

KHS Leadership Positions

ASB PRESIDENT (must have prior Leadership experience in school or clubs)

- Presides over all meetings of the ASB council, Student Council, and Leadership Class
- Is familiar with all school wide activities
- Maintains an updated schedule of Student Store shifts for their individual council
- Represents the Student Body at required school, district, and community events
- Develops the agenda for all formal meetings of ASB using the executive cabinet as required
- Supervises the functioning of the elected and appointed Student Body Officers
- Signs requisitions and purchase orders when needed
- Meets with the Activity Director, outside of class, at least twice a month to establish communication between the administration and the ASB
- Reviews and approves all new Club Constitutions and Bylaws prior to presentation to ASB
- Delegates committees for all class activities
- Keeps a record of all Leadership activities
- Reviews committee updates at least twice a month
- Provides periodic presentations and speeches for special events
- Maintains a project file evaluation of current and past ASB activities
- Supervises the Class Presidents, and assigned Commissioners
- Meets with the Activity Director weekly, outside of class, to discuss ASB events
- Is familiar with all the various forms to be completed
- Creates and completes at least one School Improvement/Beautification Project while in office with the assistance of other ASB officers
- Enrolls in and acts as an evaluator for Leadership Class participation and on-task behavior

ASB VICE PRESIDENT (must have prior Leadership experience, in school or clubs)

- Assumes the office and duties of President in the absence of the President
- Represents the Student Body at required school, district, and community events as requested by the President
- Acts as the chairperson to review all proposed amendments to the ASB Constitution
- Makes revisions to the Constitution that are approved by the Student Council
- Sets up for Student Council Meetings
- Maintains a project file evaluation of current and past ASB activities
- Supervises the Class Vice-Presidents and assigned Commissioners
- Meets with the Activity Director weekly, outside of class, to discuss ASB events
- Is familiar with all the various forms to be completed
- Assists the ASB President in completing at least one School Improvement/Beautification Project while in office.
- Enrolls in and acts as an evaluator for the Leadership Class participation and on-task behavior

ASB SECRETARY

- Helps ASB President with the preparation of the agenda for each formal meeting
- Takes minutes in all meetings and distributes copies to the assistant principal, bookkeeper, activity director, athletic director and Leadership class (Due the Monday following each meeting)
- Creates a computer-generated monthly newsletter to be issued to student classrooms, staff, and administration
- Writes press releases about all ASB activities and distributes to all local newspapers, coordinating with the Publicity Commissioner
- Maintains a project file evaluation of current and past ASB activities
- Writes all letters of appreciation on behalf of the ASB
- Is familiar with the office staff
- Is familiar with all the various forms to be completed
- Supervises the Class Secretaries and assigned Commissioners
- Meets with the Activity Director weekly, outside of class, to discuss ASB events
- Assists the ASB President in outlining and keeping records of the ASB officers' School Improvement/Beautification Plan
- Enrolls in and acts as an evaluator for the Leadership Class participation and on-task behavior

ASB TREASURER

- Is responsible for the major fundraising activities of ASB including the Student Store
- Promotes and assists with the sale of ASB cards
- Prepares a budget report of all income/expense accounts after completion of ASB sponsored activities in coordination with the appropriate Officer/Commissioner
- Checks with bookkeeper weekly to ensure that all accounts are in good standing
- Presents ASB financial updates during Student Council meetings
- Maintains financial records of the Student Body as required
- Maintains financial reports of all class budgets
- Assigns and enforces fines when necessary at all Student Council meetings
- Approves all supply orders for ASB
- Approves all spending of ASB funds
- Oversees and approves all class/club/organization requisitions and fundraising requests
- Maintains a project file evaluation of current and past ASB activities

- Supervises the Class Treasurers and assigned Commissioners
- Assigns all budgets for all commissioners for all events
- Meets with the Activity Director weekly, outside of class, to discuss ASB events
- Is familiar with all the various forms to be completed
- Determines the amount of ASB funds to be spent on the ASB officers' school improvement/beautification project
- Assists the ASB President in completing at least one School Improvement/Beautification Project while in office
- Enrolls in and acts as an evaluator for the Leadership Class participation and on-task behavior

