

## Responsibilities as a Student Council Representative:

Welcome to Student Council. As a representative of this council, there are certain responsibilities. *The first and most important priority is that you are a positive leader in this school and you demonstrate good character.*

As a Student Council Representative, you need to:

- Attend the Student Council Meetings every other Tuesday morning from 7-7:45 AM in **the library**.
- Keep your grades up. If your grades fall below a “C,” you will have 4 weeks from the day you receive a warning, to bring it up, otherwise your position will be revoked.
- Behave appropriately at all times while at school. This includes all classes, lunch, recess, etc. Inappropriate behavior could lead to temporary or permanent removal from Student Council.
- Participate in as many school-related activities as possible—especially the ones that Student Council plans.
- Be organized. Student Council activities and projects involve many different aspects, with different students responsible for different parts. If you are not organized, things will get lost and have to be re-done by you or someone else.
- Make sure your work for Student Council is done regardless of your schedule. If you are absent or miss a day because of sports, make sure that whatever you were working on gets done. You may have to do some work at home.
- Attend all meetings. You are only allowed one unexcused absences from a meeting otherwise you will be written up. Your next absence will cost your position from student council.
- Pay attention during our meetings.
- Be dependable. Report back to your classmates as needed and get ideas and input from them to bring to the Student Council meetings.

I, \_\_\_\_\_ agree to abide by the responsibilities listed above. If I do not, then I know I can lose my position as class representative for this school year 2013-2014.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Student Council Officer Responsibilities

**President:** You need to be a leader among leaders.

- You will **lead each Student Council Meeting**.
  - You need to understand how meetings are organized and follow proper procedures.
  - You will need to prepare for each meeting by creating an **agenda**. **The agenda is due to Mrs. Butteris the day before our meetings or there will be consequences.**
    - Copies of your agenda will be made by Mrs. Butteris to give to the entire council.
  - It is up to you to facilitate discussions during meetings. Don't let people interrupt others, talk out of turn, put down other people's ideas, bring up topics that are off the topic of discussion, etc.
  - You have to be **flexible**:
    - Sometimes you may have a meeting all planned, and we don't have time for everything.
    - Sometimes your ideas may not be acceptable to the council. **Compromise is key.**
  - You have to encourage **brainstorming**:
    - Even if a good idea is presented, ask if there are other ideas.
- You need to be **extremely organized**:
  - Keep a calendar/planner of the entire year with all materials.
- Always remember to **evaluate student council events afterwards** so we can make changes for the better.
- **You will need to maintain a C average in all classes; if it drops, you have 4 weeks to bring up that grade otherwise your position will be revoked.**
- Attend all meetings. You are only allowed one unexcused absence from a meeting otherwise you will be written up and after the second time, your position will be revoked. You must have a note or phone call from a parent if you miss a meeting, which will allow you to be excused.
- Although you do not need to be involved in every single student council activity, you do need to stay informed of everything that student council is doing. Other student council members, and teachers around the school, will depend on you and expect you to know what is going on.
- You need to learn how to **delegate responsibilities**. You do not need to do everything. Trust the other members of the council to do their fair share.
- You need to **encourage and compliment** the other members of the council. If you see somebody doing something good, let them know.
- You are expected to be a good role model and act like a leader **ALL OF THE TIME**, both in and out of school.
- You need to demonstrate all character pillars: **Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.**
- Be aware that you are more **visible** than most students.
- You will **abide by all rules** stated in our school handbook.
- You need to work closely with all of your officers.
- You need to participate in as many of the student council activities as you can.
- You need to be **dependable**. If you say you are going to do something or be somewhere, make sure you do it.
- Don't forget that you represent the student council at all times. Your behavior and academic reputation must remain positive.

