

ASSOCIATED STUDENT BODY
APPOINTED POSITIONS AND JOB DESCRIPTIONS

Teachers,

Listed and described below are the 16 interviewed student body positions for the 2008 - 2009 ASB. Please take a moment to present these jobs to your students so to help peak interest among the student body and assume a fair opportunity for application.

Appointed Packets are available in the SBO and B-8 AFTER the student body elections. All interested students must complete the appointed packet and turn it into B-8 Monday, April 28, 2008.

A. Assistant Treasurer

1. Understand that this is a two year commitment. Year one as Assistant Treasurer, year two as Treasurer.
2. Shall be a junior in class standing or younger.
3. Shall act as Co-Chairperson of the Finance Committee with the ASB Treasurer and Finance Technician.
4. Shall coordinate with the Finance Technician the SBO operation hours; either before school, during nutrition break, during lunch and/or after school.
5. Shall run the Spirit Table at home athletic events.
6. Shall be appointed by a selected committee in ASB, and may assume the position of Treasurer the following school year.
7. To assume the position of Treasurer, one will keep all finance and Executive Council documents, assist Executive Council meetings and serve as IWE for Finance Technician.

B. Ninth Grade Advocate

1. Shall be a member of the junior or senior in class standing.
2. Shall assist on all Ninth grade committees and meetings.
3. Shall be able to work with Link Crew and be the liaison between both programs.
4. Must be able to for go ones own class spirit to support ninth grade class spirit.
5. Shall coordinate Ninth grade Parent Night with school principal.
6. Shall run interviews for Ninth Grade officers during Freshmen Orientation.
7. Shall be friendly and patient when working with under classmen.

C. Historian

1. Shall operate as the student body photographer.
2. Shall create a history binder of all Associated Student Body events for the year in service.
3. Shall be in charge of organizing and displaying pictures for the student body.
4. Shall work close with the Commissioner of Public Relation with community run events, the web page and the activities display case

D. Administrative Assistant (2)

1. Shall Assist the ASB in the leadership class.
2. Shall answer ASB phone calls and relay messages.
3. Shall coordinate and organize ASB classroom deliveries.
4. Shall work in the main office to help relieve the Main office secretary for lunch.
5. Shall work in assigned teams to assist in all ASB sponsored Activities.
6. Shall assist Public Relations Commissioner with school and community advertisements.

E. Commissioner of Dance

1. Shall be in charge of all ASB sponsored dances.
2. Shall work with the Commissioners of Rallies, Activities and Publicity during Hello week, Homecoming week, and Spirit Week.
3. Shall coordinate the planning and running of the Hello Dance, Homecoming Dance, Winter Ball, Spirit Dance and Farewell Dance.
4. Shall be responsible of all materials ordered and contracts with Deejay Companies for each dance.
5. Shall work with Commissioner of Sound and Music for the organization of music during all dances.
6. Shall work with Assistant Treasurer during selected ticket sales dates in the SBO.

F. Commissioner of Athletics (2)

(1) Boys Athletics and (1) Girls Athletics

1. One commissioner shall be appointed to represent the Boys Athletic Department, and one to represent the Girls Athletic Department.
2. Shall work close with the Commissioner of Rallies in promoting the Athletic Department.
3. Shall work together to organize the Athletic Sports Awards Ceremony for awarding athletic blocks and certificates held at the end of each season.
4. Shall be responsible for announcing athletic scores during the morning announcements.
5. Shall be responsible for announcing at Basketball games.
6. Shall be responsible to keep accurate records of all current players.
7. Shall be responsible to keep records of athletic/activity card holders.
8. Shall present athletic proposals during Executive Council meetings.
9. Shall be responsible for keeping the inventory of block, emblems, certificates and other awards.
10. Shall provide the Athletic Director with a Scrapbook at the end of the year.

G. Commissioner of Clubs

1. Shall coordinate, head up and hold monthly Club Council meetings.
2. Shall inform meeting outcome and clubs activities to club advisors.
3. Shall keep a binder of Club Constitutions and Charters of active clubs on campus.
4. Shall maintain updated list of all clubs, advisors and meeting place and time.
5. Shall coordinate the planning and running of Club Rush Week.
6. Shall present club proposals during Executive Council meetings.
7. Shall initiate club suspension when club action is not approved.

H. Commissioner of Publicity

1. Shall coordinate all ASB activity publicity.
2. Shall be in charge of making the public aware of activities through publicity including flyers, posters, and any advertisements.
3. Shall obtain drawing and artistic skills.
4. Shall be in charge of signing posters and flyers before posting.
5. Shall keep publicity current by taking down out dated posters/flyers if not done by posted organization.
6. Shall organize and oversee a publicity committee in the leadership class.

I. Commissioner of Public Relations

1. Shall possess public communication skills.
2. Shall possess skills in computers, web page design, power point presentations and audio-visual abilities.
3. Shall coordinate and organize the community wide publicity (marquee, display case and web page).
4. Shall do daily updates on community wide publicity.
5. Shall be the contact for and the organizer of all community service events.
6. Shall coordinate the Spring Blood Drive.
7. Shall be in charge of Ultimate Expression Week.
8. Shall work with the Commissioners of Sound and Music and the Commissioner of Rallies in production of audio-visual effects for all school wide rallies.

J. Commissioner of Sound and Music (2)

1. Shall work with the Commissioners of Dance, Rallies and Activities to provide sound system, music and other sound equipment for school wide events.
2. Shall have access and ability to down load and burn a large amount of music.
3. Shall make sure all music burned and played is clean and appropriate.
4. Shall work with Commissioner of Rallies to mix music and sound for Night Rally.
5. Shall provide sound system and equipment for school wide clubs and organizations.
6. Shall have common (extended) knowledge of sound equipment and sound technology.
7. Shall have familiarity with editing program (EP).
8. Shall have familiarity with Mac and Windows computer systems.
9. Shall assist the Commissioner of Public Relations with activities connected to local media.

K. Commissioner of Spirit

1. Shall be the captain of the Spirit Squad and a commissioner in the ASB.
2. Shall work with Commissioner of Rallies and Sound and Music for coordination of performances during school wide rallies.
3. Shall work with Commissioner of Activities and of Sound and Music for coordination of performances during lunchtime Friday Football rallies.
4. Shall organize and coordinate the field decorations, the Half Time production and the parade for the Homecoming game.
5. Shall work with Commissioners of Athletics designing decorations for Sports Awards.
6. Shall work with ASB in promotion and support of school wide spirit.
7. Shall assist Commissioner of Publicity in spirit related publicity.

L. Commissioner of Staff Relations

1. Shall organize and plan all teacher appreciation projects.
2. Shall maintain and update teachers list every quarter.
3. Shall be creative and mindful when planning teacher related projects.
4. Shall work closely with Activities Director and assign Hallway captains.
5. Shall work closely with the Commissioner of Student Relations
6. Shall keep record and inventory of items used for staff related events.
7. Shall possess strong communication skills

M. Commissioner of Student Relations

1. Shall organize and plan student recognition projects for Hello Week, Homecoming, and Spirit Week.
2. Shall come up with new ideas of how our students can be represented in our school.
3. Shall be involved in all student related activities and events.
4. Shall be organized and keep record of each project completed.
5. Shall obtain strong communication and team working skills.
6. Shall work closely with the Commissioner of Staff Relations in most projects.