

EXECUTIVE BOARD PRESIDENT

The president is the leader of an organization. The role is unique. The organization is rarely any more or less effective than the president. The president must be committed to the aims and purposes of the organization and school system, must be respected by peers, the faculty and the administration of the school, and must be enthusiastic about the role of leader of the organization.

The Executive Board President must attend LASC Summer Leadership Workshop in June and LASC State Convention in January.

Duties may include but are not limited to:

Before the meeting

- Meets with cabinet officers to discuss and prepare each agenda item
- Meets with the individual cabinet officers to discuss meeting responsibilities •
- Meets with the principal or faculty advisor to review the agenda
- Checks to see that all participants for the meeting are notified

During the Meeting

- Conducts meetings according to parliamentary procedure
- Begins and ends meetings on time
- Restricts discussion to relevant items on the agenda
- Encourages participation by all members and recognizes visitors
- Seeks recommendations from persons or committees responsible for specific functions or activities
- Clarifies and specifies all activities, projects, and recommendations into plans for their accomplishment
- Calls on the vice-president to relate discussion to the role and purpose of the organization, and calls on other officers for input as the discussion relates to areas of their specific responsibilities

After the Meeting

- Review the meeting to clarify outcomes, areas in need of further discussion, and ways of improving meeting effectiveness
- Delegates responsibilities to appropriate officers and committees

The duty of the president is to “run” the meeting. He/She calls the meeting to order, recognizes members to speak, restates questions and motions, announces results of voting and decides on points of order. He/she should see that the proper order of business is followed, that discussion is even so that on any issue both sides are given equal opportunity to speak, that the votes are properly taken, that he/she as president doesn’t become dictatorial; and that an orderly democratic process prevails.

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standing,” you must earn 200 points over the course of the current school year. Deadline for completion of points is April 1st.

EXECUTIVE BOARD VICE PRESIDENT

The Vice President is a key person in any effectively functioning organization. As advisor and “right arm” to the President, the Vice President is the “doer” – the organizer, coordinator, and facilitator of all committee and project work. The Vice President agrees with the President regarding his/her role and confirms those duties that he/she is to perform.

Duties may include but are not limited to:

Before the Meeting

- Meets with all committee chairpersons to review progress on activities
- Meets with the President and advisor regarding the meeting agenda and items to be placed on the agenda
- Sees that all committee chairpersons have the necessary forms for completing reports of activities
- Arranges for the physical setting of the meeting

During the Meeting

- Relates all discussions and activities of the group to the aims and purposes defined by the organization
- Cares for all committee reports and reports of activities
- Takes the place of the President in his/her absence
- Collects copies of all committee and activity reports

After the Meeting

- Files all committee and activity reports in a permanent record
- Follows up, supervises, and coordinates committee work
- Carries out all tasks delegated by the President
- Discusses with the President the functioning of the organization and the effectiveness of its meeting
- Recommends ways of improving the efficiency and effectiveness of meetings

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EXECUTIVE BOARD SECRETARY

The Executive Board Secretary is vital to the health and progress of every student group. The Executive Board Secretary's job entails a great deal of careful attention to detail, not only in taking accurate notes of all the proceedings, but also in preparing the minutes and in conducting correspondence on behalf of the organization. The historical record of the organization depends on the quality of the Secretary's performance.

Duties may include but are not limited to:

Before the Meeting

- Prepare agenda forms and materials for members and for use in the executive meeting • Work cooperatively with the Vice President to make available the work tools for each meeting
- Inform class officers and Representatives of important information pertaining to special events such as mixers and dances
- Announce all meetings, notify members of places and times, and make certain that all members have copies of minutes of the previous meeting

During the Meeting

- Take attendance quickly and efficiently
- Read the minutes of the previous meeting and record any changes, deletions, or additions approved at the meeting
- Record the actual wording of each motion (The Secretary may ask for a restatement or clarification by the person making the motion in order to assure accuracy) • Take careful notes of the proceedings for transcription to the minutes, the permanent record of the meeting
- Have available the minutes of all previous meetings for the year, and read or extract information from them upon request
- Present to the organization correspondence received since the previous meeting

After the Meeting

- Type up minutes (with date, all in attendance, ideas covered) for all executive officers and the Student Council advisor
- File copies of minutes for future reference and post to the Student council website timely • Update and maintain all binders and folders related to specific school events, jobs (i.e. concessions), and meetings to be passed on to next year's officers
 - Assume responsibility for correspondence on all Student Council and Student Association matters; write letters of request, thanks, and of congratulations

***Maintain the attendance and points system for the entire Student Council

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completion of points is April 1st.

