

# Duties of Each Position

## President

1. Leads all Council meetings.
2. Creates and types an agenda for each meeting, submits the minutes to the advisor in a timely manner to copy off for the entire council.
3. Keeps all Agendas in a binder and posts them on line on the web site.
4. Appoints Committee Chairs as needed with the aide of the VP.
5. Coordinates all Student Council events with the Student Council advisors.
6. Is required to be at all Student Council events and meetings, unless otherwise decided by faculty advisors.
7. President only votes in the case of a tie.

## Vice President

1. Vice President assists the President with his/her duties including acting as a coordinator of Student Council activities.
2. Presides over the Council and assumes the office and duties of the President in his/her absence or inability to serve.
3. Assume any responsibilities as needed.
4. Takes roll call at each meeting.
5. Will preside with the president over all of the Student Council committees
6. Will keep order at meetings while the president is conducting.
7. The Vice President represents **one** vote on the Council.

## Secretary

1. Keeps accurate notes during the meetings
2. Complete and Types the minutes from all Student Council meetings.
3. Submits the minutes to the President & Advisors in a timely manner for review for the next meeting.
4. Keeps all minutes in a binder and posts them on line on the web site.
5. Reads the minutes from the previous meeting at the next meeting, and waits for them to be approved by the Student Council.
6. Gives a complete record of the events and activities of the Student Council at the end of each semester.
7. Will also assume any responsibilities as needed.
8. The Secretary represents **one** vote on the Council.

## **Treasurer**

1. Counts and prepares deposits of all Student Council funds.
2. Maintains an accurate record of all expenditures and income in a binder/ledger system.
3. Submits a report of finances to the Student Council at each meeting.
4. Submits a report of finances to the Council at the end of each semester.
5. Keeps all requisition requests/paperwork neatly in a binder in chronological order of request.
6. Assume any responsibilities as needed.
7. The Treasurer represents **one** vote on the Council.

## **Historians (7<sup>th</sup> & 8<sup>th</sup> Grade)**

1. Must be able to operate a digital camera
2. Is to record the history of this Student Councils history for school and future generations of students.
3. You record all the members of the council, what platform they ran on, what they hoped to accomplish during the course of the year. Can be interviewed for this info...
4. Record the planned events like dances or fairs, homecoming events like a homecoming parade, any guest speakers the council brought in to the school and for what reasons. Programs they initiated or supported like work done with other school clubs, fund drives, community service projects or facility programs like the school library book drive.
5. Record major school changes like, a teacher retiring, a new wing built a death of a student or faculty member, a traumatic event like a tornado or major fire..... and the council's condolences, support, actions or simply thoughts on the matter.
6. You can end the school year with a small summery of cultural events ---- president of the country, a war we're involved with, years best song, best movie, what's hot in gadgets, etc. For the yearbook and our own purposes.
7. Then discuss the council's accomplishments, what their thoughts were on the last school year, what they wished to do more of or less of --- and even better ----their hopes and dreams for their future, the school, and the new council.
8. Be positive and upbeat when recording the history and/or capturing it on film.
9. Post all event photographs with captions on bulletin board designated for Student Council, by the end of the week after the event.
10. Have a running notebook containing all of the records written and photographs taken to make the Student Councils Year Scrapbook/Journal and slideshow of at the end of the year (rubric to follow)
11. Each Historian represents one vote on the Council.

**Records:** Photos and written documentation for items in #'s 2-7.

**Scrapbook/Journal:** Final compilation of all the Student Council accomplished and did during the course of the year. It should contain written records and pictures of all events, changes, profiles etc...listed in #'s 2-7.

**Members/Representatives**

1. Attends all Student Council meetings.
2. Brings the ideas, interests, and concerns of his/her classmates to the meetings
3. Serve on committees.
4. Encourage other students to get involved in Student Council activities/attend meetings
5. Provide volunteer service during select school events/ activities.

Each representative will represent **one** vote each