

2019-20 Speech & Debate Officer Application Packet

Deciding to Apply

Decide whether you would like to apply for an officer position. This part seems basic, but please be mindful that when you put your name forward for consideration, you will be evaluated on the criteria discussed later. If you are uncomfortable with or unwilling to be evaluated in this way, it may not be a good idea to apply. Please know that the evaluations only take into account specific criteria – we are not evaluating your success or failures as a team member, as a student, or even as a human being.

It is also helpful to consider what a team leader is and is not. Our team leadership is selected based on a service leadership model. This means that the most talented or most successful person will not necessarily be chosen over the person who serves others first, who leads by example, and who puts the team above themselves. **We are looking for leaders who can make an impact on our team.**

Application

Complete the Officer Application Form below. **This form must be emailed to BOTH Mr. Quinn and Ms. Burke by 2:45pm on Monday, April 8.** Be sure to complete all sections of the application, or your application may not be considered. You do not need to sign the bottom until your interview. No paper copies will be accepted.

Interview

A schedule for interviews will be posted on the team website as soon as possible afterward. Interview dates and times are limited, so if you cannot make your scheduled interview slot, please let Mr. Quinn and Ms. Burke know ASAP, so that they can attempt to reschedule. Interviews will be conducted by coaches with all team members who completed their applications. The interview will consist of a variety of questions and scenarios for the applicant to answer verbally. These questions will not be released ahead of time, but you can expect to be asked about topics ranging from officer responsibilities, personal experiences, and unrelated matters. You will also be asked to sign the Officer Agreement on your application, so please read it beforehand.

Selection

One the application, interview, and recommendation process is complete, coaches will evaluate the applicants based on the rubric provided. It is the coaches’ discretion which applicants are considered for which positions. Position changes may be suggested or made throughout the year, and new officers and special assignments may be assigned, again at the discretion of the coaches.

All selections are final once announced. Applicants who are not selected are expected to remain active members of the team, and support those who are selected. Failure to do so will result in disciplinary consequences. The new class of officers will be announced at or before the year-end banquet.

Officer Position Descriptions and Duties

**President of Randolph Speech & Debate:**

* Call and chair all general meetings and officer meetings.
* Coordinate with coaches, Vice-Presidents, Boosters and other officers to ensure that registration, judging and transportation are covered for all team events.
* 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.
* Collaborate with VPs to ensure proper judging requirements are met for local and national tournaments.
* Collaborate with the Directors to boost the team’s profile, and act as the public face of the team.
* Help to organize local and national tournament attendance.
* Act as manager, ensuring all officers complete their individual duties and delegate accordingly.
* Other duties as assigned by coaches.

**Vice-President of Debate**

* Organize/run workshops and work sessions for debate members, including contracted coaches.
* Assist President with duties and help fulfill the responsibilities of the President in his/her absence.
* Work with coaches, boosters, and parent judges to ensure adequate judging for tournaments.
* Act professionally in all communications with the team and/or while implementing coaching decisions.
* Ensure preparation for tournaments by all non-novice debate team members. This includes reviewing cases before tournaments, conducting topic analyses, organizing mock debates, etc.
* Maintain block files, case exchanges, briefs, and any other electronic preparation materials.
* Maintain accurate tournament and meeting attendance for all debate members.
* Other debate-related duties as assigned by coaches.

**Vice-President of Speech**

* Organize/run workshops and work sessions for speech members, including contracted coaches.
* Assist President with duties and help fulfill the responsibilities of the President in his/her absence.
* Work with coaches, boosters, and parent judges to ensure adequate judging for tournaments.
* Act professionally in all communications with the team and/or while implementing coaching decisions.
* Ensure preparation for tournaments by all non-novice speech team members. This includes finding, cutting, preparing for competition, assisting limited preparation and public-address students with delivery, etc.
* Maintain script libraries and catalog competitors’ pieces.
* Maintain accurate tournament and meeting attendance for all speech members.
* Other speech-related duties as assigned by coaches.

**Communications Director**

* Weekly internal communication (newsletter) of school functions and opportunities for club promotion via email, social media, direct communication, etc.
* Communicate tournament results to RHS for announcements and student recognition; draft announcements.
* Contact with local newspapers; preparation and publication of articles and photographs of team accomplishments and, when necessary, upcoming events.
* Take photos/videos of team and maintain photo/video files for the season and banquet.
* Maintain and update team social media and internet presence with announcements, deadlines and upcoming events.
* Coordinate with Membership Director and other student officers to recruit and retain new team members.
* Update and maintain all in-school bulletin boards, chalk boards, trophy cases, etc.
* Represent Randolph Speech and Debate at any school, team, or community recruitment events.

**Membership Director**

* Create and update contact lists regarding current members, former members and inactive members.
* Work with student and faculty leadership to find and implement ways to recruit new team members.
* Assist event captains with recruiting and retaining middle school team members through high school.
* Create and sell apparel and merchandise for the Randolph Tournament and whenever else necessary.
* Create, plan, and implement events that enhance team cohesion, bonding, and socializing among all events and sections of the team.
* Coordinate fundraising activities, including candy sales, appeals, and others that may occur.
* Represent Randolph Speech and Debate at any school, team, or community recruitment events.
* Serve as RMS Forensics Director, organizing both a Scrimmage and RMS Tournament, attending RMS meetings, and organizing event Captains and other volunteers as liaisons.

