

ASB Officer Descriptions

Elected Positions: ASB

Title	Job Description
<p>ASB President</p> <p><i>Senior, at least 1 year of ASB experience</i></p>	<ul style="list-style-type: none"> ● Serve as Chief Executive Officer and the official representative of the ASB to all inter-school activities ● Serve as chairman and direct the activities of the ASB Cabinet ● Preside over all meetings of the ASB Cabinet ● Will attend, participate, plan, and assist in all ASB events. ● Establish the agenda for each weekly meeting ● Ensure all events are well staffed and thoroughly planned ● Appoint committees of ASB Cabinet as necessary ● Work to improve all school communication between students, staff, administration, parents, and community ● Organize special meetings of the ASB Cabinet as deemed necessary ● Serve as the major peer motivator of the ASB Cabinet ● Act as liaison between ASB and Activities Director, as well as with other schools ● Check in with ASB members on a regular basis to ensure they are doing their duties
<p>ASB Vice-President</p> <p><i>Senior, at least 1 year of ASB experience</i></p>	<ul style="list-style-type: none"> ● Run the ASB meetings in the absence of the President (will ascend to presidency in the case that the President can no longer fulfill his/her duties) ● Maintains Master Calendar with ASB Secretary ● Organizes and coordinates committee activities ● Assists President, Secretary & Treasurer to prepare weekly agenda & minutes
<p>ASB Secretary</p> <p><i>Junior or Senior</i></p>	<ul style="list-style-type: none"> ● Prepares agenda and materials for ASB Meeting with President & Vice-President ● Take minutes at all ASB meetings and keep organized records for audit ● Keep & post attendance records for all ASB meetings ● Take notes during non-meeting sessions, such as brainstorming ideas, committee lists, etc. ● Secure a substitute secretary in case of absence to read minutes and take minutes ● Organize communication within ASB ● With Treasurer, plan monthly ASB teambuilding activities ● Attention to detail to ensure all minutes and correspondence are reviewed for accuracy and clarity

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<p>ASB Treasurer <i>Senior, at least 1 year of ASB experience</i></p>	<ul style="list-style-type: none">● Sign and date all ASB financial disbursements, checking for proper signatures; pull out any questionable disbursements and check with the ASB Accountant● Organize any ASB fundraisers● Promote and organize ticket sales for all ASB events● Keep an up-to-date inventory of ASB supplies● Coordinate deposit process of club funds for large fundraisers (Food Fair, Winterfest, etc.) with Clubs Commissioner● Establish ASB budget (with Activities Director) in beginning of year and update throughout the year● With Secretary, plan monthly ASB teambuilding activities
<p>Publicity Chair <i>Junior or Senior</i></p>	<ul style="list-style-type: none">● Oversee all ASB promotional activities; advertise major school events● Meet with event heads to discuss promotional plans for their events● Ensure all marketing and event advertisements are sent to Multimedia team in advance for daily announcements● Update ASB social media on a regular basis with upcoming events● Maintain positive ASB presence online via social media and ASB Website
<p>Spirit/Rally Commissioners 4 Seniors*</p>	<ul style="list-style-type: none">● Organize and execute all aspects of pep rallies● Write pep rally scripts and plan minute-by-minute● Communicate with all advisors involved in each rally● Will attend, participate, plan, and assist in all ASB events● Coordinates all lunchtime activities, spirit weeks and school events.● Coordinate and develop new ways to increase school spirit at all school events and sporting events.

ASB Officer Descriptions

Class Officers

Open to Freshmen, Sophomores, Juniors and Seniors

Title	Job Description
<p>Class President</p>	<ul style="list-style-type: none"> ● Preside over and prepare agenda for all regularly held Class Council meetings ● Serve as Liaison between the class and ASB ● Meet with Class Advisor on a regular basis ● Meet with Class Vice-President on a regular basis ● With Class Vice-President & Secretary, plan all activities and performances for the school year ● Promote campus & class spirit ● Fundraise
<p>Class Vice-President</p>	<ul style="list-style-type: none"> ● Shall assume office of President in case of President's absence or impeachment ● Meet with Class Advisor on a regular basis ● Meet with Class President on a regular basis ● With Class President, plan all Class activities and performances for the school year ● Promote campus & class spirit ● Fundraise
<p>Class Secretary</p>	<ul style="list-style-type: none"> ● Take minutes at all class meetings and keep organized records for audit ● Keep & post attendance records for all meetings ● Take notes during non-meeting sessions, such as brainstorming ideas, committee lists, etc. ● Submit minutes to ASB on a monthly basis ● Meet with Class Advisor on a regular basis ● Meet with Class President on a regular basis ● With Class President, plan all Class activities and performances for the school year ● Promote campus & class spirit ● Fundraise
<p>Class Treasurer</p>	<ul style="list-style-type: none"> ● Maintain all transaction and budget records of class activities ● Meet with Class Advisor on a regular basis ● Meet with Class President on a regular basis ● With Class President, plan all Class activities and performances for the school year ● Promote campus & class spirit ● Fundraise

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Class Publicity & Marketing Manager <i>(optional)</i>	<ul style="list-style-type: none">● Oversee all ASB promotional activities; advertise major school events● Meet with event heads to discuss promotional plans for their events● Ensure all marketing and event advertisements are sent to Multimedia team in advance for daily announcements● Update ASB/Class social media on a regular basis with upcoming events● Maintain positive ASB/Class presence online via social media and ASB Website
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Appointed Positions

**Students must be enrolled in ASB/Leadership Class and will be appointed Fall 2021*

Title
Athletic Commissioner
Club Commissioner
Spirit & Rally Commissioner
Academic Commissioner