EXECUTIVE BOARD TREASURER

The Executive Board Treasurer is responsible for accurate, complete accounts and plans. He/She is in charge of keeping track of the student council budget and informing the council of expenditures. The Executive Board Treasurer works very closely with the Class Treasurers in handling each class' budget.

Careful bookkeeping is the key to financial responsibility for the Student Council. Student Council funds must be spent to benefit the students who are presently in the school because they have contributed to raising the funds.

All bills are cleared through the student council advisor.

Duties may include but are not limited to:

Major Responsibilities

- Prepare a budget for the upcoming year with the assistance of the Executive Board and the advisor
- Supervise all money collecting operations and expenditures of the Student Council • Keep accurate records and accounts of all financial transactions
- Attend all executive and general assembly meetings
- Brainstorm and assist with all fundraisers
- Provide budget reports as needed
- Present all records to the Student Council advisor at the end of his/her term of office

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EXECUTIVE BOARD EVENTS COORDINATOR

The Executive Board Coordinator is responsible in assisting the Executive Board in coordinating Student Council events. He/She is also responsible for other Student Council tasks delegated by the Executive Board.

Duties may include but are not limited to:

Major Responsibilities

- Brainstorm, propose, and execute event planning
- Coordinate and plan student social functions
- Plan informal student events as desired by the presiding Executive Board • Organize and present the event updates for discussion at board meetings. • Responsible for determining costs for each event and reports budget to Treasurer • Carry out all delegated tasks pertaining to special Student Council events • Serve as liaison between the Executive Board and the class boards
- Assist all Executive Board officers as needed
- Carry out all other responsibilities as delegated by the Executive Board President

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CLASS PRESIDENT

The class is often the strongest link which an individual has to his or her high school and the spirit generated from class competition may be central to a sense of school pride. Students elected to class office have a special opportunity and challenge to serve individual students directly and to personally involve them in projects and activities.

Each class is required to have 1 meeting a month with your class officers and advisor, thus the role requires a great deal of communication with your individual class officers. The President of each class also serves on the Executive Board as a non-voting Representative to their class.

Duties may include but are not limited to:

Major Responsibilities

- Represent and serve as a spokesperson for the class
- Arrange meetings with the class advisor
- Communicate and work closely with the class advisor
- Bring monthly report to the Executive Board
- Communicate with Student Activities Coordinator regarding class events • Organize and oversee all class activities
- Serve as a liaison between the class and the Student Council Board
- Support school wide activities
- Conduct fundraisers to support class activities
- Attend and facilitate all class meetings
- Provide leadership and direction to other class officers, including delegating specific

tasks, establishing clear deadlines, and monitoring progress

Organization

- Planning and decision making needs to involve the entire class board
- Arrange meetings with the class advisor; Class officers should meet regularly •
Class meetings should be called whenever any decision needs to be made •
Publish class meeting agendas and facilitate all class meetings
- Oversee any committees that are formed to assist with an event or project •
Participate in class planning and activities

Communicating with Class Members

- A priority for officers should be to involve as many class members as possible in activities and projects; in addition to using the PA or bulletin board, creative methods for contacting individuals should be explored
- Be sure to include the class in the decision making process (when applicable); remember people tend to support that which they help create

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CLASS VICE PRESIDENT

The class is often the strongest link which an individual has to his or her high school and the spirit generated from class competition may be central to a sense of school pride. Students elected to class office have a special opportunity and challenge to serve individual students directly and to personally involve them in projects and activities.

The class vice president description is very similar to the class president. You will step in to run individual class meetings when the President is unable.

