

Student Council Job Descriptions

President: The President of Student Council must be a very responsible 5th grade student with at least an 85% average, excellent character and a good behaviour record. He/she, along with the Vice President and Secretary, will prepare the agenda for each Student Council meeting. The President must attend and run all Student Council meetings unless his/her absence is unavoidable. He/she will be in charge of planning the calendar of Student Council events for the school year, and will be the liaison between Student Council and School Faculty (mainly the Student Council Advisor). He/she must be comfortable speaking in front of the whole school. The President must also be a positive role model for the rest of the students. The President serves for the entire school year.

Vice President: The Vice President of Student Council must be a very responsible 4th grade student with at least an 85% average, excellent character and a good behaviour record. He/she will assist the President in all of his/her duties. He/she will help the President in creating the agendas for the Student Council meetings. He/she must attend all Student Council meetings for his/her term of office and preside over Student Council meetings if the President cannot. He/she must be ready to take over from the President if necessary. The Vice President must also be a positive role model for students. He/she can only serve as Vice President for one term.

Secretary: The Secretary must be a really responsible and attentive grade 5 student who has excellent character, at least an 85% average, a good behaviour record and possesses strong writing skills. He/she is in charge of taking detailed notes called 'minutes' for every single Student Council meeting. The Secretary must help the President and Vice President prepare the agenda before each meeting. He/she is also in charge of making sure that all members of Student Council receive a copy of each meeting's minutes and the agenda one day before Student Council meetings. He/she will be in charge of writing all proposals for Student Council activities to be reviewed by the Student Council Advisor and the Principal. The Secretary is also in charge of writing all thank you notes and letters of sympathy as well as any other writing duties of the Student Council. He/she must attend all Student Council meetings. The Secretary serves for the entire school year.

Assistant Secretary: The Assistant Secretary must be a very responsible 4th grade student who has excellent character, at least an 85% average, a good behaviour record and who possesses strong writing skills. He/she will assist the Secretary with all of his/her duties and responsibilities to ensure that all of the Student Council's writing duties are completed. He/she can only serve as Assistant Secretary for one term.

Treasurer: The Treasurer must be a grade 5 student who has excellent character, at least an 85% average, a good behaviour record and possesses strong Math skills. He/she is in charge of all Student Council Funds. He/she is also in charge of creating Student Council fundraising. He/she must also budget for the various Student Council activities throughout the year. He/she must keep an accurate record of money used and give a report each term to the Student

Council Advisor and the Principal about the Council's funding. He/she must attend all Student Council meetings. The Treasurer serves for the entire school year.

Assistant Treasurer: The Assistant Treasurer must be a 4th grade student who has excellent character, at least an 85% average, a good behaviour record and who possesses strong Math skills. He/she will assist the Treasurer with all of his/her duties and responsibilities to ensure that all of the Student Council's finance duties are done. He/she can only serve as Assistant Treasurer for one term.

Class Representatives: Class Representatives must be responsible students who do well academically and have good behaviour records. Class Representatives represent their classes from grades 1-6; each class gets two Class Representatives per half term – one boy and one girl. It is the Class Representatives' responsibility to bring their classes' desires to the attention of the Student Council as well as to inform their class of the Student Council's decisions and activities. They must attend all Student Council meetings for their term of office – half a term. A Class Representative cannot serve twice in a row although they may run once more during the academic year.

Public Relations Officer: The Public Relations Officer must be a grade 5 student who has excellent character, at least an 85% average, a good behaviour record and who possesses strong verbal and written communication skills. He/she shall organise publicity of the Student Council's activities and cooperatively work with the School Office staff to publicize upcoming student activities on the St. Hugh's Prep School website and to email parents Student Council information. He/she will work with the President to create public address announcements. The Public Relations Officer must attend all Student Council meetings. The Public Relations Officer serves for the entire school year.

Assistant Public Relations Officer: The Assistant Public Relations Officer must be a grade 4 student who has excellent character, at least an 85% average, a good behaviour record and who possesses strong verbal and written communication skills. He/she will assist the Public Relations Officer with all of his/her duties and responsibilities to ensure that all of the Student Council's public relations duties are done. He/she can only serve as Assistant Public Relations for one term.