

Student Council Executive Board

In our Student Council we have eight elected executive board offices available each school year: President, Vice President, Secretary, Treasurer, Senior Class Representative, Junior Class Representative, Sophomore Class Representative, and Freshman Class Representative. Current Student Council members may run for any of these offices; however, individuals who run for class representative may only run for the class he or she will belong to during the elected term.

If you would like to belong to the executive board, you should prepare a one to three minute speech about why you would be a good candidate for the position you would like. You will then present your speech to the council, who will vote to elect the best candidate for each office.

In order to help you decide which office might be right for you, here are job descriptions and expectations for each of the elected offices:

All executive board members are required to:

- Attend all executive board meetings (generally one before school meeting per month)
- Attend all Student Council meetings and sponsored events (generally there is one meeting and 1-2 event(s) per month; events are outside of the regular school day)
- Participate in all Student Council dress-up days

In addition, each office has specific responsibilities:

President

- Create and type monthly meeting agendas and e-mail them to advisors at least two days before our full council meetings
- Run monthly full council meetings
- Organize committee work and assign committee leaders
- Get administrative approval for all Student Council posters prior to hanging
- Remove Student Council event posters after events are finished

Vice-President

- Update Facebook with Student Council events/reminders
- Send out text messaging alerts to council members about upcoming events
- Update the Student Council display case one time per month

Treasurer

- Check in with advisor(s) one scheduled day per week in case there are invoices to sign
- Read budget updates to the council once per meeting
- When needed, assist in money counting after events

Secretary

- Send around meeting attendance at monthly meetings
- Organize and punch attendance cards
- Take notes about each monthly meeting
- Read meeting notes at the beginning of the next scheduled meeting

Senior Class Representative

- Bring ideas from your class to every executive board meeting
- Take pictures of people in your graduating class who are participating in Student Council spirit days
- Upload pictures to Mrs. Kruger's computer or a flash drive
- Meet monthly with the other class representatives to work on the Student Council scrapbook

Junior Class Representative

- Bring ideas from your class to every executive board meeting
- Take pictures of people in your graduating class who are participating in Student Council spirit days
- Upload pictures to Mrs. Kruger's computer or a flash drive
- Meet monthly with the other class representatives to work on the Student Council scrapbook

Sophomore Class Representative

- Bring ideas from your class to every executive board meeting
- Take pictures of people in your graduating class who are participating in Student Council spirit days
- Upload pictures to Mrs. Kruger's computer or a flash drive
- Meet monthly with the other class representatives to work on the Student Council scrapbook

Freshman Class Representative

- Bring ideas from your class to every executive board meeting
- Take pictures of people in your graduating class who are participating in Student Council spirit days
- Upload pictures to Mrs. Kruger's computer or a flash drive
- Meet monthly with the other class representatives to work on the Student Council scrapbook

Elections will take place during the last meeting in May for the following school year, except for the representative election, which will take place in the fall.