

President

- Create Agendas for each meeting (w/Vice President)
 - Receive approval of agenda by teacher prior to meeting
 - (copy to PR Coordinator)
- Lead and prepare for meetings
- Keep meetings organized using parliamentary procedure
- Oversee (lead, guide, inquire) all committees
 - Should have VP and other officers assist
- Attend Superintendent meetings 1x per quarter (predetermined dates)
- Attend Officer meetings 1x per quarter
- Meet with ACP Administration as needed
- Set leadership example for other officers and members
- Help lead at events (or delegate)
- Rotate attendance with other officers at Booster Club meeting (when able to)
- Keep FOLDER in an orderly fashion with agendas, committees etc.
- Meets with other officers and Advisor once a week



Vice President

- Lead meetings in President's absence
- Create Agenda w/President for next meeting
- Help oversee committees and keep them on track
- Attend committee meetings with President or if they can't
- Assist treasurer with PO's, cash collection reports etc.
- Takes minutes in the secretary's absence
- Set leadership example for other officers and members
- Help lead at events
- Tracks representative service hours, notify leaders of those not making the goal
- Keep FOLDER in an orderly fashion with agendas, committees etc.
- Rotate attendance with other officers at Booster Club meeting (when able to)
- Meets with other officers and Advisor once a week



Secretary

- Types and maintains accurate minutes for each StuCo meeting
- Gives copy of minutes to PR Coordinator, Mrs. Smith and Advisor (Ms. Lee)
- Keeps attendance records of all members present/absent/tardy at meetings
- Maintains a minutes binder
- Records, creates or assigns and distributes “Thank You’s” as needed throughout year
- Keep Calendar Board updated in cafeteria
- Rotate attendance with other officers at Booster Club meeting (when able to)
- Meets with other officers and Advisor once a week



Treasurer

- Maintains ongoing record of all money spent and earned by StuCo
- Keeps ongoing balance and reports at each meeting
- Completes and tracks all Purchase Requisitions, Purchase Orders and Cash Collection Reports
- Assists overseeing and guiding committee groups as directed by StuCo President or Advisor (Ms. Lee)
- (Backup to VP) Tracks representative service hours, notify leaders of those not making the goal
- Maintains Treasurers 3 ring binder with all documents
- Rotate attendance with other officers at Booster Club meeting (when able to)
- Meets with other officers and Advisor once a week



Historian

- Photographs, records and documents all activities of StuCo for the year in chronological order
- Submits articles to ACP and Community newsletters as necessary
- Assists overseeing and guiding committee groups as directed by StuCo President or Advisor (Ms. Lee)
- Maintains 3 ring binder documenting all activities
- Rotate attendance with other officers at Booster Club meeting (when able to)
- Oversees students photographing StuCo events
 - Usually includes some scrap booking techniques but can also include news articles, clippings, pictures etc.
- Meets with other officers and Advisor once a week



Public Relations Member

- Ensures announcements are made in advance, during and follow up student body events
- Participates in committees to ensure posters / flyers are made
- Works with other officers and reps to ensure Student Council is meeting the needs of the student body
- Works with Historian to ensure all events are covered and publicized
- Rotate attendance with other officers at Booster Club meeting (when able to)
- Ensure people know what we are doing – when the student body doesn't know what we are doing, they assume we are doing nothing.
- Meets with all members at weekly meetings