ASB BOARD REPRESENTATIVE

- Represents all students of Kimball High School to the Tracy Unified School District Board of Education and the School Site Council
- Is the main liaison between Kimball High School and the Tracy Community
- Attends and gives a report at all regular school board meetings (once a month on Tuesday at 7:00pm)
- Is the liaison between the administrators and the students to discuss student problems
- Makes a report at the Student Council meeting following the board meeting each month
- Collects and maintains ASB surveys if needed.
- Supervises the Commissioner Council
- Assists the ASB President in completing at least one School Improvement/Beautification Project while in office
- Enrolls in and acts as an evaluator for the Leadership Class participation and on-task behavior

Class Officer Position Descriptions

CLASS PRESIDENT

- Schedules and presides over all Class meetings and Class functions
- Represents the Class at all required class, school, district, and community events
- Serves as the spokesperson for the Class and presents reports regarding the Class every other week at Student Council meetings
- Attends all Student Council meetings, Class meetings and Presidents' meetings
- Develops the agenda for all Class meetings and distributes it to the ASB President, Class Officers, Class Advisor, and Activity Director
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Oversees all the Class Officers and makes recommendations
- Participates and assists with Class fundraising activities
- Meets with the Class Advisor outside of class at least twice a month
- Coordinates and works with the Class Vice President in developing Student Involvement and Parent Volunteer/Club networks and contacts to assist in all major and applicable class fundraisers and activities
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS VICE PRESIDENT

- Assumes the office and duties of the President in the absence of the President
- Represents the Class at required class, school, district and community events as requested by the President
- Coordinates and works with the Class President in developing Student Involvements and Parent Volunteer/Club networks and contacts to assist in all major and applicable class fundraisers and activities
- Maintains records of Student Involvement and Parent Volunteer/Club networks and contacts
- Attends all Student Council meetings, Class meetings and Vice Presidents' meetings
- Maintains communication with all other Class Officers
- Participates and assists with all Class fundraising activities
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Meets with the Class Advisor outside of class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS SECRETARY

- Assists the President with the preparation of the agenda for all Class meetings
- Takes minutes in all formal meetings and distributes copies to the ASB Secretary, Class Advisor, Assistant Principal, Activities Director, Bookkeeper, and all Class Officers
- Types necessary materials for Class Officers and advisors

- Writes letters of appreciation on behalf of the Class
- Creates Class donation letters
- Submits advertisements on behalf of the Class for Jag TV video announcements to the Activities Director at least one week prior to running the announcement
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Attends all Student Council meetings, Class meetings, and Secretaries' meetings
- Participates and assists with all Class fundraising activities
- Meets with the Class Advisor outside of Class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

CLASS TREASURER

- Is responsible for planning the fundraising activities for the Class
- Prepares a budget report of all income/expense accounts after completion of Class activities and shares with the Class Officers, Class Advisor, ASB Treasurer, and Activities Director
- Presents current Class financial information at Student Council meetings every other week
- Maintains the financial records of the class
- Submits monthly reports of financial activity to the ASB Treasurer
- Handles all purchase orders for the class
- Maintains a project file evaluation of all past and present Class activities, including agendas, minutes, and activity reports to share with Class Officers
- Maintains communication with all other Class Officers
- Attends all Student Council meetings, Class meetings and Treasurers' meetings
- Participates in all Class fundraising activities
- Meets with the Class Advisor outside of class at least twice a month
- Enrolls in the Leadership Class and assists with all ASB sponsored activities

Commissioner Position Responsibilities

RALLY COMMISSIONER

- Coordinates and executes all rallies with the help from the Assistant Rally Commissioner, ASB officers and the Leadership class
- Develops the rally agenda and script and submits a typed draft to the Activities Director at least two weeks before the rally for final approval
- Designs rally backdrops
- Promotes positive school spirit
- Prepares budget reports for all rallies/assemblies and submits it to the ASB Treasurer
- Delegates jobs for the Rally Committee
- Organizes a meeting with all prospective rally participants prior to the rally
- Holds rally performance try-outs when necessary with the Assistant Rally Commissioner and Activities Director and notifies participants of selection
- Obtains all performers' music prior to rallies
- Coordinates with the Assistant Rally Commissioner and Music Commissioner regarding music for rallies
- Keeps records of all income/expenses of school rallies/assemblies
- Develops ideas to increase Night Rally participation
- Presents reports regarding Rallies at Student Council meetings
- Enrolls in Leadership and assists with all ASB sponsored activities

