

Commissioners Roles and Responsibilities

Homeroom Commissioner

- Spirit Days
 - Responsible for every other Friday Spirit Days
 - Creating rules and regulations for dress and what counts
 - Lunch Time Competitions
 - Friday, Once a quarter teacher competition (not for homeroom points)
 - Coordinate with Tech Crew, PR to film and advertise.

Green

- Work to maintain a green theme campus
- Recycling programs, walk/bike to school, reduce carbon footprint, green week.
- Tree Maintenance Project
 - Work to build basins and mulch around the 24 new trees by track.

Public Relations

- Track All leadership hours
- Record Volunteer Hours
 - Required outside of class hours
 - Total hours spent of Activities
- Social Media Up Keep
 - Facebook, Twitter, Tumblr, Google+, other- App for all together to manage at one time
- Announcements
 - For all leadership activities
- Display Case
 - Update HR competition results and point spread, upcoming activities, past activities

Charity Liaison

- Spear head the charity organization activities on and off campus
- Coordinate with other officers for project/activities on campus
- Set school goal for amount to be raised for school year
- Plan how to go about raising funds and collecting donations

Tech

- Website Maintenance
 - Manage online form for updating website
 - Check site daily for update requests and correct info being displayed
 - Create/Maintain officers/commissioners emails
- Video/Movie of Leadership Activities
 - Quarterly Movie Made to promote Leadership/Student Council
 - Shooting all leadership activities and incorporating into video
- Equipment
 - Maintain and Catalog all cords, cables, mics, speakers, cameras etc.
- Speaker Set-Up
 - Coordinate will leadership/student council members for setting up speakers for activities on campus
 - Coordinate with Miller Staff to set up speakers for Miller Events
 - Students will miss class time for this

- **Treasurer**

- Student Store
 - Inventory
 - Decide which inventory to purchase
 - Buy more inventory when running low
 - Document all inventory in the Student Store
 - Deposits
 - Make a deposit every two weeks, or weekly, including:
 - Money earned in those two weeks (counted and organized)
 - Spreadsheet with what was sold, how much it was sold for, how much it was bought for, and profit
 - Software
 - Manage the website, scanner, and take care of the laptop
 - Enter in new items into software with barcode, profit, etc.
 - Workers
 - Create a form for students to work at the Student Store, and oversee them
 - After School Workdays
 - Clean up the Student Store every 2-3 months
 - Trash
 - Dust
 - Restock inventory
 - Create posters
- Money Manager
 - Reimbursements
 - Sign, take pictures, and turn in the reimbursement forms to Mrs. Kentz
 - Create a spreadsheet to document reimbursements
- Deposits
 - Count and record money from all events, such as:
 - Dances
 - Movie Nights
 - Student Store
 - Sports Concession Stand
 - Any event selling food or products
- Budget
 - Create a preliminary budget in the beginning of the year
 - Get preliminary budget approved by Homeroom Reps
 - Update the budget with the reimbursements on a weekly basis