

DETAILS ABOUT EXECUTIVE OFFICE POSITIONS

EXECUTIVE PRESIDENT - SENIORS ONLY

- Must attend all Overall and Senior Class meetings, as well as any committee meetings of which they are a member.
- Must learn to use Parliamentary procedure to run an effective meeting
- Must vote only on matters on which the council is equally divided.
- Act as chairperson of the Executive Committee.
- Act as chairperson of the Constitution and Governance Committee.
- Preside over all Student Council-related activities.
- To call meetings when necessary, with the consent of the advisor(s).
- To serve as a student representative to the school board for the Student Council.

EXECUTIVE VICE PRESIDENT - SENIORS ONLY

- Must attend all Overall and Senior Class meetings, as well as any committee meetings of which they are a member.
- Must take the duties of the Executive President in their absence
- Act as chairperson of the Elections Committee.
- To serve as program chairperson for assemblies, pep rallies, conferences, and special meetings.
- To serve as a consultant to committee chairpersons.
- To serve as Student Council representative to the school board with the Executive President

EXECUTIVE SECRETARY - JUNIORS OR SENIORS ONLY

- Must attend all Overall and Senior Class meetings, as well as any committee meetings of which they are a member.
- Act as chairperson of the National Council of Excellence Committee.
- To handle correspondence for the Student Council.
- To calculate accurate records of attendance percentage for each Student Council member.
- To maintain accurate records of attendance at meetings and activities of the general Student Council.

EXECUTIVE TREASURER - JUNIORS OR SENIORS ONLY

- Must attend all Overall and Senior Class meetings, as well as any class or committee meetings of which they are a member.
- Act as chairperson of the Finance and Fundraising Committee; oversee all fundraisers
- To create an Overall council budget with the assistance of class treasurers
- To calculate accurate records of financial transactions within each class as money is spent or received
- To maintain accurate records of attendance at meetings and activities of the general Student Council.

EXECUTIVE REPORTER - SOPHOMORES, JUNIORS, OR SENIORS ONLY

- Must attend all Overall meetings, as well as any class or committee meetings of which they are a member.
- Act as chairperson of the Publicity Committee; create and/or approve all official social media graphics, announcements, and flyers before they are circulated
- Act as the point of contact for the Bulletin Board Adoption Program
- Write and distribute press releases to local media outlets
- Hold regular check-in meetings with class presidents to help publicize class events and fundraisers