

Student Council Election: Roles and Responsibilities

The Student Council will hold elections each school year in the spring. The Council will be made up of elected members, as well as students who choose to participate in monthly Town Hall meetings.

Roles and Responsibilities for Officers and Representatives

Officers: One student currently in 9-11th grade will be elected; must serve a minimum of one term (full school year)

- **President**
 - Plans the calendar and meetings
 - Creates agenda for meetings
 - Leads meetings
 - Facilitates discussions
 - Works with advisors on all planning,
 - Participates in all Student Council sponsored activities and events
- **Vice President**
 - Works closely with President
 - Assists in creating agenda and calendar
 - Organizes, edits, and delivers communication to the Council via email
 - Assumes responsibilities of President and/or Secretary when needed
 - Brings new ideas to the President
 - Maintains Google Classroom page for the Council
- **Secretary**
 - Records minutes at each meeting
 - Keeps record of attendance at all meetings
 - Maintains contact information for all members
 - Helps advisor maintain all Student Council files

Student Representatives: Two students per grade level will be elected; must serve a minimum of one term (full school year)

- **Senior Representatives**
 - Represent the 12th grade student body; frequently communicates with peers to bring concerns, questions, and ideas to the President; keeps student body informed of activities and events
- **Junior Representatives**
 - Represent the 11th grade student body; frequently communicates with peers to bring concerns, questions, and ideas to the President; keeps student body informed of activities and events
- **Sophomore Representatives**
 - Represent the 10th grade student body; frequently communicates with peers to bring concerns, questions, and ideas to the President; keeps student body informed of activities and events
- **Freshmen Representatives:** TO BE ELECTED IN THE FALL OF EACH SCHOOL YEAR
 - Represent the 9th grade student body; frequently communicates with peers to bring concerns, questions, and ideas to the President; keeps student body informed of activities and events