2017-18 Speech & Debate Elections Packet

Procedure

* Any student interested in an officer position must fill out the Officer Agreement form at the end of this packet. Included in this is the option to run for up to two positions. **This must be submitted to Mr. Quinn by 2:45pm on Monday, April 3.**
* In addition to the hard copy submission, **interested students must email Mr. Quinn by the time above.** Included in this message must be the student’s name, position(s) desired, and a candidate statement for each position (detailed below).
* A full election slate with candidate statements will be posted and emailed afterward. The election slate may contain ballot questions in addition to the open positions.
* **A candidate’s forum will be held in B-164 on Thursday, April 6 beginning promptly at 10:45am.** Members are HIGHLY ENCOURAGED to attend.
* Elections will be held electronically using a Google Form. The link will be made available after the candidate’s forum and will remain open for 24 hours.
* Results will be made public as soon as votes are counted.
* The entire team is HIGHLY ENCOURAGED to vote to make your voice heard.

Preparing for Elections

* For each position desired, prepare a candidate statement of no more than 250 words. This statement should give a bit of background on you, why you are qualified for the position, stances and ideas you will bring to the position, etc. These statements must be emailed to Mr. Quinn as described above in the procedures, and will be made public with the election slate.
* Be prepared to answer questions directed to you at the forum. Questions will be asked by current officers, as well as coaches and team members if time permits.

Candidates’ Forum

* The team will hold a candidates’ forum at lunch (10:40am) in B164 on Thursday, April 6. Positions will come up for discussion in the following order:
	+ President
	+ VP Speech/Debate/Comms
	+ Captain (Interp, LPPAC, LD, PF)
* Candidates will be presented in random order during the forum.
* Candidates will have one minute to introduce themselves and sum up their positions.
* Current officers will have three minutes to ask questions of the candidates of their own choosing. If time remains, coaches and team members may also ask questions of the candidate.

Voting

* Voting will take place online. A link to the ballot will be available for 24 hours on the team website.
* Coaches will determine if each position is contested. If not, a winner will be declared automatically.
* Candidates will be presented in random order on the ballot.
* Voting will be weighted according to years’ experience (first year – 1; fourth year – 4; etc.).
* Team members will be notified of the results as soon as they are made available.

Officer Position Descriptions and Duties

**President of Randolph Speech & Debate:**

1. Call and chair all general meetings
2. Call and chair all officer meetings
3. Coordinate with coaches, Vice-Presidents, Boosters and other officers to ensure that registration, judging and transportation are covered for all team events
4. Ensure proper planning for the Randolph Fall Classic and any other tournaments that are hosted by RHS. Also, serve as co-tournament director of the Randolph Fall Classic.
5. Collaborate with VPs to ensure proper judging requirements are met for local and national tournaments.
6. Help to organize local and national tournament attendance.
7. Act as manager ensuring all officers complete their individual duties and delegate accordingly.
8. Organize fundraising logistics.
9. Other duties as assigned by coaches.

**Vice-President of Debate**

1. Organize/run workshops for debate members.
2. Assist President with duties and help fulfill the responsibilities of the President in his/her absence.
3. Work with coaches, boosters, and parent judges to ensure adequate judging for tournaments.
4. Act professionally in all communications with the team and/or while implementing coaching decisions.
5. Review cases of non-novices before tournaments.
6. Organize transportation to away tournaments.
7. Set prefs in Tabroom.
8. Other debate-related duties as assigned by coaches.

**Vice-President of Speech**

1. Implement and assign workshop leaders and participants.
2. Assist President with duties and help fulfill the responsibilities of the President in his/her absence.
3. Work with coaches, boosters, and parent judges to ensure adequate judging for tournaments.
4. Act professionally in all communications with the team and/or while implementing coaching decisions.
5. Ensure preparation for tournaments by all non-novice speech team members. This includes finding, cutting, preparing pieces for competition, assisting limited preparation and public address students with delivery, etc.
6. Maintain script library and catalog competitors’ pieces.
7. Other speech-related duties as assigned by coaches.

**Vice-President of Communications**

1. Create and update contact lists regarding current members, former members and inactive members.
2. Weekly internal communication (newsletter) of school functions and opportunities for club promotion via email, social media, direct communication, etc.
3. Update and maintain all in-school bulletin boards, trophy cases, etc..
4. Communicate tournament results to RHS for announcements and student recognition; draft announcements.
5. Contact with local newspapers; preparation and publication of articles and photographs of club accomplishments and, when necessary, upcoming events.
6. Take photos of team and maintain photo album of various tournaments.
7. Work with student and faculty leadership to find and implement new ways to recruit new team members.
8. Create and sell apparel and merchandise to for the Randolph Tournament and whenever else necessary.
9. Maintain and update team web presence with announcements, deadlines and upcoming events.

