

# STUCO JOB DESCRIPTIONS

## **STUDENT COUNCIL ADVISOR:**

The role of the Student Council Advisor is to provide direction, counsel and guidance in the supervision of extracurricular activities hosted by the Student Council. They should be able to administer and implement district and school policies and procedures in a manner which protects the welfare of students.

### **Specific Duties and Responsibilities:**

- Coordinate and schedule activities
- Schedule Student Council Meetings
- Serve as a resource person
- Supervise handling and accounting of money
- Supervise and chaperone activities
- Supervise election of officers and election of representatives
- Supervise fundraising activities
- Supervise transportation arrangements
- Guidance in problem solving and conflict resolution
- Communicate with Admin Team and Faculty
- Ensure that all activities are acceptable to the school and are in accordance with district and school policies
- Ascertain that the Council constitution and bylaws are always in keeping with state, district and school regulations

## **STUDENT COUNCIL OFFICERS:**

- 1 **President:** The President runs regular and executive board meetings when possible, appoints ad hoc committees, sets the example for the council, monitors officers, arranges student exchanges if wanted, and has the veto power over any item passed by the Council. This veto may be overridden by a 2/3 vote by Council at the meeting where the veto occurred and/or at the next regular meeting.
- 2 **Vice-President:** The Vice-President serves in the place of the President in his or her absence, helps the Secretary with duties, read and is in charge of all activity requests, orders and

maintains all supplies, and plans middle school leadership day. The Vice-President succeeds the President in the case of a vacancy even if the Vice-President is a junior at the time of the vacancy.

- 3 **Secretary:** The Secretary takes daily attendance, writes the agendas, keeps the official files organized, types the minutes, and handles the official paperwork of the Council.
- 4 **Treasurer:** The Treasurer is consistently in contact with the bookkeeper's office, keeps the Council's running account balances, keeps all financial records, oversees all fundraisers, teaches all members of the appropriate handling and mailing of all financial documents, and is financial advisor to the entire Student Council.
- 6 **Social Chair:** The Social Chair is in charge of planning all events exclusively for the Student Council, such as but not limited to retreats and ad hoc entertainment.
- 7 **Sergeant of Arms:** The Sergeant of Arms maintains classroom order, admonishes disruptive and inappropriate behavior, and begins class daily. They are also responsible for leading the council and school in establishing and supporting the school in all activities.
- 8 **Historian:** The Historian is in charge of documenting all events that FRHS Student Council puts on, including but not limited to taking photographs and making scrapbooks.

### **STUDENT COUNCIL COMMITTEE HEADS:**

Committee Heads are assigned by the Advisor and Officers to lead a small group of Student Council Representatives in planning and carrying out specified activities and projects. They are responsible for organizing, delegating and supervising events that are assigned to them.

### **STUDENT COUNCIL REPRESENTATIVES:**

Student Council Representatives are required to be an active member of the specific committee they are assigned to and carry out all jobs assigned to or carried out by that committee. They are required to be at every required Student Council activity, represent their class' views, and maintain a positive role in leadership throughout the school and community.

### **STUDENT COUNCIL EXECUTIVE BOARD:**

The Executive Board consists of all Officers and Committee Heads. They decide and make emergency decisions for the Student Council, construct agendas, decide discipline, and evaluate activities and committees.