**Captain of Public Forum**

* Organize/run workshops and meetings to mentor novice debaters.
* Ensure novice retention in debate events.
* Act professionally in all communications with the team & while implementing coaching decisions.
* Review all novice cases before tournaments and conduct practice rounds as necessary.
* Maintain files for briefs, blocks, judge prefs, etc. for PF.
* Communicate and work with the Randolph Middle School forensics team at the direction of the Membership Director, including attending RMS meetings and assisting in organizing competition events.
* Assist coaches and VP of Debate with event-related duties as necessary.

**Captain of Lincoln Douglas Debate**

* Organize/run workshops and meetings to mentor novice debaters.
* Ensure novice retention in debate events.
* Act professionally in all communications with the team & while implementing coaching decisions.
* Review all novice cases before tournaments and conduct practice rounds as necessary.
* Maintain files, briefs, blocks, judge prefs, etc. for LD.
* Communicate and work with the Randolph Middle School forensics team at the direction of the Membership Director, including attending RMS meetings and assisting in organizing competition events.
* Assist coaches and VP of Debate with event-related duties as necessary.

**Captain of Congress & Limited Prep (CLP)**

* Organize/run workshops and meetings to mentor novice limited prep and Congress members.
* Ensure novice retention in extemporaneous, impromptu, and Congress events.
* Act professionally in all communications with the team & while implementing coaching decisions.
* Ensure preparation for tournaments for all novice team members, especially for early tournaments. This includes docket preparation, reading/catching articles, etc.
* Maintain files, sources, and software for extemporaneous speaking and Congress.
* Communicate and work with the Randolph Middle School forensics team at the direction of the Membership Director, including attending RMS meetings and assisting in organizing competition events.
* Assist coaches and VPs of Speech and Debate with event-related duties as necessary.

**Captain of Interpretation**

* Organize/run workshops and meetings to mentor novice interpretation members.
* Ensure novice retention in interpretation events.
* Act professionally in all communications with the team & while implementing coaching decisions.
* Ensure preparation for tournaments for all novice interpretation team members, especially for early tournaments. This includes finding, cutting, and preparing pieces, etc.
* Maintain files and script libraries for interpretation.
* Communicate and work with the Randolph Middle School forensics team at the direction of the Membership Director, including attending RMS meetings and assisting in organizing competition events.
* Assist coaches and VP of Speech with event-related duties as necessary.

**Captain of Public Address**

* Organize/run workshops and meetings to mentor novice public address members.
* Ensure novice retention in public address events.
* Act professionally in all communications with the team & while implementing coaching decisions.
* Ensure preparation for tournaments for all novice speech team members, especially for early tournaments. This includes finding, cutting, and preparing evidence, writing speeches, etc.
* Communicate and work with the Randolph Middle School forensics team at the direction of the Membership Director, including attending RMS meetings and assisting in organizing competition events.
* Assist coaches VP of Speech with event-related duties as necessary.

Applicant:

Officer Selection Rubric

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Coach Evaluation** | **Application** | **Recommendation** | **Interview** |
| *Success* |  |  |  |  |
| *Leadership* |  |  |  |  |
| *Commitment* |  |  |  |  |
| *Perseverance* |  |  |  |  |
| *Problem Solving* |  |  |  |  |
| *Subtotal* | /25 | /25 | /25 | /25 |
| **Total Marks** |  /100 |

*5 – Ideal Candidate; 4 – Impressive; 3 – Solid; 2 – Undistinguished; 1 – Not Ideal*

Comments:

2018-19 Speech & Debate Officer Application

Applicant Name:

Applicant Email:

Current Grade: [ ] 9th [ ] 10th [ ] 11th

Years of Membership: [ ] 9th [ ] 10th [ ] 11th

Primary Competition Event(s):

Provide the name and email address of an **outgoing or former team member** who would be able to provide a positive reference if called upon:

Name:

Email:

Provide the name and email address of a **teacher** who would be able to provide a positive reference if called upon:

Name:

Email:

Indicate any other activities, obligations, and commitments that may interfere with Speech and Debate meetings, activities, and tournaments:

Indicate your availability for an interview (no guarantees):

**WEDNESDAY 4/10**: [ ] LUNCH [ ] AFTER SCHOOL

**THURSDAY 4/11**: [ ] LUNCH [ ] AFTER SCHOOL

*Please answer the following set of questions separately and attach to this application.*

1. *How have you contributed to the team in terms of overall success?*
2. *What is your vision for the team?*
3. *Discuss a time when you chose or made time for Speech & Debate over another commitment, and when you had to do the opposite.*
4. *Discuss a time when you faced down a seemingly insurmountable problem.*
5. *What strategies would you suggest for recruiting and retaining more members?*

Speech & Debate Officer Agreement

* I agree if selected, I will uphold all duties of the position I am selected to. I understand that all results of these selections are final and not subject to appeal.
* If I am not selected for a position, I commit to remaining an active member of the team and giving due deference and support to those who are selected.
* I agree to uphold the Code of Conduct, the Team Handbook, and all other applicable honor codes in all team-related duties.
* 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 those tournaments regardless of other judges provided throughout the season.
* 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 fair 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, at the sole discretion of the coaches.

Team Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_