# ASSOCIATED STUDENT BODY (ASB) VICE-PRESIDENT

**QUALIFICATIONS:**

1. Maintain a minimum grade point average of 3.0 for each grading period from time of petitioning for the job until your final grading period.
2. Maintain good attendance/tardy standing.
3. Agree to serve as a role model for students by upholding the Core Values, CVLCC Four Pillars, uniform policy and all school policies etc.
4. Enroll in Leadership Class.
5. Uphold the signed leadership contract.
6. Extra time available before and after school, including class meetings at 7:45 at least once a week.
7. Must have been a successful leader in ASB for a minimum of two years.

**PERSONAL QUALITIES:**

1. Must be a good student role model.
2. Must be a confident speaker in front of large groups.
3. Must be able to communicate effectively with others (peers and adults).
4. Must be able to manage time well and have time outside of leadership class.

## ROLE AND RESPONSIBILITIES

Leadership:

- Provide strong and supportive leadership to the ASB, assisting the President in guiding the organization towards its goals and objectives.
- Motivate and empower ASB members to actively participate in school activities and initiatives, fostering a culture of engagement and collaboration.
- Assist in maintaining order and facilitating productive discussions during ASB meetings and activities.
- Attend all on-site and off-site meetings as assigned.

- In the absence of the CSL President, be the official representative of the CSL in its relationships with other schools, administration, faculty, and other organizations affiliated with CVLCC HS.
- Assist in the maintenance of uniform policy amongst CSL members.
- Assist the CSL President in preparing meeting/business agendas.
- Guide Class Vice Presidents and designated committee leaders in establishing weekly and daily goals for their teams.
- Participate in all spirit days and attend as many events as possible.

Representation:

- Act as a representative of the student body alongside the ASB President, articulating student interests, concerns, and perspectives in interactions with school administration, faculty, staff, and external stakeholders.
- Collaborate with the ASB President to establish and maintain positive relationships with other student groups, schools, and community organizations.

Communication:

- Support the ASB President in facilitating effective communication within the ASB and with external stakeholders, ensuring that important information, updates, and announcements are communicated promptly and accurately.
- Assist in coordinating communication between ASB members, class officers, club leaders, and other student groups to promote collaboration and synergy.

Event Planning and Coordination:

- Work closely with the ASB President and other officers to plan, organize, and execute ASB events and activities, including pep rallies, spirit weeks, fundraisers, and community service projects.
- Assist in overseeing event logistics, budgeting, and volunteer coordination to ensure successful and memorable experiences for the student body.

Collaboration:

- Foster a collaborative and inclusive environment within the ASB and across student groups, encouraging teamwork, communication, and mutual support.
- Provide guidance and support to class officers, club leaders, and designated committee members in setting and achieving their goals and objectives.

Strategic Planning:

- Collaborate with the ASB President and other officers to develop and implement a strategic plan that outlines priorities, goals, and action steps for the academic year.
- Contribute to ongoing evaluation and adjustment of the strategic plan to ensure alignment with the evolving needs and aspirations of the student body.

Student Advocacy:

- Advocate for student interests, rights, and well-being within the school community, working with school administration and stakeholders to address student concerns and implement positive changes.
- Actively listen to student feedback and ideas, representing their voices in decision-making processes and advocating for their needs.

School Pride and Spirit:

- Promote a culture of school pride, inclusivity, and positivity among students, encouraging participation in school events and celebrating student achievements.
- Support initiatives that enhance school spirit and foster a sense of belonging and community among students.

Role Model:

- Lead by example and uphold the values of integrity, responsibility, and respect, serving as a role model for fellow students and embodying ethical leadership.
- Demonstrate a commitment to serving the student body and contributing to the betterment of the school community.

Community Engagement:

- Engage with the broader community to build positive relationships and partnerships that support the goals and initiatives of the ASB.
- Represent the school at community events and collaborate with local organizations on service projects and initiatives that benefit both the school and the community.

Succession Planning:

- Organize applications and elections for next year's CSL cabinet and class.
- Support the development of future ASB leaders by providing mentorship, guidance, and opportunities for leadership development.
- Facilitate a smooth transition of leadership at the end of the term by documenting processes, sharing institutional knowledge, and supporting incoming officers in their roles.