board activity that is not during the school day.**

**Applicants Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Legal Guardian’s Signature:**

I agree that this will be a beneficial experience for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and support his/her involvement. I also agree to help chaperone at least one event during the 2016-2017 school year.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Turn this form into Mrs. Badalamente by Sept. 20)**

**2019 Exec Board Leadership Skills Rating**

***This form is confidential and should NOT be handed back to the student once completed.***

Candidate (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Due Date: Sept. 20, 2016**

**Upon completion of this form, please place in Mrs. Badalamente’s mailbox**

***Use the following scale*** to indicate the ***likelihood*** the candidate would demonstrate the skill on Exec Board.

1 = Not at all 2= Somewhat 3= Moderately 4 = Very 5= Extremely N/A

1. \_\_ **Delegating and Controlling**

Assigns tasks to others and ensures that they have the necessary resources and authority; monitors progress and exercises control.

**2. \_\_\_ Personal Organization and Time Management**

Uses time efficiently; arranges information effectively.

**3. \_\_\_ Planning**

Sets goals and develops strategies for meeting those goals.

**4. \_\_\_ Informing**

Lets people know of relevant information on a timely basis.

**5. \_\_\_ Coaching and Developing**

Evaluates employees, provides feedback, and facilitates professional growth.

6. \_\_\_ **Organizing**

Coordinates work of others; sets priorities; establishes efficient work procedures.

7. \_\_\_ **Human Relations**

Develops and maintains good working relationships with others; shows consideration for the opinions and feelings of others.

8. \_\_\_ **Listening**

Pays attention to, and conveys understanding of others when they are speaking.

9. \_\_\_ **Motivating Others**

Creates an environment in which subordinates and others are rewarded for accomplishment of group and individual goals. (flip page)

10. \_\_ **Conflict Management**

Arrives at effective solutions to conflict while maintaining good working relationships.

11. \_\_ **Personal Adaptability**

Responds well to the demands of work challenges when confronted with changes, ambiguity, adversity, or other pressures.

12. \_\_ **Problem Analysis and Decision-Making**

Identifies problems and alternative solutions; makes timely, sound decisions.

13.\_\_\_ **Personal Motivation**

Displays a high energy level; works long and hard to get things done; seeks increased responsibility on the job.

14.\_\_\_ **Oral Communication**

Speaks effectively one-to-one and in groups; makes effective presentations.

15. \_\_ **Written Communication**

Writes clearly and effectively in business communications.

16.\_\_\_ **Leadership Style and Influence**

Takes charge; directs others' activities toward meaningful goals; commands respect.

**Do you recommend this student for Exec Board Membership: \_\_\_\_\_ Yes \_\_\_\_\_ No**

**Other comments we should know about candidate:**

**Thank you!**

***Reminder:*** *This form is confidential and should NOT be handed back to the student once completed. Upon completion, please place in Mrs. Badalamente’s mailbox*

**2019 Exec Board Leadership Skills Rating**

***This form is confidential and should NOT be handed back to the student once completed.***

Candidate (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Due Date: Sept. 20, 2016**

**Upon completion of this form, please place in Mrs. Badalamente’s mailbox**

***Use the following scale*** to indicate the ***likelihood*** the candidate would demonstrate the skill on Exec Board.

1 = Not at all 2= Somewhat 3= Moderately 4 = Very 5= Extremely N/A

1. \_\_ **Delegating and Controlling**

Assigns tasks to others and ensures that they have the necessary resources and authority; monitors progress and exercises control.

**2. \_\_\_ Personal Organization and Time Management**

Uses time efficiently; arranges information effectively.

**3. \_\_\_ Planning**

Sets goals and develops strategies for meeting those goals.

**4. \_\_\_ Informing**

Lets people know of relevant information on a timely basis.

**5. \_\_\_ Coaching and Developing**

Evaluates employees, provides feedback, and facilitates professional growth.

6. \_\_\_ **Organizing**

Coordinates work of others; sets priorities; establishes efficient work procedures.

7. \_\_\_ **Human Relations**

Develops and maintains good working relationships with others; shows consideration for the opinions and feelings of others.

8. \_\_\_ **Listening**

Pays attention to, and conveys understanding of others when they are speaking.

9. \_\_\_ **Motivating Others**

Creates an environment in which subordinates and others are rewarded for accomplishment of group and individual goals. (flip page)

10. \_\_ **Conflict Management**

Arrives at effective solutions to conflict while maintaining good working relationships.

11. \_\_ **Personal Adaptability**

Responds well to the demands of work challenges when confronted with changes, ambiguity, adversity, or other pressures.

12. \_\_ **Problem Analysis and Decision-Making**

Identifies problems and alternative solutions; makes timely, sound decisions.

13.\_\_\_ **Personal Motivation**

Displays a high energy level; works long and hard to get things done; seeks increased responsibility on the job.

14.\_\_\_ **Oral Communication**

Speaks effectively one-to-one and in groups; makes effective presentations.

15. \_\_ **Written Communication**

Writes clearly and effectively in business communications.

16.\_\_\_ **Leadership Style and Influence**

Takes charge; directs others' activities toward meaningful goals; commands respect.

**Do you recommend this student for Exec Board Membership: \_\_\_\_\_ Yes \_\_\_\_\_ No**

**Other comments we should know about candidate:**

**Thank you!**

***Reminder:*** *This form is confidential and should NOT be handed back to the student once completed. Upon completion, please place in Mrs. Badalamente’s mailbox*