

Roles of Executive Council Officers

All Governing Board members:

1. Serve as a model of responsibility and friendship to the student body.
2. Cheerfully serve the school community.
3. Perform specific duties of his/her office.
4. Support the school and its programs.
5. Speak to those who can help about concerns he/she has about individuals in the school community as well as about school policy.

President

1. Determines a time and place for Executive Council meetings.
2. Determines when Governing Board meetings are needed.
3. Speaks to Moderator and/or Vice-Principal to schedule extra meetings, assemblies, or functions.
4. Sets agendas for Governing Board meetings.
5. Gives a copy of agenda to moderator and to all Governing Board Members. Oversees all committees.
6. Maintains order, respect, and spirit among the student body.

Vice-President

1. Assists the President in planning meetings.
2. Replaces the President whenever necessary.
3. Chairs the Assembly Committee.
4. Maintains a positive attitude and spirit throughout the student body.

Treasurer

1. Maintains an accurate record of all class income and expenses.
2. Deposits all collected funds by the classes to the bank. Helps other officers maintain order during class meetings.

Secretary

1. Takes notes at all Governing Board meetings and gives a copy of the minutes to moderators and the Executive Council President by the next Governing Board meeting.
2. Writes Thank You notes (and purchases Thank You gifts if needed) for all who perform services for the class.
3. Helps other class officers maintain order during the meetings.

Spirit/Activities Coordinator

1. Coordinates the two main Executive Council dances: Winter Ball and Homecoming.
2. Increases attendance at athletics, dramatics, social and other school events.
3. Helps to coordinate school and class activities.

Service Coordinator

1. Locates and provides information for individual and school service projects.
2. Organizes the Holiday Food Drive.
3. Chairs the Service Committee.