**Captain of Public Forum**

1. Organize/run workshops and meetings to mentor novice debaters.
2. Ensure novice retention in debate events.
3. Act professionally in all communications with the team & while implementing coaching decisions.
4. Review all novice cases before tournaments and conduct practice rounds as necessary.
5. Maintain files for briefs, blocks, etc. for PF.
6. Communicate and work with the Randolph Middle School forensics team, including attending RMS debate meetings and organizing high school liaisons (coordinate with LD Captain).
7. Work with other Captains to create and organize both a Scrimmage and the Middle School Forensics Tournament. This includes coordinating schedules, planning, invitations, etc.
8. Assist VP of Debate with event-related duties as necessary.

**Captain of Lincoln Douglas Debate**

1. Organize/run workshops and meetings to mentor novice debaters.
2. Ensure novice retention in debate events.
3. Act professionally in all communications with the team & while implementing coaching decisions.
4. Review all novice cases before tournaments and conduct practice rounds as necessary.
5. Maintain files, briefs, blocks, etc. for LD.
6. Communicate and work with the Randolph Middle School forensics team, including attending RMS debate meetings and organizing high school liaisons (coordinate with PF/CON Captain).
7. Work with other Captains to create and organize both a Scrimmage and the Middle School Forensics Tournament. This includes coordinating schedules, planning, invitations, etc.
8. Assist VP of Debate with event-related duties as necessary.

**Captain of Interpretation**

1. Organize/run workshops and meetings to mentor novice interpretation members.
2. Ensure novice retention in interpretation events.
3. Act professionally in all communications with the team & while implementing coaching decisions.
4. Ensure preparation for tournaments by all novice interpretation team members, especially for early tournaments. This includes finding, cutting, and preparing pieces, etc..
5. Maintain files and script libraries for interpretation.
6. Communicate and work with the Randolph Middle School forensics team, including attending RMS meetings and organizing high school liaisons.
7. Work with other Captains to create and organize both a Scrimmage and the Middle School Forensics Tournament. This includes coordinating schedules, planning, invitations, etc.
8. Assist VP of Speech with event-related duties as necessary.

**Captain of Limited Preparation, Public Address, & Congress (LPPAC)**

1. Organize/run workshops and meetings to mentor novice public address, limited prep, and Congress members.
2. Ensure novice retention in extemporaneous and Congress events.
3. Act professionally in all communications with the team & while implementing coaching decisions.
4. Ensure preparation for tournaments by all novice speech team members, especially for early tournaments. This includes finding, cutting, and preparing pieces, writing speeches, etc..
5. Maintain files, sources, and software for extemporaneous speaking and Congress.
6. Communicate and work with the Randolph Middle School forensics team, including attending RMS debate meetings and organizing high school liaisons.
7. Work with other Captains to create and organize both a Scrimmage and the Middle School Forensics Tournament. This includes coordinating schedules, planning, invitations, etc.
8. Assist VPs of Speech and Debate with event-related duties as necessary.

Speech & Debate Officer Agreement

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

Current Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years of Membership: 9th 10th 11th (circle all that apply)

Desired Positions (in order of preference):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Potential Conflicts With Other Activities (in and out of school):

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

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

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

Agreements:

* I agree if elected, I will uphold all duties of the position I am elected to. I understand that all results of these elections are final and not subject to appeal.
* I agree to uphold the Code of Conduct and the Team Handbook in all team-related duties.
* As a member of the speech & debate team, I commit to attending the State and District Tournaments at the end of the season if selected, and to provide at least one judge for them.
* I commit to attend at least five (5) local or national tournaments throughout the year, ideally evenly spread throughout the season if possible.
* I understand that the team/coaches may change officer responsibilities at any time with notice.
* I understand that officer responsibilities are not limited to the above statements, and that officers must display a general availability to the team, a commitment to competition, and a willingness to participate, assist with, and take leadership in various team activities.
* If I fail to fulfill these agreements to the satisfaction of the coaches, or conduct myself in a manner inconsistent with a representative of RHS and Randolph Speech & Debate, I understand that I may be removed from the officer position or from the team altogether.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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