

Description of Senior Leadership Positions

Below, please read the following descriptions of different leadership positions. We provide these definitions to you all to inform you as you complete your junior leadership survey, on which you will be asked to indicate your interest for certain positions that are determined through student and faculty input. As was emphasized at the recent Community Life meeting, there are many ways to lead as a senior, and while these positions come with responsibilities and expectations, leadership is determined by the actions that one takes and not by the title that one has.

Alumni Ambassador

The goal of the Alumni Ambassador position is to connect current students with the history of the School and build the foundation that will sustain their class as future alumni. Throughout the course of the year, students will learn about the alumni body as well as the vital role of the Annual Fund in their day-to-day life. Alumni Ambassadors help out the Alumni and Development Office with a wide array of events during the year such as registration and event planning for Family Weekend, Alumni Weekend and MXGives, the annual Middlesex giving day. In addition, these students will educate and coordinate outreach to their classmates on behalf of the Annual Fund through the Senior Class Gift each spring. Furthermore, each student will assist the Alumni and Development staff with thank you notes, projects such as plaque interviews and care packages for young alumni during office hour blocks throughout the year.

Chapel Trustee

Chapel Trustees represent, reflect, and respond to the spiritual and ethical concerns of the student body. We meet bi-weekly in the fall and then monthly in the winter and spring to organize the new student orientation in the Chapel in September, run evening Chapels for underclassmen in the fall and spring, run the Haiku contest in February, and usher at Chapel each week. The Chapel Trustees are proactive and creative in helping Ms. Smedley discern and address the spiritual and ethical needs of the Middlesex community (i.e. the occasional fundraiser, lunch discussion, hymnal research, etc.).

Community Service Officer

Community Service Officers are the face of the community service program at Middlesex School. The group will work closely with the Dean's office and Paul Torres and have a regular meeting to discuss service initiatives on the Middlesex campus and beyond. Community Service Officers will participate enthusiastically in MX service programs, respond to global initiatives, organize fundraisers, and help facilitate programs such as Open Table and Gazebo. Community Service Officers play an integral part in Community Service Day in the fall and spring, and they help organize and execute various events throughout the year (Sled Hockey, Heading Home, Toys for Tots, etc.). They are expected to be present at Community Service related events throughout the year.

Equity & Inclusion Officer

The Equity and Inclusion Officers are the senior student leaders who are selected to support the DEI programs by assisting with maintaining and updating the DEI bulletin board, making assembly announcements, and organizing and facilitating all-school DEI programs and activities, such as the New Student Orientation and Community Life Symposium. We expect E&I officers to:

- Be ambassadors of DEI programs and initiatives
- Communicate timely to and with the DEI Office with regard to DEI issues and concerns
- Proactively contribute to DEI programs and events by attending affinity group meetings and facilitating group discussions
- Seek out and attending on/off-campus DEI leadership trainings when available

Head Tour Guide

Head Tour Guide is a leadership role open to those students who, through their positive contributions to the MX community, have demonstrated an understanding of leadership, responsibility, and altruism that represents our student body, demonstrates our shared values, and matches our overall school mission. Head Tour Guides will have the opportunity to give tours, assist new tour guide training, attend nearby fairs/receptions, and support the admissions office during on-campus events. With responsibilities divided evenly, the Head Tour Guides will work together and learn from the officers over regular group lunches, an experience that will culminate in Head Tour Guide Reading Day, an opportunity to read applications, meet as an admissions committee, and experience the decision-making process for yourself.

Library Trustee

Library Trustees meet once a week to brainstorm ideas for library programming. They will have the opportunity to post a "Poem of the Week". Library Trustees will use their creativity to help rotate Library displays and create Student Read Posters. They support clubs using the library, including Book Club, Film Club, Chess Club, and others. Additionally, they support events like Afternoon Bubble Tea, Afternoon Chamber Music, author visits, etc. Library Trustees lead events like the Reading Challenge and they plan Library Dances.

Mindfulness Ambassador

Mindfulness Ambassadors will focus on supporting the Middlesex community in accessing, understanding, and practicing mindfulness in order to enhance the health, well-being, and resilience of the community members. Responsibilities will include: occasionally lead mindfulness practices, lead introductory mindfulness sessions during orientation for new students, support students with the 10% Happier app, co-lead one of the mindfulness courses for freshmen in the 1st semester, meet to practice guiding meditation and discuss relevant community issues/topics, highly encouraged to attend a mindfulness retreat the summer before senior year or during a school break - funding provided. The Mindfulness Ambassadors will be critical in connecting with younger students and helping them find balance and healthy ways to navigate their time at Middlesex

Peer Support

Peer Support meets weekly for the first four months of the school year, and then once or twice a month for the second half of the year. Peer supporters act primarily as a support to new students transitioning to the Middlesex community. As such, Peer Support work begins over the summer with "welcome" letters and phone calls to incoming students. Further, Peer Support plays a strong role in new student orientation. In addition, peer supporters lead/host community-wide events and activities with the goal of fostering a positive connection to the community and each other, and an open, accepting environment. In addition to co-facilitating a Choices group with faculty members, Peer Support organizes Random Dance, as well as a series of Wellness Workshops.

