

HIGHLAND RANCH STUDENT COUNCIL -- JOB DESCRIPTIONS

PRESIDENT (MUST BE A 5TH GRADER):

The President must be a very responsible student with excellent character and a good behavior record. He/she must attend and run all Student Council Meetings. The President must prepare an agenda for each meeting, along with the Vice President and Secretary. He/she will help with the student store and any other fund raising activities. He/she will open school assemblies and speak in front of the entire student body. The President must be a POSITIVE ROLE MODEL for the rest of the students.

VICE PRESIDENT (MUST BE A 5TH GRADER):

Must meet all of the requirements stated above for President. Must preside over meetings if President cannot. Must be ready to take over as President if necessary.

TREASURER (MUST BE A 5TH GRADER):

The treasurer must have excellent character, a good behavior record, and possess great math skills. The treasurer will keep account of all Student Council money (with support from Student Council advisor). Treasurer will help sell ice cream and run student store. Treasurer will sort & count money and prepare bank deposits. The treasurer must attend all meetings and be able to report bank balances. The treasurer will assist with Student Council events.

CHARACTER COUNTS AMBASSADOR

(MUST BE A 4TH GRADER):

The Character Counts Ambassador must also possess excellent character. The Ambassador will be a model for each character trait. The Ambassador will lead "Color Days" (Spirit Days) in which each character trait will be highlighted. The Ambassador is responsible for Friday Flag character trait activities. He/she will also design and implement other character building activities for our school site. He/she will work closely with the other student council members to implement these events. The Ambassador will also assist with other Student Council events.

SECRETARY (MUST BE A 4TH GRADER):

The secretary must have excellent character, a good behavior record, and possess strong writing skills. He/she will take detailed notes called "The Minutes," at each meeting. The secretary must help prepare the agenda before each meeting. He/she takes attendance at each meeting. The secretary will help with student sales and Student Council events.