

# Duties of Student Council Leaders



## President

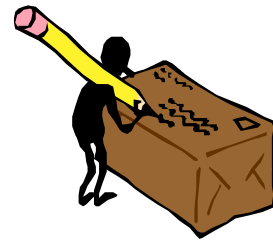
- ❖ Represent the student body at school, district, and civic meetings
- ❖ Develop agenda for and preside at student council meetings.
- ❖ Knows the basic rules of parliamentary procedure.
- ❖ Votes when there is a tie.
- ❖ Conducts him/herself with academic integrity and exemplary conduct.

## Vice President

- ❖ Represent the student body at school, district, and civic meetings (as requested by the president)
- ❖ Knows the basic rules of parliamentary procedure.
- ❖ Serves in the absence of the president.
- ❖ Coordinates the work of committees.
- ❖ Heads important committees.
- ❖ Conducts him/herself with academic integrity and exemplary conduct.

## Secretary

- ❖ Keeps accurate minutes of meetings.
- ❖ Handles all council correspondence.
- ❖ Reports at each meeting the minutes from previous meeting.
- ❖ Type materials for student council officers and committee chairpeople.
- ❖ Conducts him/herself with academic integrity and exemplary conduct.



## Treasurer

- ❖ Presents proposed budget of activities to the student council.
- ❖ Handles all funds.
- ❖ Keeps accurate record on income and expenses.
- ❖ Reports at each meeting on money matters.
- ❖ Coordinates fundraising projects of the student council.
- ❖ Conducts him/herself with academic integrity and exemplary conduct.

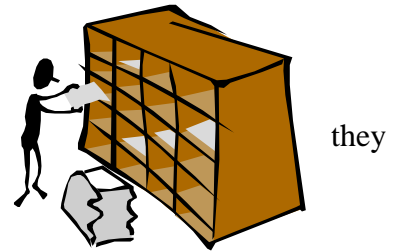


## Historian

- ❖ Keeps newspaper clippings and council photos in an organized notebook.
- ❖ Informs media about upcoming student events.
- ❖ Conducts him/herself with academic integrity and exemplary conduct.

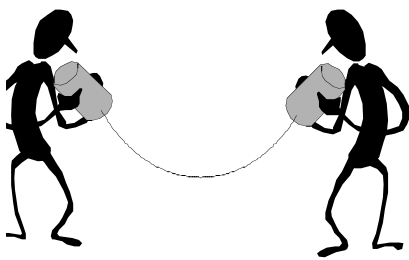
## Committee Chairpeople

- ❖ Recruit members for the committee.
- ❖ Write the agenda and run the committee meetings.
- ❖ Inform officers of progress and problems that arise.
- ❖ Delegate tasks of the committee and follow up with members to be sure are completed.
- ❖ Fulfill the committee goals/action plan as designated
- ❖ Conducts him/herself with academic integrity and exemplary conduct.



## Committees

- ❖ Responsible for special projects
- ❖ Elect chairpersons to lead them.
- ❖ Projects may include: school spirit, safety, fundraising, awards, etc.



## Class Representatives

- ❖ Attend student council meetings and report back to classrooms.
- ❖ Report class feedback to the council.
- ❖ Rotate positions to give more students a chance to participate.
- ❖ Conducts him/herself with academic integrity and exemplary conduct.

## Advisor

- ❖ Oversees student council meetings and activities.
- ❖ Instructs students on holding elections and running for office.
- ❖ Helps student council establish goals, plan a calendar, and form a budget.

Each student council has its own set of responsibilities. The school, principal, advisor, council members, and student body define these. Since some of their opinions may contradict each other, your council must decide what its responsibilities are.

*(The above information was copied from the National Association of Elementary School Principals and from the Middle Level Student Councils Guide for Students & Advisors, NASSP)*

