

Leadership Positional Responsibilities

ASB President

Duties include, but not limited to

- Assume ASB President's responsibilities in his/her absence
- Supervise the ASB Secretary and Treasurer
- Monitors Student Council officers and committees to verify they are fulfilling the respective Job Duties (**Publicity, Student Staff Connections, Sound/Video**)
- Serve as Representative on School Site Council
- Plan, organize, and execute Quarterly Blood Drives

ASB Vice President

Duties include, but not limited to

- Assume ASB President's responsibilities in his/her absence
- Supervise the ASB Secretary and Treasurer
- Monitors Student Council officers and committees to verify they are fulfilling the respective Job Duties (**Publicity, Student Staff Connections, Sound/Video**)
- Serve as Representative on School Site Council
- Plan, organize, and execute Quarterly Blood Drives

ASB Secretary

Duties include, but not limited to

- Monitor Class Secretaries to verify they are fulfilling their responsibilities
- Record and Distribute Minutes for weekly ASB Meetings
- Maintain Official Calendar of Events for ASB
- Take and Record Roll using tardy cups
- Plan, organize, and execute Quarterly Blood Drives

ASB Treasurer

Duties include, but not limited to

- Assume responsibilities of the Class Secretary in his/her absence
- Monitor Class Treasurers to verify they are fulfilling their responsibilities
- Maintains financial records for the class
- Keep track of all the class expenses
- Reports financial status at class meetings and at officer meetings
- Develop fundraising activities for the class
- Help advisors count money, deposit money, and keep track of money for any fundraising
- Plan, organize, and execute Quarterly Blood Drives

Leadership Positional Responsibilities

Class President

Duties include, but not limited to

- Reports directly to head class advisor and the ASB president
- Meet weekly with the Activities Director and Executive Council
- Meet weekly with your class council and Class advisor
- Serves as the communication link between the class and student council relaying all pertinent information at student council meetings
- Plans and conducts class meetings **(1 class meeting a month)** with agenda prepared and submitted 48 hours in advance
- Coordinate all agenda items for class meetings to ensure that all members attend
- Monitors class officers to verify they are fulfilling the responsibilities of their office
- Supervise and attend all class events
- Recruits class members to work/participate in class activities and projects
- Maintains consistent, regular contact with class advisor
- Sets goals for class officers
- Ensures there is effective and plentiful publicity for every class event

Class Vice President

Duties include, but not limited to

- Assume responsibilities of the class President in his/her absence
- Supervise the class secretary in taking attendance and minutes at class meetings
- Participate in planning and attending all ASB and class events
- Maintain an official calendar of activities for class
- Assist the class president
- Meet weekly with your class council and Class advisor
- Recruits class members to work/participate in class activities and projects
- Ensures there is effective and plentiful publicity for every class event

Class Secretary

Duties include, but not limited to

- Assume responsibilities of the class treasurer in his/her absence
- Record and distribute minutes from all class meetings (minutes must be typed and distributed to all class officers, advisors, and Activities Director)
- File class minutes in binder
- Record fundraising requests
- Meet weekly with your class council and Class advisor
- Recruits class members to work/participate in class activities and projects
- Ensures there is effective and plentiful publicity for every class event

Leadership Positional Responsibilities

Class Treasurer

Duties include, but not limited to

- Assume responsibilities of the class Secretary in his/her absence
- Assist the Activities Director and Bookkeeper in maintaining accurate and efficient accounting of the class account
- Develop fundraising activities for the class
- Meet weekly with your class council and Class advisor
- Recruits class members to work/participate in class activities and projects
- Ensures there is effective and plentiful publicity for every class event

Student Staff Connections

Duties include, but not limited to

- Organize Leadership Birthday Celebrations
- Recognize Staff and Student of the Month (Bulletin Board and Certificates)
- Print and have Certificates and Photos ready by the 15th of each month.
- Keep monthly nominations
- Help plan Staff Appreciation gifts throughout the year
- Help plan Staff Appreciation week in May
- Coordinate Thank you Thursdays – write Letters of Appreciation to Staff members and deliver.
- Assign, Coordinate, and Collect “About Me” for Leadership students

Historian

Duties include, but not limited to

- Take and Collect photos of all ASB Activities throughout the year.
- Upload photos to online storage.
- Encourage student to share photos using *Band*
- Create and maintain an annual Scrapbook documenting ASB activities
- Create and present End of the Year Slideshow

Lunchtime Activities

Duties include, but not limited to

- Plan, organize, and execute one FUN-Friday each month
- Assist with Spirit and Rally when needed
- Complete Activity Planner *and* Debrief for each month’s event

Leadership Positional Responsibilities

Publicity

Duties include, but not limited to

- Assist the Student Council in poster-making, social media, bulletins, and “Plus One”
- Posters – around campus
- Social Media – Facebook, Twitter, Instagram, Snapchat
- “Plus One” – Chalk, flyers in restroom, wearing something, whiteboards, A-Frame, C-Wing Bulletin Board

Each member is responsible to document what he or she did for events throughout the year using the following Monthly Event Planner:

SBO

Duties include, but not limited to

- Manage and run the Student Body Office before school, during lunch, and after school.
- Design new school attire and Beyer Pride items.

Sound & Video

Duties include, but not limited to

- Make publicity videos for ASB events
- Create *clean* playlists approved by Teacher for events

Spirit

Duties include, but not limited to

- Responsible for promoting and generating school spirit on campus
- Keep and oversee spirit count competitions
- Current member of the Red Sea
- Plan, organize, and execute school Rallies (Welcome Week, Fall and Winter Homecoming)
- Complete Rally Script and *submit at least 1 week in advance of each Rally*
- Plan and Decorate stadium and gym for Homecomings
- Attend Red Sea meetings at least twice a month
- Create and display Athletic posters for school
- Work with Sound and Video to do feature videos of Athletes
- Seasonal Varsity Athlete Recognition (candy, notes, locker decorations, etc.)
- Help plan, organize, and attend Pink Out
- Face Painting at Lunch on Fridays