ASSISTANT RALLY COMMISSIONER

- Assists the Rally Commissioner with coordinating and executing all rallies with the help from the ASB officers and the Leadership class
- Assists the Rally Commissioner in developing the rally agenda and script and submits a typed draft to the Activities Director at least two weeks before the rally for final approval
- Assists the Rally Commissioner with designs rally backdrops
- Promotes positive school spirit

- Assists the Rally Commissioner in preparing budget reports for all rallies/assemblies and submits it to the ASB Treasurer
- Delegates jobs for the Rally Committee
- Assists the Rally Commissioner in organizing a meeting with all prospective rally participants prior to the rally
- Holds rally performance try-outs when necessary with the Rally Commissioner and Activities Director and notifies participants of selection
- Obtains all performers' music prior to rallies
- Coordinates with the Rally Commissioner and Music Commissioner regarding music for rallies
- Assists the Rally Commissioner in keeping records of all income/expenses of school rallies/assemblies
- Develops ideas to increase Night Rally participation
- Presents reports regarding Rallies at Student Council meetings in the absence of the Rally Commissioner
- Enrolls in Leadership and assists with all ASB sponsored activities

MUSIC COMMISSIONER

- Organizes and plays music at all ASB sponsored events
- Plays music at athletic events, and helps coordinate music when the Music Commissioner cannot be present
- Sets up and controls the sound system for all school rallies, assemblies, and any ASB events requiring a sound system
- Understands and develops a concrete knowledge of all ASB sound systems for proper use and care
- Researches and plays appropriate music that provides diverse variety
- Creates CD's with appropriate and approved songs to play at ASB sponsored events
- Provides appropriate song lists of requests to contracted DJ's for dances
- Receives class/school input on music selections for events
- Obtains Activities Director and Assistant Principal approval prior to playing any music two weeks prior to the event
- Coordinates with the Rally Commissioner and Assistant Rally Commissioner regarding music for rallies
- Coordinates with the Lunchtime Activities Commissioner regarding music for lunchtime events
- Presents reports regarding Music at Student Council meetings
- Enrolls in Leadership and assists with all ASB sponsored activities

ATHLETIC COMMISSIONER

- Communicates with the Athletic Director/Coaches on a regular basis
- Represents the Athletic Department to the Student Council
- Encourages athletes' participation in ASB sponsored events
- Promotes all sporting events
- Posts Welcome Poster for visiting schools
- Coordinates posters for Senior Nights
- Attends Booster Club meetings to keep Leadership informed of their discussions and events regarding athletics
- Is familiar with all sports' schedules
- Coordinates with the Senior and Junior Class Officers to plan and execute the Powder Puff game
- Assists Lunchtime Activities Commissioner with Lunchtime Activities
- Assists Spirit Commissioner with spirit days and The Jungle
- Presents reports regarding Athletics and Powder Puff at Student Council meetings
- Enrolls in Leadership and assists with all ASB sponsored activities

CLUBS AND FUNDRAISING COMMISSIONER

- Coordinates Club Rush Week
- Maintains records of club officers, charters, constitutions, and bylaws
- Works with club presidents in promoting membership and participation
- Coordinates with the Lunchtime Activities Commissioner to schedule clubs for lunchtime activities
- Maintains club calendar with lists of fundraisers and lunchtime events
- Keeps clubs informed of ASB and class events
- Organizes the club participants for the Homecoming rally and parade
- Communicates the fundraising policy with all advisors and coaches
- Coordinates all fundraising on campus to help avoid competition
- Presents all fundraising requests for ASB approval at all student council meetings
- Coordinates with the ASB Treasurer to ensure that all fundraising activities occurring at Kimball High are legitimate
- Serves as a liaison between the Leadership class and clubs participating in rallies
- Presents reports regarding Clubs and Fundraising at Student Council meetings

