

### 2.1 The ASB President shall:

1. Devise a strategy to coordinate the actions of individual members of ASB Cabinet and work with officers in planning activities. Ensure that all members are working effectively and collaboratively.
2. Preside over formal meetings and uphold parliamentary procedure.
3. Set the official agenda for formal meetings and arrange for its notification to all members before formal meetings.
4. Act as the official student body representative to the school and community in collaboration with the Commissioner of Community Service.
5. Act as chairperson for the Committee Chairpersons when necessary.
6. Form ad-hoc committees and follow up on their actions.
7. Act as chairperson to the Executive Council and prepare agendas for each meeting.
8. Monitor the Official ASB Calendar (kept by the ASB Secretary) and ensure that events, committees, class councils, and individuals are meeting on a regular basis.
9. Attend and actively participate in the following committees: Executive Council (chair), Class Presidents Committee, plus any other committee when necessary.
10. Communicate with the school Newspaper on a monthly basis.

### 2.2 The ASB Vice President shall:

1. Assume the duties of the ASB President when and if he/she is unable to fulfill his/her duties.
2. Uphold parliamentary procedure at all formal meetings.
3. Assist the Activities Director in the revision and upkeep of the ASB grading system.
4. Work with the Activities Director to run the ASB elections and appointments of commissioners.
5. Be liaison to the group in charge of freshmen orientation
6. Attend and actively participate in the following committees: Executive Cabinet, plus any other committee determined necessary by the Activities Director.
7. Be alternate representative to the School Board.
8. Be responsible for elections for Homecoming, Winter Formal and Prom court

### 2.3 The ASB Secretary shall:

1. Record and maintain the minutes of all regular and special meetings of the ASB Cabinet, including a log of purchase orders and disbursements. Place a copy of the agenda and minutes in the Official ASB Notebook.
2. Record and maintain the minutes of all regular and special meetings of the Executive Cabinet.
3. Create and maintain the official ASB Activities Calendar to be kept in the Official ASB Notebook. Be directly responsible for transferring calendar items onto the ASB room wall calendars.
4. Create and maintain all ASB files, documents, and pertinent written materials.
5. Act as chairperson of the Room Committee and maintain the atmosphere and function of the ASB room.
6. Attend and actively participate in the following committees: Room committee (chair), Executive Council, Publicity committee, plus any other committee determined necessary by the Activities Director.

#### 2.4 The ASB Treasurer shall:

1. Present an oral budget report to the ASB Cabinet no later than the third Wednesday of each month.
2. Give ASB Secretary a written log of PO's, PO numbers, description of purchase and amount expended to include in the minutes. Ensure that this log is posted to the ASB Cabinet to be approved in the current formal meeting.
3. Oversee the financial aspects of all campus fund raisers as chairperson of the Fundraising Committee. Create and maintain the official school fundraising calendar to be placed in the official ASB Notebook kept by ASB secretary.
4. Meet weekly with the Student Activities clerk and the Activities Director to discuss any issues related to student body funds. Assist in the solution of any problems that may arise.
5. Attend and actively participate in the following committees: Executive Council, Inter-Club Council, Class Presidents committee, plus any other committee determined necessary by the Activities Director.
6. Be directly responsible for all campus clubs and organizations. This duty includes the updating of official records, maintaining membership information, keeping files current, tracking club activity, acting as a liaison between campus organizations and the resources ASB can provide (funds, publicity, facilities, etc...), and communicating with the organizations.
7. Keep a calendar of all activities of campus clubs.
8. Be directly responsible for Club Rush and club participation at Future Eagle Night.
9. Communicate with all club presidents and publicize meetings and dates.
10. Communicate and help Activities Director and ASB Accounting Assistant with the handling of club accounts.

#### 3.1 The Class Councils of the ASB shall be composed of the following elected officers:

- Senior Class President
- Junior Class President
- Sophomore Class President
- Freshman Class President

#### 3.2 The Class Presidents are members of the ASB Cabinet. The duties of the Class Councils are defined as follows:

#### 3.3 EACH CLASS PRESIDENT shall:

1. Be directly responsible for securing a teacher on campus who will act as the Class Council Advisor; who is responsible for overseeing class council meetings in their class rooms at appropriate times during the day: (tutorial, lunch or after school.)
2. Be directly responsible for respective class Homecoming activities in the first semester. During the second semester the senior class president will be responsible for all senior activities.
3. Be directly responsible for the organization and leadership of all class activities. This includes all necessary paperwork and approvals (facility request, administrative approval, activity request forms, and all phases of planning an activity, post evaluations of activities, etc...). Keep individual files of all activities engaged in by class in notebook or file cabinet in ASB room. (Senior class president is responsible for all end of year Senior Activities).
4. Meet with class council at least once a month. At this meeting communicate and work closely with the other class officers on planning and staging all class activities.

