

## DUTIES OF EACH STUDENT COUNCIL OFFICER

### PRESIDENT: (Grade 5 only)

The President will:

- \*Be in charge of and run all Student Council meetings.
- \*Organize committees.
- \*Take turns beginning assemblies with the Pledge of Allegiance and introduction of guests.

### SECRETARY: (Grade 5 only)

The Secretary will:

- \*Write the minutes of every Student Council meeting and turn a copy of them into Mrs. Glover and Mrs. Miller within 2 days of each meeting.

### TREASURER: (Grade 5 only)

The Treasurer will:

- \*Report to Mrs. Glover at least one day prior to each Student Council meeting for a balance of Student Council funds.
- \*Help out in the student store on a weekly basis.
- \*Help count money after school.

### ALL STUDENT COUNCIL ELECTED OFFICERS WILL:

- \*Actively work on committees.
  - \*Attend all Student Council meetings.
  - \*Actively support all Student Council approved activities.
  - \*Set a good example of leadership to all Garden Road students.
- Complete all required responsibilities outlined for the position.

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### VICE-PRESIDENT: (Grade 4 only)

The Vice-President will:

- \*Take over any presidential duties as required if the President is absent.
- \*Write a monthly article for The Gardener detailing Student Council activities.
- \*Help out in the Student Store on a weekly basis.

### PUBLICITY: (Grade 4 only)

The Publicity Chairperson will:

- \*Be responsible for posters and announcements of Student Council activities.
- \*Help with posters for character development.

### HISTORIAN: (Grade 4 only)

The Historian will:

- \*Keep a scrapbook of activities.
- \*Present the scrapbook to the school at the end of the year.

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- \*Complete all required responsibilities outlined for the position.