- Enrolls in Leadership and assists with all ASB sponsored activities

COMMUNITY SERVICE COMMISSIONER

- Organizes community service school wide projects
- Researches a need for service projects in our community
- Plans and executes at least one Leadership community service project each quarter
- Keeps record of student involvement in community service projects
- Maintains contact with service clubs on and off campus
- Coordinates programs within the community
- Maintains neat and organized records of all service projects
- Coordinates with the Publicity and Social Media Commissioners to promote all ASB sponsored community service projects
- Presents reports regarding Community Service at Student Council meetings
- Enrolls in Leadership and assists with all ASB sponsored activities

DANCE COMMISSIONER

- Develops timelines for all dances (when tickets will be sold, when DJ is scheduled etc).
- Organizes all school dances (Homecoming, Swoosh Bam). Works with Junior/Sophomore class officers to assist with Prom and BTA.
- Responsible for ensuring all contracts are signed on time by adults and all fundraiser/check requests are submitted on time.
- Maintains accurate and neat records of all supplies that are bought and used for dances.
- Maintains budget reports for dance supplies
- Coordinates with Board Rep in order to request chaperones from various parent group meetings.
- Enrolls in Leadership and assists with all ASB sponsored activities

LUNCHTIME ACTIVITIES COMMISSIONER

- Organizes lunchtime events weekly in coordination with the Leadership class
- Schedules lunch activities during Homecoming, Swoosh Bam, and other designated spirit weeks
- Plans lunch activities that coincide with major events taking place at Kimball High School
- Works with the LTA committee to coordinate games that are safe, fair, and inclusive
- Obtains approval for lunchtime events from the Activities Director one week prior to execution
- Maintains accurate and neat records of all lunchtime activities
- Presents reports regarding lunchtime events at Student Council meetings
- Coordinates with the Spirit Commissioners to track all class spirit points during lunchtime events, if needed
- Coordinates with the Clubs & Fundraising Commissioner to involve LTA's hosted by KHS clubs
- Enrolls in Leadership and assists with all ASB sponsored activities

SPIRIT COMMISSIONER

- Maintains a positive attitude and promotes good sportsmanship
- Develops plans to increase student participation at athletic events
- Organizes and decorates The Jungle student spirit section
- Selects all dress up days for spirit weeks with the help from the Leadership Class
- Promotes Orange and Blue Day every Friday
- Works with the appropriate people to promote school spirit at rallies, games, etc.
- Knows and follows all VOL rules for spirit
- Organizes spirit days for all home Friday football and basketball games when a rally is not scheduled
- Develops new and appropriate ways to promote school spirit
- Coordinates with the Athletics Commissioners to promote sporting events
- Coordinates with the Lunchtime Activities Commissioners to execute lunchtime events
- Coordinates with the Publicity and Social Media Commissioners to publicize all spirit events
- Oversees the budget for spirit events and orders spirit merchandise for The Jungle
- Maintains an accurate and neat record of all spirit events including activity and budget reports
- Presents reports regarding Spirit at Student Council meetings
- Enrolls in Leadership and assists with all ASB sponsored activities

PUBLICITY COMMISSIONER

- Advertises all ASB activities throughout Kimball High School and the Tracy Community
- Conducts activities that promote Kimball High School in a positive manner
- Supervises all on-campus publicity pertaining to all ASB activities and sporting events
- Maintains an ongoing list of activities regarding who requires what kind of publicity
- Coordinates with appropriate Commissioners and Officers to publicize events
- Maintains master calendar
- Controls and edits all signs and posters ensuring they are appropriate and positive
- Submits advertisements for Jag TV video announcements to the Activities Director at least one week prior to running the announcement
- Submits advertisements to the Tracy Press to promote ASB sponsored events
- Assists in the making of signs for all ASB sponsored activities
- Coordinates with the ASB Treasurer to order poster supplies when necessary: tape, paper, markers, etc.
- Sorts through poster holder weekly, hangs up needed posters and disposes of old ones
- Updates and decorates the information kiosk weekly
- Coordinates with the Social Media Commissioner to advertise and promote all ASB sponsored events
- Presents reports regarding Publicity at Student Council meetings
- Enrolls in Leadership and assists with all ASB sponsored activities

