

# Sundance High School

## Student Council Officer Application

Thank you for your interest in running for Student Council Officer! Student Council Officers represent the student body of Sundance Junior-Senior High School and must be in high school, responsible, hard-working and be of good character. Please find attached: an application timeline and checklist; a list of the five officer positions available, and the duties of each; a declaration of candidacy and commitment statement, as well as a parent permission form, which also contains a space for a teacher's signature recommending you for the position you are seeking. These forms must be completed and returned by the posted deadline before you are considered a candidate.

### **Student Council Information:**

Officers are required to attend ALL student council meetings and functions. Two unexcused absences from meetings or functions, poor academic standing, and/or behavior problems will result in dismissal from the Council.

The student council officers must be committed to Sundance High School's Student Council mission, priorities, procedures, and projects. The SHS Student Council is the voice of the student body to the administration, faculty and staff, parents, and community at large. SHS's Student Council will work on service projects to benefit SHS and our community.

### **How do I become a Candidate?**

To be considered a candidate, you must read and complete the attached forms—including the signatures of student, parent/guardian, and recommending teacher by the posted deadline. **NO incomplete or late applications will be accepted.**

### **Campaign & Election Information:**

If you meet the requirements to run for office, you must attend a pre-campaign meeting. Then you will campaign for office by preparing a polished one to two-minute campaign speech on video (which will later be shown to the student body just prior to the election) that addresses the following points:

1. Why you want to be an officer
2. What your qualifications are
3. The personality traits that you possess which makes you a good leader
4. What goals or ideas you have that you would like to accomplish next year

Campaign posters must be approved by either the principal or the student council adviser prior to being displayed. **Negative campaigning is discouraged and is grounds for disqualification.** Good luck to all candidates!

## **Offices and Duties of Office**

Student Council officers are president, vice-president, secretary, treasurer, and reporter. The president must be either a junior or senior, while the vice-president, the secretary, the treasurer, and the reporter may be a freshman, sophomore, junior, or senior. Council officers are elected in the spring to serve office for the next school year. The officers of the council shall have the following qualifications:

- A. Good character, conduct, and effort.
- B. An academic average of C is required.
- C. Qualities of leadership.
- D. Satisfactory participation in extra-curricular activities

Listed below are the duties and responsibilities of officers:

### **President:**

- A. To preside over meetings of the Sundance High School Association of Student Council, and meetings of the executive council.
- B. To appoint standing committees
- C. To call special meetings of the Council with the approval of the advisor or the principal or the superintendent.

### **Vice-President:**

- A. To assume the duties of the president in his/her absence.
- B. To arrange assembly programs.
- C. To act as parliamentarian.

### **Secretary:**

- A. To preside at meetings in the absence of the president and the vice-president.
- B. To take minutes of meetings of the Council and of the executive committee.
- C. To carry on a necessary correspondence.
- D. To type the minutes of each regular and special meetings and email them to the adviser so they can be posted on the web site.

### **Treasurer:**

- A. To keep records of all finances of the SHS Student Council.
- B. To preside at meetings in the absence of the other officers.
- C. To develop/work on fund-raising projects

### **Reporter**

- A. To preside at meetings in the absence of the other officers.
- B. To write and send articles to the newspaper and to the Northeast Regional Representative about the activities of the Council.
- C. To make posters of upcoming events and hang them in the halls.

**PERMISSION TO RUN FOR STUDENT COUNCIL OFFICER –**

Due Tues., March 15, 2016 to Ms Jordan

Name \_\_\_\_\_

(Please print)

Circle the position for which you are running:

PRESIDENT      VICE PRESIDENT      SECRETARY      TREASURER      Reporter

I have read the attached information sheet, and the descriptions of the office for which I am seeking. I would like to submit my name as a candidate for student council officer.

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**Student Signature**

**Name of parent (please print)** \_\_\_\_\_

I give permission for my child to run for student council officer. I have read the attached information sheet. I understand that my child, if elected, will be required to attend meetings before school occasionally, and stay after school occasionally.

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**Parent Signature**

**Name of teacher (please print)** \_\_\_\_\_

I recommend this student as a candidate for student council officer. He/she meets these qualifications: responsible, hard-working, maintains a C average, demonstrates qualities of leadership and is of good character, conduct, and effort, with satisfactory participation in extra-curricular activities.

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**Teacher Signature**

Applicants who fail to answer this question will not be considered a candidate

Write a short essay—include the questions from page 1—This is the basis for your speech.

***Why do you think you would be a good candidate for the position you are seeking?***

## ***Leadership Qualities***

Every person has leadership qualities but some of us have had more opportunities to practice those qualities than others. Sometimes people don't even realize they have leadership qualities until they reach a crisis in life or until they read of list of leadership qualities. One of the purposes of student council is to help young people develop and utilize leadership skills.

Listed here are some leadership qualities:

Good leaders are good listeners—it is hard work to lead people, especially if they are not being heard and their needs are not being met.

Good leaders are great communicators—they use body language and attitude to support their verbal message. Good communication is clear, to the point, and easy to follow, which requires preparation. Some of us are gifted at speaking off the cuff but most of us benefit from the time we spend writing down our thoughts. Additionally, we can't always address people in person so we need to be able to communicate in writing as well.

Good leaders have the ability to bring people together—whether it is leading cheers at a pep assembly or working in a small group to accomplish a goal, leaders create an environment that invites and welcomes participation.

Good leaders have the ability to make people believe in themselves—in other words they are task managers rather than task masters. No one enjoys being given a task and being told they aren't doing the job correctly or worse yet having that task given to someone else. Coaching goes a long way in helping people accomplish their goals.

Good leaders have ability to use self-discipline—they manage their time and tasks in an organized manner. It might be something as simple as a daily To-Do-List or using a planner to using an online calendar or reminders on their phones and they keep those reminders until they have accomplished that task.

Good leaders have the ability to understand others—good leaders are able to put themselves in other people's shoes, thus they are able to let the stars shine for each individual. Some of us want/need to be front and center at all times, others of us just want/need a quiet spot where we can focus on the task at hand.