5. Write up an official agenda for each meeting and get it pre-approved by the Activities Director.
6. Be sure minutes are recorded by the class representatives and place the minutes and the agenda from each meeting in the class notebook kept by the class president.
7. Obtain and meet with an adult (teacher) advisor a minimum of once a month. Keep notes and advisor's signature verifying the meeting in the class notebook kept by the class president.
8. Be directly responsible for marketing and publicizing all class activities. Publish and update a "year at a glance" class calendar (to be passed out at class council meetings) each month explaining and advertising all class activities. Keep the calendar in the president's class notebook. Organize and lead advertising for class activities.
9. Attend and actively participate in the following committees: Class Presidents committee (senior class president is chairperson), and Homecoming committee, plus any other committee determined necessary by the Activities Director.

5.1 Commissioners shall be appointed as outlined in Article V, Section 2. The amount and type of commissioners shall vary from year to year as the selection committee sees fit. All commissioners and class representatives shall be voting members of the aforementioned cabinet. They shall be:

- Commissioner of Pep
- Commissioner of Spirit
- Commissioner of Academics
- Commissioner of Athletics
- Commissioner of Publicity
- Commissioner of Marketing
- Commissioner of Community Involvement
- Commissioner of Technology
- Commissioner of Special Events

## Section 6.0 DUTIES OF ASB COMMISSIONERS

6.1 The Commissioner of Pep shall:

1. Be directly responsible for all aspects of the production of pep assemblies.
2. Hold Pep Committee meetings with interested members of ASB to think of new and creative ideas for assemblies, plan and prepare for upcoming assemblies, and evaluate previous ones.
3. Hold pep assembly act auditions at least one month prior to each Pep Assembly.
4. Draft a final script two weeks prior to each Pep Assembly.
5. Update / Uphold Estancia High School traditions and establish new ones where appropriate.
6. Hold Pep/Spirit Committee meetings with interested faculty and administration to think of new and creative ideas for assemblies, plan and prepare for them, and evaluate previous ones.
7. Coordinate and develop new ways to increase school spirit at all school events and sporting events, including choosing and utilizing the school mascots.

6.2 The Commissioner of Spirit shall:

1. Be directly responsible for spirit weeks, spirit days, class competitions, and break/lunch rallies
2. Responsible for planning the Homecoming Game half- time show. Work together with the Class Presidents to ensure productivity from each class.
3. Lead Eagle's Nest at home athletics events and promote positive cheering at athletic events

4. Help promote school spirit at Freshmen Orientation
5. Hold Pep/Spirit Committee meetings with interested faculty and administration to think of new and creative ideas for rallies, plan and prepare for them, and evaluate previous ones

6.3 The Commissioner of Academics shall:

1. Be directly responsible for all aspects of the production of the academic assembly
2. Assist with coordination of Senior Awards Night
3. Develop new and creative ideas to honor the academic accomplishments of students (Honor Roll, Student of the Quarter, Perfect Attendance, GPA Jump)
4. Be directly responsible for the GOTCHA program

6.4 The Commissioner of Athletics shall:

1. Arrange and maintain a spirited intramural athletic program and run a program when necessary, e.g. indoor soccer, dodge ball, basketball, etc... Provide a "year at a glance" plan to the Activities Director for the intramural athletic program.
2. Develop a system to monitor the athletic information that is publicized through ASB channels (i.e., Facebook, marquee, posters, news releases, etc...), making sure the information is accurate and each sport is given adequate representation. Submit well in advance dates, times, and places of significant athletic events to the ASB Secretary for wall calendar.
3. Work with the Commissioner of Pep and coaches in arranging the participation of athletic teams at pep rallies.
4. Be responsible for maintaining Athlete of the Month for boy's and girl's sports. Devise a system of obtaining the names of the athletes and reasons for nomination. Publish certificates and distribute to the selected athletes.
5. Maintain the Varsity Sports Board in the bulletin board near the front office by putting up current wins/losses, schedules, athletic newspaper clippings, photographs, or any other appropriate materials.
6. Attend and actively participate in the following committees: Athletic committee (chair), Pep committee, plus any other committee determined necessary by the Activities Director.
7. Make sure the ASB Cabinet members attend the mandatory six athletic events per semester.