Peer Support members must feel comfortable working with younger members of the community, both individually, and in groups. Though at no time does a peer supporter act as a "therapist", you will at times be supporting individuals who may be struggling with homesickness, workload issues, social situations, stress, loneliness, etc. Weekly (and then bi-weekly) Peer Support meetings will have the following goals: 1) plan and organize events (i.e. Random Dance, Wellness Workshops), 2) discuss the implementation of skills related to organizing and facilitating groups, like Choices, and 3) identify and discuss scenarios related to supporting new students.

Peer Tutors: These students have been trained by the faculty to tutor their peers in certain academic disciplines.

Proctor

Proctors work closely with dormitory and day house faculty to foster community, enthusiasm, well-being, and a sense of belonging within their dorm or house. Proctors serve as role models, confidants, and support systems within their houses and in the greater MX community. Proctors meet weekly with their Head of House to discuss the life and pulse of the dorm or house. Proctors also have "on duty" times, in which they aid in the supervision and administration of dormitory study hours or campus spaces (such as the library) during evening hours. Aspiring Proctors should feel strongly about the need to create a positive community and should be generous both of time and spirit.

Student Activities Officer

Student Activities Officers are responsible for choosing, planning, and executing the school's weekend and social events. The committee meets weekly during Senate Blocks to discuss events, come up with ideas, and divide responsibilities. Student Activities Officers should be detail-oriented, responsible, and enthusiastic about planning and attending fun events for our whole range of students. Student Activities Officers should be prepared to organize and gather supplies for events, attend all major school social events, and be available periodically to help Brenna set up for weekend activities like movie nights, StuFac Dances, Bingo Nights, and sending all-school emails. Though many annual events - such as Square Dance, Casino Night, and Field Day - are longstanding; creativity, energy, and outside-the-box thinking are most crucial to the success of the committee and the activities we create. Student Activities Officers

should take seriously the culture building that comes with being a Student Activities leader who can bring fun and enthusiasm to campus

Sustainability Officer

Sustainability Officer is the perfect role for students who wish to help move Middlesex in the right direction when it comes to topics of sustainability and environmental responsibility. Their goal is to create and facilitate awareness on campus of ways that Middlesex can move towards a more sustainable future. Officers would work alongside administration, Senate, Mrs. Irwin, and Common Sense Club to educate Middlesex about our environmental impact as individuals and a community. Officers will implement one education initiative in the fall semester and one sustainability action project in the spring semester.

Wellness Ambassadors

Wellness Ambassadors will lead the School in its efforts to create a 'culture of wellness' at Middlesex. These leaders will be attuned to the health and wellness needs of the student body and act in conjunction with the Directors of Wellness and Counseling, and the Administration to find both creative and practical ways to meet those needs.

Wellness Ambassadors may serve on one or more of the following committees: Wellness Ambassador Office Hours, Wellness Week Planning, Ongoing Wellness Activities Planning, Social Media Content Creators, Human Sexuality Teaching Assistants.

Depending on committee assignments responsibilities include:

- Complete a 12 hour training course over the summer to become a certified peer educator.
- Meet biweekly to discuss current events and health and wellness issues that arise on campus.
- Collectively hold twice weekly 'wellness ambassadors' office hours.
- Plan and facilitate annual wellness week activities.
- Plan and facilitate wellness activities responding to needs identified in the community.
- Create and post social media content for the Wellness@Mx instagram page.
- If one's schedule allows, act as a teaching assistant for the 8-week sexual health course for 1st year students.
- Effectively inform and communicate wellness programs to the community in the form of emails, digital signage, assembly announcements, social media posts, and word of mouth.
- Model what it means to live a healthy lifestyle to the community

Other Leadership Positions and Opportunities

Sports captaincies and heads of student clubs and extracurricular programs are considered leadership positions. Sports captaincies are significant and require active and intentional leadership and direct, transparent communication with teammates and coaches alike. Leading a club or organization can also be quite significant, with some positions requiring considerable time, responsibility and student participation. These

include, but are not limited to, the Editor of the *Anvil*, Editors of the *Iris*, Choral Officers, Heads of Freedom of Speech, Editors of the Yearbook, and leaders of an Affinity Group.