I, \_\_\_\_\_ agree to abide by the responsibilities listed above. If I do not, then I know I can lose my position as president for this school year 2013-2014.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Vice President:

- Your responsibilities are less structured; therefore your main job is to act as the **creative mind** of the council. Since you do not need to prepare an agenda, meeting minutes, or a treasurer's report for each meeting, **what you should bring to each meeting is new ideas**. Think of new ways to raise money, to help a charity, to get more kids at school involved, to show teacher appreciation, etc.
- You take role call at each meeting.
- You will at times lead the monthly meetings:
  - You need to understand how meetings are organized and follow proper procedure.
- Although you do not need to be involved in every single student council activity, you do need to stay informed of everything that student council is doing. Other student council members, and teachers around the school, will depend on you and expect you to know what is going on.
- You need to encourage and compliment the other members of the council. If you see somebody doing something good, let them know.
- You need to participate in as many of the student council activities as you can.
- **You will need to maintain a C average in all classes; if it drops, you have 4 weeks to bring up that grade otherwise your position will be revoked.**
- Attend all meetings. You are only allowed one unexcused absence from a meeting otherwise you will be written up and after the second time, your position will be revoked. You must have a note or phone call from a parent if you miss a meeting, which will allow you to be excused.
- You need to be **dependable**. If you say you are going to do something or be somewhere, make sure you do it.
- Don't forget that you represent the student council at all times. Your behavior and academic reputation must remain positive
- You are expected to be a good role model and act like a leader **ALL OF THE TIME**, both in and out of school.
- You need to demonstrate all character pillars: **Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship**.
- Be aware that you are more **visible** than most students.
- You will **abide by all rules** stated in our school handbook.

I, \_\_\_\_\_ agree to abide by the responsibilities listed above. If I do not, then I know I can lose my position as vice president for this school year 2013-2014.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Secretary

Your job is essential. At each meeting we will be discussing a variety of things and it is up to you to make sure they are all recorded. The minutes of each meeting not only help keep us organized, but they are needed any time we deposit any money or withdraw any money. **Without proper minutes, the council cannot operate.**

- During each meeting you will need to take notes on all discussion and all voting. Don't be afraid to ask somebody to repeat something or ask for clarification. Minutes will then need to be typed and be ready for the following meeting.
- You will need to keep an organized folder of all past agendas and minutes.
- You will be in charge of all correspondence. You will need to write (or have somebody else write) all thank you letters from the council to chaperones, teachers helping at activities, etc.
- Although you do not need to be involved in every single student council activity, you do need to stay informed of everything that student council is doing. Other student council members, and teachers around the school, will depend on you and expect you to know what is going on.
- You need to encourage and compliment the other members of the council. If you see somebody doing something good, let them know.
- You need to participate in as many of the student council activities as you can.
- You need to be **dependable**. If you say you are going to do something or be somewhere, make sure you do it.
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- You will **abide by all rules** stated in our school handbook.

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**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Treasurer

The student council is involved in many activities that involve spending or raising money. It is up to you to keep track of this money by requesting a monthly printout from the school secretary.

- You will need to keep a **treasurer's log** so we can always know our account's balance.
- You will need to sign check requests, etc.
- Needless to say, everyone needs to be **very careful and precise if they are asked to help count money**.
  - Always have somebody else in the council double check by recounting the money. If their amounts are different from yours, you need to recount the money.
  - Never try to count money when a lot of people are in the room or if there is too much going on. It is too easy to lose track of your counting.
- You need to be **very organized**. All paperwork that you receive will need to be filed in your treasurer's folder.
- You will need to have a **treasurer's report at each meeting** explaining our balance (deposits, withdrawals, etc.)
- As treasurer, **your job is more than just keeping track of money**. You must also think about whether or not we will have enough money for future events we have planned. Therefore you need to keep track of what we are planning in the future.
  - If you think there might not be enough money for something, talk to the council so we can plan a fundraiser or change our plans.
- As treasurer you also need **think about how efficient we are when we spend money**. For example, if we spend \$200 on dance decorations, was it worth it?
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- You need to encourage and compliment the other members of the council. If you see somebody doing something good, let them know.
- You need to participate in as many of the student council activities as you can.
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**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_