SOCIAL MEDIA COMMISSIONER

- Advertises and promotes all ASB activities via social media platforms
- Conducts activities that promote Kimball High School in a positive manner
- Maintains and regularly updates the Kimball ASB social media accounts
- Keeps all Kimball ASB social media account passwords confidential, sharing only with the Activities Director and Administration
- Maintains an ongoing list of activities regarding who requires what kind of publicity
- Is familiar with the master calendar and sporting events calendar
- Uses the ASB social media accounts in an appropriate, positive manner
- Submits updates to the Activities Director for approval prior to posting on the ASB social media accounts
- Coordinates with the Publicity Commissioner to create posters, hang them up, and update the information kiosk weekly
- Coordinates with the appropriate Commissioner and Officers to publicize events
- Assists the Activity Director and ASB Officers in educating the Leadership Class on using social media platforms in a positive, appropriate manner
- Presents reports regarding Social Media at Student Council meetings
- Enrolls in Leadership and assists with all ASB sponsored events

STUDENT RECOGNITION COMMISSIONER

- Coordinates and runs all student recognition programs [Student of the Month, Academic Block K, Leadership Lock-ins (once a quarter), the Leadership Banquet, etc.]
- Recognizes the accomplishments of student clubs, teams, classes, etc.
- Recognizes Leadership birthdays in class
- Recognizes student achievements in the Leadership class on a regular basis
- Assists the Athletics and Community Service Commissioners with recognizing outstanding students
- Coordinates with the Publicity and Social Media Commissioners to promote student recognition programs
- Coordinates with the Staff Recognition Commissioner to plan and execute Staff Recognition events
- Maintains an accurate and neat record of all student recognition programs
- Develops new ways to recognize students and increase student participation in ASB sponsored events
- Enrolls in Leadership and assists with all ASB sponsored activities

STAFF RECOGNITION COMMISSIONER

- Coordinates and runs all staff recognition programs (Teacher Appreciation Week, Staff Breakfast, Teacher Spirit Attacks, etc.)
- Is the main liaison between the staff and Leadership at functions and activities
- Is responsible for all student-faculty relations, including ongoing programs for improving faculty acceptance and support of ASB functions
- Coordinates with the Spirit Commissioner to plan and execute spirit attacks for staff
- Helps overseeing Commissioners and Officers write letters of thanks to faculty members
- Develops new ways to recognize staff and include them in student activities

- Maintains an accurate and neat record of all staff recognition programs including activity and budget reports
- Includes all staff in spirit weeks and notifies them of dress-up days and activities
- Encourages staff participation in all ASB sponsored events
- Coordinates with the Student Recognition Commissioner to plan and execute Student Recognition events
- Presents reports regarding Staff Recognition at Student Council meetings
- Enrolls in Leadership and assists with all ASB sponsored activities

STUDENT STORE COMMISSIONER

- Keeps an updated Student Store binder that includes the current schedule given by ASB officers
- Creates Student Store gift certificates
- Is in charge of Jag Shack/Student Store maintenance including inventory and displays
- Advertises all Student Store merchandise in cooperation with the Publicity and Social Media Commissioners
- Is responsible for supervising the Jag Shack/Student Store with ASB Officers
- Ensures that the Jag Shack/Student Store is fully stocked and places orders when necessary
- Keeps inventory on store merchandise weekly and sends updates to the ASB Treasurer, Activities Director, and Bookkeeper
- Decorates the Jag Shack/Student Store for major holidays and school events
- Maintains an accurate and neat record of student store inventory, store shifts, purchases, etc.
- Keeps budget reports for the Student Store (preparing one at minimum for each quarter)
- Works with the Bookkeeper to maintain accurate records and place orders
- Presents reports regarding the Student Store at Student Council meetings
- Enrolls in Leadership and assists with all ASB sponsored activities