

## **Student Council Officers Responsibilities**

### Student Council President:

- Run all student council meetings
- Plan events for homecoming, pep rallies, prom, senior day, and fundraisers
- Create an agenda for all meetings
  1. Agenda must be submitted the Monday before a meeting
  2. Collaboration must take place between all officers
  3. Agenda should be concise and time allotted for each point
- Must attend ALL meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Must be a Senior

### Student Council Vice President:

- Step in as acting President when needed
- Plan events for homecoming, pep rallies, prom, senior day, and fundraisers
- Help create agendas
- Must attend ALL meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Must be a sophomore, junior or senior

### Student Council Secretary:

- Must attend ALL meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Keep attendance for all meetings
- Keep a list of student council members and their total absences
- Keep a list of all student email addresses
- Write down minutes for each meeting, type up, and email out to all student council members

### Student Council Junior Representative:

- Must attend ALL meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Help plan events for student council
- Represent the junior class by making sure juniors are informed of and participate in activities (prom, homecoming, making posters, fundraisers, etc.)

### Student Council Sophomore Representative:

- Represent the sophomore class by making sure sophomores are informed of and participate in activities (prom, homecoming, making posters, fundraisers, etc.)
- Must attend ALL meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Help plan events for student council

### Student Council Freshman Representative:

- Help plan events for student council
- Must attend ALL meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Represent the freshman class by making sure freshmen are informed of and participate in activities (prom, homecoming, making posters, fundraisers, etc.)

## **Class Officers and Duties:**

### Senior Class President:

- Must attend ALL student council meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Assists with class specified events
- Assists with graduation and baccalaureate (gives a speech)
- Attends Rotary Club events

### Senior Class Vice-President:

- Must attend ALL student council meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Assists with class specified events
- Assists with graduation and baccalaureate
- Attends Rotary Club events

### Senior Class Treasurer:

- Must attend ALL student council meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Assists with class specified events
- Assists with graduation and baccalaureate
- Attends Rotary Club events

### Senior Class Secretary:

- Must attend ALL student council meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Assists with class specified events
- Assists with graduation and baccalaureate
- Attends Rotary Club events

### Junior Class President:

- Must attend ALL student council meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Help with class rings
- Assists with class specified events
- Attends and assists with Camp LHS
- Assists with graduation and baccalaureate

### Junior Class Vice-President:

- Must attend ALL student council meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Help with class rings
- Assists with class specified events
- Attends and assists with Camp LHS
- Assists with graduation and baccalaureate

Junior Class Treasurer:

- Must attend ALL student council meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Help with class rings
- Assists with class specified events
- Attends and assists with Camp LHS
- Assists with graduation and baccalaureate

Junior Class Secretary:

- Must attend ALL student council meetings-meetings can only be missed if pre-approved by Mrs. Miller or Mrs. Brewer
- Help with class rings
- Assists with class specified events
- Attends and assists with Camp LHS
- Assists with graduation and baccalaureate