

StuCo/Leadership Class
2010 Officer Duties and Expectations

President:

- preside over meetings
- assist sponsors with creating weekly and meeting agendas (submit one week in advance)
- communicate and clarify with sponsors
- create leadership assignments along with sponsors when assigned
- correspond with administration
- overall student council representative

Vice President:

- takes president role if president resigns or is removed
- helps president and sponsors create agendas
- preside over meetings when president is absent (back up rep)
- create activity calendars
- takes on secretary role if secretary is absent
- assist historians in creating website

Secretary:

- takes daily minutes
- manages sign in/out sheets
- record signup lists for events and activities
- be informed of schedules

Historians (2):

- manages bulletin boards (posting and editing before and after events)
- takes and compiles pictures
- creates end of semester scrapbook
- create and maintain website

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