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## Senior Class President

-  Proceeds over all meetings
-  Works with Senior Class Vice President & Class Presidents to compose agendas
-  E-mails all council members with meeting and event information as needed
-  Appoints chairpersons of all committees, and assigns responsibilities to each committee as needed
-  Meets with administration with updates and concerns from the student body
-  Proceeds over all events with enthusiasm and respect for the student body and staff
-  Performs all roles and duties as stated in the Student Council Constitution






## Senior Class Vice-President

-  Proceeds over all meetings when the president is absent or if he/she is removed from office
-  Works with Senior Class President & Class Presidents to compose agendas
-  Heads special projects when appointed by the senior class president
-  Attends all events and functions organized by the council unless otherwise told
-  Performs all roles and duties as stated in the Student Council Constitution

## Class Presidents

-  Works with Senior Class President, VP & Class Presidents to compose agendas
-  Heads special projects when appointed by Senior Class President
-  Performs all roles and duties as stated in the Student Council Constitution



## Secretary

-  Takes attendance at all meetings
-  Records accurate and precise minutes of each meeting and distribute copies to the representatives and teachers when directed by the president or the advisor
-  Keeps a permanent record of minutes (typed, dated, and signed) and responsible for all correspondence
-  Keeps a record of Executive Officers attendance
-  Prepares copies of meeting agendas for advisors & officers








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## Secretary (continued):

-  Keeps a record of the committees for certain events and notifies the advisor about students who did not attend their required duty
-  Performs all roles and duties as stated in the Student Council Constitution




## Treasure

-  Prepares and maintains an estimated budget and record of financial transactions
-  Submits a full financial report to the Student Council at all meetings
-  Reviews all financial transactions with advisor
-  Keeps accurate records of receipts
-  Involved in all fundraising activities
-  Helps with pep rally duties
-  Performs all roles and duties as stated in the Student Council Constitution


## Historian

-  Creates a visual and written record of Student Council activities and accomplishments (photos, articles, artifacts, etc.)
-  Documents Student Council's year progress in an online or hard copy format (scrapbook) with SMS
-  Uploads artifacts to the school's Student Council Facebook with SMS
-  Performs all roles and duties as stated in the Student Council Constitution

## Social Media Specialist




-  Documents Student Council's year progress in an online or hard copy format (scrapbook) and works with historians
-  Uploads artifacts to the school's Student Council Facebook with historians
-  Works with graphic designer to increase awareness for dances, fundraisers, spirit weeks, and any other Student Council function post on FB, twitter and Instagram

## Graphic Designer

-  Creates e-mails and flyers to spread awareness for dances, fundraisers, spirit weeks, and any other Student Council function and send to SMS to post on FB, twitter and Instagram

Non-elected position: (you may nominate yourself, no need to campaign)

## Class Representatives

-  Assists in making decisions in regards to dances, spirit week, social events and other Student Council events
-  Helps officers with any duties and/or tasks needed
-  Performs all roles and duties as stated in the Student Council Constitution

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