

# Student Council Job Descriptions

## **President:**

- Facilitate Class Meetings
- Schedule and attend monthly meetings with officers
- Attend Lunch meetings with STUCO Advisers
- Maintain Communication with Mrs. Baxter
- Attend STUCO Officer events ie Camp Copass
- Organize and lead fall and spring service project

## **Vice- President:**

- Serve as President when necessary due to absence of President
- Establish snack schedule
- Collect votes-inputs from classmates as needed on issues prior to class meetings (fellowship or fundraising ideas)
- Attend Lunch meetings with STUCO Advisers
- Attend STUCO Officer events ie Camp Copass

## **Secretary:**

- Fill our STUCO form and turn into office
- Email minutes/notes/updates to class about meetings or events
- Attend lunch meetings with STUCO Advisers

## **Treasurer (if not filled the responsibilities fall to VP):**

- Plan and execute class fundraisers along with other class officers
- Keep financial records and work with Mrs Krull on accounting.
- Email Mrs Krull before a fundraising event or tshirt sales etc if parents are paying thru DCA
- Attend lunch meetings with STUCO Advisers