

Cowan Fundamental Student Council Officer Positions and Responsibilities

President:

- **6th grader**
- Run Student Council meetings
- Meet with advisors (Mrs. Galian/Shepherd/Casagrande) weekly for jobs and updates.
- Write the agenda and schedule every meeting during monthly executive meetings.
- Communicate with the staff and administration on issues of concern and/or areas of interest.
- Attend all Student Council executive and general meetings and present monthly reports
- Represent the student body at school and other events.
- Plan projects and assign committee chairs with members and advisors.
- Work in conjunction with the PTC to coordinate activities.
- Ensure that all committee chairs are completing their duties promptly and professionally
- Delegate responsibilities as needed.
- Be familiar with the Student Council Constitution.
- Know the rules of parliamentary procedure (Roberts Rules of Order).
- Be responsible for all executive decisions.
- Encourage and motivate the Student Council and it's members.
- Follow up promptly and thoroughly on all assignments
- Show School Spirit at all times.

Vice President:

- **5th grader**
- To aid the President with their duties.
- Assume the President's role and responsibilities in the event of their absence.
- Attend all Student Council executive and general meetings and present monthly reports along with the President.
- Heads a monthly Classroom Reps meeting to discuss ideas, concerns, or problems
- Communicates clearly and consistently with the grade level representatives on new ideas, concerns, or problems.
- Represents the student body at school and other events.
- Delegates responsibilities as needed.
- Oversees the work of all committees
- Meet with advisors (Mrs. Galian/Shepherd/Casagrande) weekly for jobs and update.
- Assist the President and Advisor where ever needed.
- Be familiar with the Student Council Constitution.
- Know basic rules of parliamentary procedure.
- Encourage and motivate the Student Council and it's members.
- Follow up promptly and thoroughly on all assignments.
- Show School Spirit at all times.

Parliamentarian: 6th grader – NEW

- Ensure all rules are followed by all members during each meeting.
- Learn the basic rules of parliamentary procedure using Roberts Rules of Order
- Teach the basic rules of parliamentary procedure to the Student Council.
- Know the Student Council Constitution.
- Assist the President on rules of conduct, motions, etc. during each meeting.
- Encourage and motivate the Student Council and it's members.
- Follow up promptly and thoroughly on all assignments.
- Show School Spirit at all times.

Secretary:

5th grader

- Record, compile, and distribute the Student Council executive and general meeting minutes.
- Keep accurate minutes of meetings.
- Report minutes at every meeting
- Carry on any communication needed for the executive board.
- Take attendance at all Student Council executive and general meetings.
- Keep an attendance record of all meetings.
- Deliver a copy of the Student Council minutes and attendance to the Student Council advisor within 3 days of the meeting.
- Write all correspondences for the Student Council.
- Assume the responsibilities of the Vice President in the event of their absence
- Represent the Student body at school and other events.
- Delegate responsibilities as needed.
- Be familiar with the Student Council Constitution.
- Know basic rules of parliamentary procedure.
- Encourage and motivate the Student Council and it's members.
- Follow up promptly and thoroughly on all assignments.
- Show School Spirit at all times

Public Relations: 6th grader – NEW

- Communicator to all Student Council members via email/phone.
- Create work schedules for any Student Council event or project.
- Coordinates with PTC to help promote school events/projects.
- Meet with advisors (Mrs. Galian/Shepherd/Casagrande) weekly for jobs and updates
- Make weekly school-wide announcements over intercom.
- Head Advertisement Committee – Create posters, flyers, etc. for SC events/projects.
- In charge of decorations or supplies for all events – coordinate with the advisor
- Assume the duties of Secretary in the event of their absence.
- Delegate responsibilities as needed.
- Be familiar with the Student Council Constitution.
- Know basic rules of parliamentary procedure.
- Encourage and motivate the Student Council and it's members.
- Follow up promptly and thoroughly on all assignments.
- Show School Spirit at all times

Historian:

4th & 5th grader (1 each) – 2 open positions – NEW

- Take pictures at every event.
- Create a yearly scrap-book recording, in pictures and notes, the events of the year
- Assist the Student Council Advisors to update the school website with Student Council news and pictures.
- Assist the Public Relations Officer in creating posters, flyers, any type of propaganda for a Student Council event or project.
- Must be knowledgeable in or willing to learn slide-show and movie maker technologies.
- Delegate responsibilities as needed.
- Be familiar with the Student Council Constitution.
- Know basic rules of parliamentary procedure.
- Encourage and motivate the Student Council and it's members.
- Follow up promptly and thoroughly on all assignments.
- Show School Spirit at all times

Treasurer:

4th grader

- Keep track of Student Council funds; fundraisers and expenses
- Maintain an accurate and updated record of finances.
- Report the state of all funds, including earnings, deposits, and expenditures to the Student Council at each general meeting.
- Oversee all financial matters of the Student Council with the aid of the Student Council advisors.
- Assist the advisor in counting money, filling out deposit and withdrawal slips as needed
- Delegate responsibilities as needed.
- Be familiar with the Student Council Constitution.
- Know basic rules of parliamentary procedure.
- Encourage and motivate the Student Council and it's members.
- Follow up promptly and thoroughly on all assignments.
- Show School Spirit at all times

Student Council Representative Responsibilities

4th Grade Representatives – 2 open positions per class

- Attend all Student Council general meetings.
- Communicate your grade level classmates' ideas to the Student Council.
- Report any news or events to your class and the primary classes you have been assigned.
- Participate in Student Council Committees
- Attend all committee meetings you belong to.
- Be familiar with the Student Council Constitution.
- Become familiar with parliamentary procedure.
- Encourage and motivate students at our school.
- Follow up promptly and thoroughly on all assignments.
- Show School Spirit at all times

5th Grade Representatives – 2 open positions per class

- Attend all Student Council general meetings.
- Communicate your grade level classmates' ideas to the Student Council.
- Report any news or events to your class and the primary classes you have been assigned.
- Participate in Student Council Committees
- Attend all committee meetings you belong to.
- Be familiar with the Student Council Constitution.
- Become familiar with parliamentary procedure.
- Encourage and motivate students at our school.
- Follow up promptly and thoroughly on all assignments.
- Show School Spirit at all times

6th Grade Representatives – 2 open positions per class

- Attend all Student Council general meetings.
- Communicate your grade level classmates' ideas to the Student Council.
- Report any news or events to your class and the primary classes you have been assigned.
- Participate in Student Council Committees
- Attend all committee meetings you belong to.
- Be familiar with the Student Council Constitution.
- Become familiar with parliamentary procedure.
- Encourage and motivate students at our school.
- Follow up promptly and thoroughly on all assignments.
- Show School Spirit at all times