

Our Lady of Mount Carmel School
Student Council Officer Responsibilities
2016-2017

I. PRESIDENT

A. QUALIFICATIONS

1. Must be in 7th or 8th grade while in office
2. Must have served a minimum of one year on the Student Council in an elected office.

B. DUTIES

1. **Must** attend Summer Leadership Camp (June 27 – July 1)
2. Supervises and attends all student body activities
3. Presides at all meeting of the Student Council
4. Must prepare a typed agenda at least one day in advance and present to the Student Council moderator and principal
5. Checks on work assigned to other commissioners and committee members to see that it is being accomplished.
6. Responsible for making sure all members are updating Student Council binder on a monthly basis.

II. VICE PRESIDENT

A. QUALIFICATIONS

1. Must be in 7th or 8th grade while in office
2. Must have served a minimum of one year on the Student Council in an elected office

B. DUTIES

1. **Must** attend Summer Leadership Camp (June 27 – July 1)
2. Serves in the absence of the president or other missing officers (see all duties of President above)
3. Leads the student body in the Pledge of Allegiance at morning assembly
4. Takes charge of Student Council elections
5. Assists the principal in the planning of student body assemblies

III. COMMISSIONER OF FINANCE AND SECRETARY

A. QUALIFICATIONS

1. Must be in 7th or 8th grade while in office

B. DUTIES

1. Keeps accurate record of all Student Council meetings and submits typed minutes and attendance records to Student Council, moderator, and principal on a weekly basis
2. Takes charge of all Student Council sales
3. Makes sure all fliers are submitted to principal with proposals in advance.
4. Checks with school bookkeeper and makes a monthly report to the Student Council and principal on the total finances.

5. Makes sure all Student Council members, moderator, principal, and faculty have monthly Student Council activity calendar one week prior to following month.
6. Writes all correspondence and filing of records for Student Council.

IV. COMMISSIONER OF BOYS' ATHLETICS

A. QUALIFICATIONS

1. Must play on all sports teams
2. Must be in 6th, 7th, or 8th grade while in office

B. DUTIES

1. Must report daily to the athletic director and principal
2. Shall be responsible for greeting visiting teams and officials
3. Shall see that the school is informed about upcoming games and events through morning announcements, posters, newsletters, and calendars
4. Shall submit to the school secretary information for the Parents' Newsletter and Faculty Bulletin regarding the school sports programs by submitting a season calendar at the beginning of each season and a weekly calendar noting any changes in the seasonal/practice calendar
5. Shall be responsible to make sure that ALL equipment and benches are set up and put away for school games and that all litter is removed following games.
6. Maintains all athletic equipment on a monthly basis and makes sure each classroom has a ball monitor

V. COMMISSIONER OF GIRLS' ATHLETICS

A. QUALIFICATIONS

1. Must play on all sports teams
2. Must be in 6th, 7th, or 8th grade while in office

B. DUTIES

1. Must report daily to the athletic director and principal
2. Shall be responsible for greeting visiting teams and officials
3. Shall see that the school is informed about upcoming games and events through morning announcements, posters, newsletters, and calendars
4. Shall submit to the school secretary information for the Parents' Newsletter and Faculty Bulletin regarding the school sports programs by submitting a season calendar at the beginning of each season and a weekly calendar noting any changes in the seasonal/practice calendar
5. Shall be responsible to make sure that ALL equipment and benches are set up and put away for school games and that all litter is removed following games.
6. Maintains all athletic equipment on a monthly basis and makes sure each classroom has a ball monitor

VI. COMMISSIONER OF ASSEMBLIES

A. QUALIFICATIONS

1. Must be in 6th, 7th, or 8th grade while in office
2. Must be willing to be a public speaker

B. DUTIES

1. Carefully prepares birthday bags on a monthly basis to avoid forgetting a birthday.
2. Clearly and loudly announces student's and staff's birthdays at morning assemblies
3. Be sure sound equipment is set up for assemblies prior to first bell
4. Responsible for making sure Student Council meeting room is set up and put back in order for the meetings

VII. COMMISSIONER OF SCHOOL SPIRIT

A. QUALIFICATIONS

1. Must be in 6th, 7th, or 8th grade while in office

B. DUTIES

1. Organizes and plans at least one school spirit day each trimester
2. Encourages student participation at all events
3. Attends all student body activities, including sports tournaments
4. Leads student body in patriotic songs at morning assembly
5. Works closely with Commissioner of School Families to promote school spirit

VIII. COMMISSIONER OF PUBLICITY AND PUBLIC RELATIONS

A. QUALIFICATIONS

1. Must be in 6th, 7th, or 8th grade while in office

B. DUTIES

1. Takes charge of publicizing Student Council activities by submitting posters/fliers to principal for approval
2. Maintains the Student Council bulletin board regularly
3. Posts fliers and advertises events

IX. COMMISSIONER OF RELIGIOUS AFFAIRS

A. QUALIFICATIONS

1. Must be in 6th, 7th, or 8th grade while in office
2. Must be a practicing Catholic

B. DUTIES

1. Takes charge of all student religious activities by working closely with the faculty Religion Coordinator
2. Leads the school in Morning Prayer at Morning assemblies
3. Leads the student body in response at all masses
4. Plans two fundraisers for the less fortunate during the year

X. COMMISSIONER OF SCHOOL FAMILIES

A. QUALIFICATIONS

1. Must be in 6th, 7th, or 8th grade while in office

B. DUTIES

1. Meets with school family parents to explain responsibilities and go over binder explaining what must be written every year
2. Assists in the passing on of school families at 8th grade awards assembly
3. Plans and submits for approval monthly school family activities/masses
4. Works with school secretary to make sure all new students are assigned to school families

XI. COMMISSIONER OF SCHOOL SAFETY

A. QUALIFICATIONS

1. Must be in 6th, 7th, or 8th grade while in office

B. DUTIES

1. Acts as chairperson of school safety program
2. Works with principal on safety program for the school
3. Raises school flags in the morning and takes down school flags in the afternoon
5. Locks all gates in the morning and unlocks gates in the afternoon for carline

XII. COMMISSIONER OF ECOLOGY

A. QUALIFICATIONS

1. Must be in 6th, 7th, or 8th grade while in office

B. DUTIES

1. Develops an ecological program for the school
2. Develops ways to encourage recycling and keeping the lunch tables clean
3. Monitors recycling is taking place in classrooms once a week
4. Helps students keep the school yard clean and publishes a monthly schedule for the teachers and students on Student Council bulletin board (Mrs. Regan's 2-week calendar)

REQUIREMENTS OF ALL STUDENT COUNCIL OFFICERS

- **Must be registered as a returning student for the 2016-17 school year**
- **Must attend Student Council retreat on Monday, August 22nd, 9:00 A.M. to 1:00 P.M. at school**
- Must attend weekly Student Council meetings (held on Tuesday at lunch and on Wednesday afternoon)
- Must attend occasional emergency meetings
- Must bring Student Council notebook to meetings
- Must demonstrate appropriate and polite conduct
- Must follow through with commitments and duties as outlined
- Must have classroom teacher's permission before leaving or missing any class for Student Council business and **must make up any missed activity or assignment.**
- Must maintain "B" average in all subjects while in office, including behavior and effort

As leaders of the school, you are held to a VERY high standard.