

## LSW Student Council

### Leadership Team Responsibilities/Expectations

#### Student Council Officers

The committee of officers consists of a student council president, student council vice president, a secretary, co-chairs of dances, co-chairs of student involvement and three class presidents (one class president from each grade, with the exception of the grade that the student council president represents). **These 10 officers will make up our student council "Leadership Team". Stu-Co Leadership Team will meet in Leadership Council with the co-sponsors once a month.** *All officers are strongly encouraged to attend NASC summer leadership workshop.*

#### **Student Council President:**

- Will be responsible for presiding at meetings.
- Will monitor activities/events when the co-sponsors are not present.
- Will be responsible for organizing/maintaining a binder with extra copies/handouts of all Leadership Class assignments. If a student council member is absent from or tardy to Leadership Class, it is the responsibility of the President to provide all copies/handouts to that member.
- Will lead with impartiality, fairness and a positive attitude.
- Will conduct herself/himself in a manner that brings credit to themselves, their families, Lincoln Southwest, and the community.
- Will communicate with the co-sponsors, administration, staff, students, and community members when needed.
- Will attend a minimum of 90% of student council activities/events throughout the student council year. *Student council year is defined as: June 2, 2008 through the last scheduled event in May 2009).*
- Will maintain and earn a minimum grade of a "C" in all classes.
- Will attend "District 6" Student Council meetings as scheduled.
- Will attend LSW Activities Board meetings as scheduled.
- Will attend Leadership Council meetings once a month.
- Either the President, Vice President or Secretary must be in attendance at every student council activity, event and meeting throughout the year. *If the President is unable to attend, either the Vice President or Secretary must be in attendance.*
- Will assist the co-sponsors with other duties as necessary.

#### **Student Council Vice President:**

- Will be responsible for presiding at meetings when the President is not present.
- Will monitor activities/events when the co-sponsors and President are not present.
- Will create, maintain and distribute a typed monthly calendar of activities by the 20<sup>th</sup> of the previous month.
- Will lead with impartiality, fairness and a positive attitude.
- Will conduct herself/himself in a manner that brings credit to themselves, their families, Lincoln Southwest, and the community.
- Will communicate with the co-sponsors, administration, staff, students, and community members when needed.
- Will attend a minimum of 85% of student council activities/events throughout the student council year. *Student council year is defined as: June 2, 2008 through the last scheduled event in May 2009).*
- Will maintain and earn a minimum grade of a "C" in all classes.
- Will attend Leadership Council meetings once a month.
- Will attend "District 6" meetings and/or LSW Activities Board meetings if the President is unable to.
- Either the President, Vice President or Secretary must be in attendance at every student council activity, event and meeting throughout the year. *If the President is unable to attend, either the Vice President or Secretary must be in attendance.*
- Will assist the co-sponsors and President with other duties as necessary.

### **Student Council Secretary:**

- Will be responsible for the student council's correspondence.
- Will be responsible for taking minutes each day. Minutes for each week are to be typed up and posted in A113 by the following Monday. A copy of each week's minutes is to be kept in the Leadership Class binder.
- Will be responsible for keeping track of all records and correspondence in a Leadership Class binder. This includes:
  - Bringing binder to Leadership Class daily, as well as to all activities/events
  - Recording daily attendance at Leadership Class
  - Recording tardies and absences
  - Filing and maintaining attendance sheets from all meetings, activities/events
  - Keeping all records up-to-date
- Will be required to submit the Leadership Class binder to the co-sponsors for review as requested.
- Will monitor activities/events when the President and Vice President are not present.
- Will lead with impartiality, fairness and a positive attitude.
- Will conduct herself/himself in a manner that brings credit to themselves, their families, Lincoln Southwest, and the community.
- Will communicate with the co-sponsors, administration, staff, students, and community members when needed.
- Will attend a minimum of 80% of student council activities/events throughout the student council year. *Student council year is defined as: June 2, 2008 through the last scheduled event in May 2009).*
- Will maintain and earn a minimum grade of a "C" in all classes.
- Will attend Leadership Council meetings once a month.
- Will attend "District 6" meetings and/or LSW Activities Board meetings if the President or VP is unable to.
- Either the President, Vice President or Secretary must be in attendance at every student council activity, event and meeting throughout the year. *If the President is unable to attend, either the Vice President or Secretary must be in attendance.*
- Will assist the co-sponsors, President and Vice President with other duties as necessary.

### **Student Council Dance Co-Chairs** (two members will be elected):

- Will be responsible for leading student council in the planning, organization, and execution of Prom, Winter Formal and all additional LSW dances.
- Will lead with impartiality, fairness and a positive attitude.
- Will conduct herself/himself in a manner that brings credit to themselves, their families, Lincoln Southwest, and the community.
- Will communicate with the co-sponsors, administration, staff, students, and community members when needed.
- Will organize a DJ, chaperones, security officers, photographers, and stu-co volunteers for each dance.
- Will attend a minimum of 80% of student council activities/events throughout the student council year. *Student council year is defined as: June 2, 2008 through the last scheduled event in May 2009).*
- Will be in attendance for the entirety of every "dance decoration" day throughout the year.
- Will attend Leadership Council meetings once a month.
- Will maintain and earn a minimum grade of a "C" in all classes.
- Will assist the co-sponsors and officers with other duties as necessary.

**Student Council Student Involvement Co-Chairs** (two members will be elected):

- Will be responsible for leading student council in the planning, organization, and execution of Pep Rallies, Flight Night, Powderpuff Football P/T Conference Babysitting, as all additional student involvement activities/events throughout the year,
- Will lead with impartiality, fairness and a positive attitude.
- Will conduct herself/himself in a manner that brings credit to themselves, their families, Lincoln Southwest, and the community.
- Will communicate with the co-sponsors, administration, staff, students, and community members when needed.
- At least one co-chair will attend all meetings for: pep rallies, Powerpuff football, and Flight Night.
- At least one co-chair will attend each Parent/Teacher Conference Babysitting event.
- Both co-chairs will attend: all pep rallies, Powerpuff football game, Flight Night auditions, Flight Night dress rehearsals and Flight Night performances.
- Will attend a minimum of 80% of student council activities/events throughout the student council year. *Student council year is defined as: June 2, 2008 through the last scheduled event in May 2009).*
- Will maintain and earn a minimum grade of a "C" in all classes.
- Will attend Leadership Council meetings once a month.
- Will assist the co-sponsors and officers with other duties as necessary.

**Student Council Class Presidents** (three members will be elected - one class president from each grade, with the exception of the grade that the student council president represents):

- Will be responsible for leading student council in the planning, organization, and execution of a variety of activities/events throughout the year, as assigned.
- 9<sup>th</sup> and 10<sup>th</sup> grade class presidents will be responsible for planning stu-co's involvement in "9<sup>th</sup> Grade Day".
- Will lead with impartiality, fairness and a positive attitude.
- Will conduct herself/himself in a manner that brings credit to themselves, their families, Lincoln Southwest, and the community.
- Will communicate with the co-sponsors, administration, staff, students, and community members when needed.
- Will attend Leadership Council meetings once a month.
- Will attend a minimum of 80% of student council activities/events throughout the student council year. *Student council year is defined as: June 2, 2008 through the last scheduled event in May 2009).*
- Will maintain and earn a minimum grade of a "C" in all classes.
- Will assist the co-sponsors and officers with other duties as necessary.