



Elected Positions:

ASB Officers

Title	Job Description
<p style="text-align: center;">ASB President</p> <p style="text-align: center;"><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 style="text-align: center;">ASB Vice-President</p> <p style="text-align: center;"><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 style="text-align: center;">ASB Secretary</p> <p style="text-align: center;"><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 <ul style="list-style-type: none"> ○ Attention to detail to ensure all minutes and correspondence are reviewed for accuracy and clarity ● Keep and 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 <ul style="list-style-type: none"> ○ Keep and post attendance records for all meetings ● Organize communication within ASB ● Work with Treasurer, plan monthly ASB team building activities

ASB Treasurer

****Senior, at least 1 year of
ASB experience***

- 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
- Establish ASB budget (with Activities Director) in beginning of year and update throughout the year
 - Coordinate deposit process of club funds for large fundraisers (Food Fair, Winterfest, etc.) with Clubs Commissioner
 - Keep an up-to-date inventory of ASB supplies
- Work with Secretary, plan monthly ASB team building activities

Class Officers

Open to Freshmen, Sophomores, Juniors and Seniors

Title	Job Description
Class President	<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
Class Vice-President	<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
Class Secretary	<ul style="list-style-type: none"> ● Meet with Class Advisor on a regular basis ● Meet with Class President on a regular basis <ul style="list-style-type: none"> ○ Keep and post attendance records for all meeting ● Submit minutes to ASB on a monthly basis <ul style="list-style-type: none"> ○ Take minutes at all class meetings and keep organized records for audit ○ Take notes during non-meeting sessions, such as brainstorming ideas, committee lists, etc. ● With Class President, plan all Class activities and performances for the school year ● Promote campus & class spirit ● Fundraise
Class Treasurer	<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

Appointed Positions

**Students must be enrolled in ASB/Leadership Class and will be appointed by ASB Director in the Fall 2023*

Title	Job Description: Automatically a part of Gold Crew
Athletic Commissioner	<ul style="list-style-type: none"> ● Work with Coaches and Athletes to gather calendar dates and promotional needs <ul style="list-style-type: none"> ○ Ensure all marketing and event advertisements are sent in a timely manner for posting
Club Commissioner	<ul style="list-style-type: none"> ● Work with Advisors and Club Members to gather calendar and promotional needs <ul style="list-style-type: none"> ○ Ensure all marketing and event advertisements are sent in a timely manner for posting
Academic Commissioner	<ul style="list-style-type: none"> ● Work with Counselors and Advisors to gather calendar dates and promotional needs <ul style="list-style-type: none"> ○ Ensure all marketing and event advertisements are sent in a timely manner for posting
Spirit & Rally Commissioner	<ul style="list-style-type: none"> ● Will plan, assist, participate, and attend in all ASB events <ul style="list-style-type: none"> ○ 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. ○ Work with ASB/Class Presidents and Publicity Chair to gather calendar dates and promotional needs ● Organize and execute all aspects of pep rallies <ul style="list-style-type: none"> ○ Write pep rally scripts and plan minute-by-minute ○ Communicate with all advisors involved in each rally
ASB Publicity Chair <i>*Junior or Senior</i>	<ul style="list-style-type: none"> ● Oversee all ASB promotional activities; advertise major school events <ul style="list-style-type: none"> ○ Work with event leads, ASB/Class Presidents and Spirit/Rally Commissioner to gather calendar dates and promotional needs ○ Ensure all marketing and event advertisements are sent in a timely manner for posting ○ Update ASB social media on a regular basis with upcoming events <ul style="list-style-type: none"> ■ Maintain positive ASB presence online via social media and ASB Website
Class Publicity & Marketing Manager	<ul style="list-style-type: none"> ● Oversee all ASB promotional activities; advertise major school events <ul style="list-style-type: none"> ○ Work with event leads, ASB/Class Presidents and Spirit/Rally Commissioner to gather calendar dates and promotional needs ○ Ensure all marketing and event advertisements are sent in a timely manner for posting ○ Update ASB social media on a regular basis with upcoming events <ul style="list-style-type: none"> ■ Maintain positive ASB presence online via social media and ASB Website