6.5 The Commissioner of Community Involvement Shall:

1. Act as liaison between the community and the school in all activities by monthly providing local news media with information via fax/modem, mail, and/or phone. Seek the necessary information from the commissioners of Publicity, News & Media, Club and Campus Organizations, Athletics, and any other applicable commissioners.
2. Organize and coordinate all public service activities with assistance from appropriate clubs (i.e. blood drives, ribbon weeks, Adopt-A-Family, etc.).
3. Act as liaison between the A.S.B., ELAC and P.T.S.A. and maintain working relationship with P.T.S.A. This duty includes coordinating the attendance and participation of the class representatives at P.T.S.A. meetings.
4. Attend and actively participate in the following committees: Inter Club Council, Publicity committee, plus any other committee determined necessary by the Activities Director.
6. Develop a once every quarter community service project that the ASB class can lead and partake in while promoting the worthy cause to the rest of the school.

7. This commissioner will represent Estancia at the NMUSD Board meetings.

#### 6.6 The Commissioner of Publicity:

1. Communicate with the OC Register, Daily Pilot, LA Times, Talon Media Network, Estancia Newspaper, Journalism, and Estancia Year Book to develop news stories/content and or inform them of weekly updates that can be used in their publications.
2. Be directly responsible for the accuracy of all publicized information by A.S.B. Regularly update EHS ASB social media sites. Work with the A.S.B. President, the A.S.B Secretary and the Activities Director to develop a system whereby publicity information is transferred accurately and timely to the Commissioners of Athletics for sports information, Community Relations for communications to local newspapers and media, News/Media & Video for "TMN" commercials and newsletter information, and the Class Presidents for distribution to the classes.
3. Act as chairperson for the Publicity committee which meets when necessary. Keep pre-approved agendas and minutes of each meeting in a notebook. Include in this committee the commissioners of Activities, Special Events, News/Media, Community relations, Athletics, Pep, Campus Clubs, and the Class Presidents.
4. Attend and actively participate in the following committees: Publicity committee (chair), Special Events committee, Inter Club Council, Homecoming committee, Pep committee, plus any other committee determined necessary by the Activities Director.
5. Coordinate all poster and sign publications on a weekly basis.

#### 6.7 The Commissioner of Marketing shall:

1. Be responsible for creating a marketing plan for ASB Cards.
2. Be directly responsible for getting donations from any businesses outside of school.
3. Establish new designs for EHS merchandise for the school store.
4. Assist the commissioner of publicity in the marketing and publicity of all ASB activities and events including dances, pep rallies, class competitions, special events, and athletics.
5. Assist the commissioner of publicity in the management and maintenance of the publicity/marketing supplies owned by ASB.

#### 6.8 The Commissioner of Technology shall:

2. Assist the Commissioner of Clubs and Campus Organizations in making it possible for students to join and learn more about clubs online.
3. Work with the Commissioner of Publicity to publicize events online.
4. Be directly responsible for setting up and running the AV portion of all pep rallies and other key ASB events.
5. Be responsible for the production of all video needs for ASB sponsored events including the production of all videos for pep rallies and Senior Send-off.
6. Create and/or update/revise the EHS introductory video which gives a general overview of the various elements of the campus. This video will be used at freshman orientation, copied and given to new students, shown at 8th grade parent night, and made available to anyone who wishes to get a general look into the complete student life at EHS. The commissioner is also in charge of all videos for assemblies as well as the senior video. Please note: IN ORDER TO BE ELIGIBLE FOR THIS POSITION, POTENTIAL COMMISSIONERS MUST HAVE A WORKING KNOWLEDGE OF ALL GENERAL ASPECTS OF TECHNOLOGY.

6.9 The Commissioner of Special Events shall:

1. Be directly responsible for all aspects of school dances including the Homecoming Dance, Winter Formal, spring dance, and Prom. Be responsible for interfacing with administration for planning of any new dances or activity.
2. Coordinate and plan all activities associated with the Homecoming Dance.
3. Aid the junior class president and representative with Prom organization and preparation.
4. Assist publicity with advertising for the dances and come up with advertising strategies in order to make the dance information public.