

Student Council Elected Officer Position Descriptions

ALL elected officers also need to have the following **Skills and Behaviors**:

- A positive attitude about themselves and their own worth, as well as the worth of others and of authority figures.
- The ability to listen.
- The ability to stimulate group spirit with an awareness of consequences.
- Self-discipline, self-knowledge, and self-determination.
- Patience, an open mind, and a willingness to reach consensus in decisions.
- The ability to delegate responsibility, share authority, and follow up without intimidation.
- Organizational skills or a great planning and scheduling program.
- Enthusiasm and dedication.

President: Senior Position

- Applicants for this submission will make a speech to the BG Student Body as part of their campaign. The applicant's speech will answer the following question: How will you make a difference at Bishop Guilfoyle and how will you achieve this goal through Student Council?
- Lead Monthly Afterschool Meetings
- Implement one new activity, event, fundraiser, or community service activity.
- Active participation in student council sponsored activities/events.
- Act as a facilitator during discussion.
- Maintain frequent contact with teachers and administration.
- Work closely with committee leaders.
- Represent Student Council and speak at various school events: Meet the teachers' night, new parents' night, 6th Grade orientation, Junior High Orientation, parent/teacher conferences etc.
- Must keep paper personal calendar/planner/agenda.

Vice President: Junior Position

- Applicants for this submission will make a speech to the BG Student Body as part of their campaign. The applicant's speech will answer the following question: How will you make a difference at Bishop Guilfoyle and how will you achieve this goal through Student Council?
- Attend Monthly Afterschool Meetings
- Work closely with President. Assume the President's duties when needed!
- Active participation in student council sponsored activities/events
- Maintain frequent contact with teachers and BG administration.
- Work closely with Student Council Committee Leaders.
- Represent Student Council and speak at various school events: Meet the teachers' night, new parents' night, 6th Grade orientation, Junior High Orientation, parent/teacher conferences etc.
- Must keep paper personal calendar/planner/agenda

Secretary: Any Grade Level 9-12

- Attend Monthly Afterschool Meetings
- Email meeting reminders to Student Council Officers.
- Keep a written account (minutes) of discussion at monthly meetings.
- Post recorded minutes to Canvas.
- Forward minutes to class Presidents/Representatives.
- Represent Student Council at various school events: Meet the teachers' night, new parents' night, 6th Grade orientation, Junior High Orientation, parent/teacher conferences etc.
- Must keep paper personal calendar/planner/agenda.

Reporter: Any Grade Level 9-12

- Attend Monthly Afterschool Meetings
- Reporter is responsible for photographing student council events.
- The photos need to then be sent via email to main office, yearbook, development and marketing group with brief info to be used for BG Social Media.
- Represent Student Council and photograph at various school events including Meet the teachers' night, new parents' night, 6th Grade orientation, Junior High Orientation, parent/teacher conferences, Pep Rallies, Blood Drives, Dances, Etc.
- Must keep paper personal calendar/planner/agenda.