

Cedar Ridge Student Council Officer Descriptions

2018-19

All officers must be in 5th Grade.

What does the Council President do?

The Student Council President must have leadership skills, as well as respect for all students; being an excellent role model in the building. It is the President's responsibility, with the help of the sponsors, to organize events, and conduct the bi-monthly Council meetings. He/She will attend a monthly meeting with the sponsors and other officers to plan for the month. This role requires great communication with other officers, as well as all the members of the council. The President must have expertise in speaking in front of an audience and will represent the Council at different events, including making Council announcements at Friday Assemblies. He/She may take on other important school roles, such as representing the student body at staff meetings, and greeting/accompanying guests or new students to our school. He/She can also break a tie vote among council members.

What does the Council Vice President do?

The Student Council Vice President must have leadership skills, as well as respect for all students; being an excellent role model in the building. He/She will attend a monthly meeting with the sponsors and other officers to plan for the month. He/She will step in to run meetings when the President is unable to do so. This role requires great communication with other officers, as well as all the members of the council. The Vice President is in charge of making sure the Council follows the rules and is fair and just at all times. He/She will assist the President, if needed, with events or speaking engagements. Beginning in 2019-20 school year, this position will be held by a 4th grader as a "President in Training" in hopes that they would make a good Council President the following year, if elected.

What does the Council Secretary do?

The Student Council Secretary must have leadership skills, as well as respect for all students; being an excellent role model in the building. He/She will attend a monthly meeting with the sponsors and other officers to plan for the month. He/She will take notes and minutes at all meetings, and will give a monthly report to the President to share with Administrative team. It is the responsibility of the secretary to take attendance and turn it in to the teacher sponsors after each meeting. The secretary is also in charge of getting out important information to the officers, principal and administrative team. Such information may include: meeting reminders, memos, and school newsletter articles. It is highly recommended that this person has outstanding organizational skills and penmanship.

What does the Council Treasurer do?

The Student Council Treasurer must have leadership skills, as well as respect for all students; being an excellent role model in the building. He/She will attend a monthly meeting with the sponsors and other officers to plan for the month. The Treasurer must be very good at budgeting money and will work closely with the sponsors. He/She is responsible for organizing and counting the money after events, then submitting the totals to the office secretary and sponsors. The Treasurer is required to give a monthly report to the President to share with the sponsors. He/She keeps a written record of money earned and spent by the Student Council and ensures that the purchases are connected to the Student Council Mission.