

Student Council Officer Positions and Roles

President:

MUST BE AN 8TH GRADER* *MUST GIVE A SPEECH BEFORE ELECTION

- Lead all meetings
- Give assistance, guidance, and praise
- Act as a facilitator during discussion
- Maintain frequent contact with faculty and administration
- Work with advisor on all planning
- Participate in student council sponsored activities/events

Vice President:

MUST BE A 7TH GRADER* *MUST GIVE A SPEECH BEFORE ELECTION

- Work closely with President
- Assume President's duties when needed
- Work with President and Treasurer in preparing calendar and budget
- Work with advisor on all planning
- Assist the President in preparing meeting agendas
- Participate in student council sponsored activities/events

Treasurer:

- Oversee council expenses and revenues
- Maintain an accurate and detailed financial record
- Work with President and Vice President in preparing calendar and budget
- Participate in student council sponsored activities/events

Public Relations:

- Keep student body informed of events, fundraisers, and service projects
- Responsible for communicating service project information (with president/VP)
- Make suggestions for student council website
- Participate in student council sponsored activities/events

Secretary:

- Keep an account of minutes at every meeting
- Keep an accurate account of attendance at every meeting
- Help maintain student council files
- Maintain contact information for people who work with the council
- Responsible for "Thank You" cards
- Participate in student council sponsored activities/events

Historian:

- Document Activities of the Council (ie. Photos, Scrapbooking)
- Provide information to yearbook staff
- Participate in student council sponsored activities/events

Grade Level Representative:

- Represent RMS
- Maintain frequent contact with president, vice president, and advisor
- Attend all Officer Meetings
- Participate in student council sponsored activities/events