Duties may include but are not limited to:

Major Responsibilities

- Communicate and work closely with the class president and the class advisor •
Take over the president’s duties in his/her absence
- Help the class officers with all class events
- Oversee the organization of all class activities
- Serve as a liaison between the class and the Student Council Board
- Support school wide activities
- Conduct fundraisers to support class activities
- Attend and help facilitate all class meetings

Organization

- Planning and decision making needs to involve the entire class board
- Class officers should meet regularly
- Class meetings should be called whenever any decision needs to be made

Communicating with Class Members

- A priority for officers should be to involve as many class members as possible in activities and projects; in addition to using the PA or bulletin board, creative methods for contacting individuals should be explored
- Be sure to include the class in the decision making process (when applicable); remember people tend to support that which they help create

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CLASS SECRETARY

The Secretary is vital to the health and progress of every student group. The Secretary’s job entails a great deal of careful attention to detail, not only in taking accurate notes of all the proceedings, but also in preparing the minutes and in conducting correspondence on behalf of the organization. The historical record of the organization depends on the quality of the Secretary’s performance.

Duties may include but are not limited to:

Relay important information to the Executive Board Secretary

Take attendance and turn in a monthly attendance record to the Executive Secretary and a monthly set of meeting minutes

Before the Meeting

- Prepare agenda forms and materials for members and for use in the meeting • Inform class officers and Representatives of important information pertaining to special events such as mixers and dances
- Announce all meetings, notify members of places and times, and make certain that all members have copies of minutes of the previous meeting

During the Meeting

- Take attendance quickly and efficiently
- Take minutes at all class meetings

- Take careful notes of the proceedings for transcription to the minutes, the permanent record of the meeting
- Present to the organization correspondence received since the previous meeting

After the Meeting

- Type up minutes (with date, all in attendance, ideas covered) for all class officers and the class advisor
- File copies of minutes for future reference
- Write thank you letters to those who have helped the class (parents, teachers, etc.)
- Publicize class events and meetings (posters, announcements, press releases, etc.)
- Update and maintain all binders and folders related to specific class events, jobs (i.e. concessions), and meetings to be passed on to next year's officers

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CLASS TREASURER

The Treasurer is responsible for accurate, complete accounts and plans. The Class Treasurer works very closely with the Executive Board Treasurer in handling each class' budget. An example of this would be buying decorating materials for a dance, keeping track of how many materials are needed and the prices.

Careful bookkeeping is the key to financial responsibility for the Student Council. Student Council funds must be spent to benefit the students who are presently in the school because they have contributed to raising the funds.

All bills are cleared through the Executive Board Treasurer.

Duties may include but are not limited to:

Major Responsibilities

- Assist the class advisor with the bookkeeping duties
- Coordinate and keep track of sales/orders of class spirit shirts
- Brainstorm and assist with all fundraisers
- Provide budget reports as needed

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CLASS SERGEANT-AT-ARMS

The Sergeant-at-Arms is essential to making sure the class meetings run smoothly and efficiently.

Duties may include but are not limited to:

Major Responsibilities

- Interpret the constitution, rules of order, and procedures of the Student Council. • Keep order in the meetings.
- Attend all student council events.
- Work with President and committee on proper procedures.
- Default to Robert’s Rules of Order for meetings.

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CLASS REPRESENTATIVES

The major role of this position is for the Representatives for each class to get their class involved with the student council such as promoting spirit days, and informing them of important events.

Duties may include but are not limited to:

Major Responsibilities

To Students

- Report council actions accurately and regularly
- Attend all Student Council functions
- Think of what is best for the students when voting on issues
- Inform student of upcoming events
- Take informal polls on certain topics
- Make new students feel welcome

To Faculty and Administration

- Resolve not to abuse privileges
- Seek teacher's opinions on issues
- Ask faculty members to serve as chaperones, and thank them afterwards

To Other Representatives

- Be active in meetings
- Be dependable; don't make others finish your projects or work for you
- Word your motions carefully, to save time

To the Advisor

- Be conscientious about details
- Treat advisor with respect and concern
- Report minor problems before they become major problems

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