

## Student Council Officer Responsibilities

Listed below are some of the responsibilities and requirements of a Student Council Officer. Please read carefully.

1. Elected officers are required to be enrolled in the Advanced Leadership Class during their term of office.
2. Officers must maintain a minimum grade point average of 3.0
3. Officers must attend a weekly morning, after school, or lunch meeting as well as leadership activity club days and monthly full Student Council meetings.
4. All officers, except for the Sophomore Rep. At Large, must attend the BASIC Leadership Workshop sponsored by the OASC during the summer if they have not previously attended.
  - a. All new officers will attend **BASIC**, which is a leadership camp set up by the OASC. The deadline to register is May 1. The cost of the camp is \$300 and STUCO will pay for half *if there are enough funds*. Basic dates are available online at OASC.org.
  - b. The President will attend Advanced and STUCO will cover the total cost for it. The deadline to register is May 1. Advanced dates are available online at OASC.org.
5. Officers must have time to perform all required duties; jobs and other activities may not interfere.
6. Officers must assist with all fundraising.
7. Officers must follow all procedures outlined in the student handbook, constitution, and those set forth by school administrators and sponsors.
8. Officers must have sponsor approval before scheduling activities.
9. Officers must have approval prior to all purchases.
10. Officers must display leadership characteristics and qualities at all times.
11. Officers are required to attend all OASC functions.

Failure to meet these requirements may result in the loss of office.

## **President**

- Set goals for the organization
- Preside over all meetings
- Keep a calendar of all meeting and activities of the year
- Review and approve agenda of meetings
- Assign duties for all officers.
- Keep a list of phone numbers and addresses of all officers and sponsors.
- Appoint all committee members
- Call special Student Council and Executive Committee meetings.
- Represent or address the student body whenever it is deemed necessary or appropriate.
- Maintain correspondence with other schools
- Contact your senators
- Maintain at least a 3.0 GPA
- Assist in Fundraising
- Hold committee meetings
- Perform other duties assigned by the sponsors

## **Vice president**

- Assume the duties of the president in their absence
- Coordinate the activities of all committees
- Make sure the committee chairperson is fulfilling duties
- Keep record of all committees' chairpersons and their members
- Serve as the chairperson for Inner Council Committee
- Maintain the school calendar visible for all students (school website)
- Contact your senators
- Maintain at least a 3.0 GPA
- Assist in Fundraising
- Hold committee meetings
- Perform other duties assigned by the sponsors

## **Secretary**

- Keep records for the organization on file and up to date
- Notify members of their elected office
- Maintain minutes for ALL meetings
- Maintain officer attendance records for all records
- Bring to each meeting the book of minutes, bylaws, rules, membership lists, committee lists, the agenda, record, ballots, and any other necessary supplies.
- Contact your senators
- Maintain at least a 3.0 GPA
- Assist in fundraising
- Hold committee meetings
- Perform other duties assigned by the sponsors

## **Treasurer**

**\*\*All responsibilities go through and work in tandem with Ms. Baker\*\***

- Keep a record of the finances of the Student Council
- Collect and deposit all money to as directed by the president or sponsors
- Attend to financial matters and act upon appropriations and expenditures.
- Assist in preparation of purchase orders

- Organize all fundraising for student council
- Create budget for current school year
- Contact your senators
- Maintain at least a 3.0 GPA
- Assist in fundraising
- Hold committee meetings
- Perform other duties assigned by the sponsors

## **Reporter**

- Notify the school, Alumni association, and local newspaper of all student council activities
- Oversee all publicity by preparing and maintaining announcements, and the digital marquee.
- Keep up student council page on school website (vice-president provides calendar)
- Be the official photographer
- Prepare the student council scrapbook
- Coordinate and produce the end of the year video for the student body
- Contact your senators
- Maintain at least a 3.0 GPA
- Assist in fundraising
- Hold committee meetings
- Perform other duties assigned by the sponsors

## **Parliamentarian**

- Drafts meeting agendas
- Drafts assembly agendas
- Assists in conducting meetings
- Drafting, editing, and interpreting bylaws
- Expert in Roberts Rules of Order
- Assist the reporter with publicity and the student council scrapbook
- Coordinate and maintain the use of the outdoor marquee
- Contact your senators
- Maintain at least a 3.0 GPA
- Assist in fundraising
- Hold committee meetings
- Perform other duties assigned by the sponsors

## **Sophomore Representative**

- Help coordinate sophomore activities
- Assist other student council officers as needed
- Represent the sophomore class on the executive committee
- Contact your senators
- Maintain at least a 3.0 GPA
- Assist in fundraising
- Hold committee meetings
- Perform other duties assigned by the sponsors

## **Freshmen Representative**

- Help coordinate freshman activities
- Assist other student council officers as needed
- Represent the freshman class on the executive committee
- Contact your senators
- Maintain at least a 3.0 GPA
- Assist in fundraising
- Hold committee meetings
- Perform other duties assigned by the sponsors

**\*\*\*Print this page to include in your student council officer application\*\*\***

I have read and do understand the responsibilities and requirements listed above, and I agree to fulfill them if elected.

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Student Signature & Date

I have read and understand the requirements listed above and give my son/daughter permission to run for student council officer.

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Parent/Guardian Signature & Date

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