

CONLEY ELEMENTARY SCHOOL STUDENT COUNCIL OFFICER QUALIFICATIONS AND DUTIES

Overview

PRESIDENT

Qualifications

The President of the Conley Student Council shall be a FIFTH grade student and must have acceptable attendance, maintain a satisfactory average on his/her report card in academics and behavior while serving on the Student Council. The student nominee must receive signed permission from his/her teacher and parent/guardian.

Duties

Meetings will be held once a week at 8:00am. Students in office must attend these weekly meetings. As leader of the Student Council, the President is responsible for preparing the meeting room, having the necessary papers and supplies at each meeting, and conducting the actual meeting. In addition, the President is expected to:

- Lead the discussion by calling on people who wish to speak, being sure to give everyone a fair and equal chance, never interrupting unnecessarily.
- Take part in the discussion and listen carefully in order to be able to explain and summarize it for others.
- Must participate in school/community events.

SPECIAL NOTE: Only FOUR candidates for the above listed office will be nominated to run from 5th grade. Students will be selected after review of application. Application submission does not guarantee selection for campaigning.

VICE PRESIDENT

Qualifications

The Vice President of the Conley Student Council shall be a FIFTH grade student and must have acceptable attendance, maintain a satisfactory average on his/her report card in academics and behavior while serving on the Student Council. The student nominee must receive signed permission from his/her teacher and parent/guardian.

Duties

Meetings will be held once a week at 8:00am. Students in office must attend these weekly meetings. The Vice President must know the President's job well and be able to replace the President in case of absence. Therefore, the Vice President needs to learn the basic rules of parliamentary procedure. The Vice President must also:

- Help the President in every activity.
- Coordinate any committees that might be formed.
- Must participate in school/community events.

SPECIAL NOTE: Only FOUR candidates for the above listed office will be nominated to run from 5th grade. Students will be selected after review of application. Application submission does not guarantee selection for campaigning.

SECRETARY

Qualifications

The Secretary of the Conley Student Council shall be a **FIFTH grade student** and must have acceptable attendance, maintain a satisfactory average on his/her report card in academics and behavior while serving on the Student Council. The student nominee must receive signed permission from his/her teacher and parent/guardian.

Duties

Meetings will be held once a week at 8:00am. Students in office must attend these weekly meetings. The Secretary is responsible for keeping a written record of each meeting and for writing letters or other correspondence. The Secretary must also:

- Take neat, careful notes at every meeting and write these notes (including the wording of each motion and the numbers of votes for and against each motion) into a record called "minutes" after each meeting.
- Must email notes taken to Coach Vance
- Create flyers and documents for event advertising
- Report at each meeting the minutes from previous meeting
- Must participate in school/community events.

SPECIAL NOTE: Only FOUR candidates for the above listed office will be nominated to run from 5th grade. Students will be selected after review of application. Application submission does not guarantee selection for campaigning.

HISTORIAN

Qualifications

The Historian shall be a **FOURTH grade student** and must have acceptable attendance, maintain a satisfactory average on his/her report card in academics and behavior while serving on the Student Council. The student nominees must each receive signed permission from his/her teacher and parent/guardian.

Duties

Meetings will be held once a week at 8:00am. Students in office must attend these weekly meetings. The Historian shall act in the absence of the Secretary. They must also:

- Keep newspaper clippings and council photos in an organized notebook.
- Inform CSS about upcoming student events.
- Photograph special happenings around the school.
- Must participate in school/community events.

SPECIAL NOTE: Only FOUR candidates for the above listed office will be nominated to run from 4th grade. Students will be selected after review of application. Application submission does not guarantee selection for campaigning.

HOST

Qualifications

The Host/Hostess shall be a **FOURTH grade student** and must have acceptable attendance, maintain a satisfactory average on his/her report card in academics and behavior while serving on the Student Council. The student nominees must each receive signed permission from his/her teacher and parent/guardian.

Duties

Meetings will be held once a week at 8:00am. Students in office must attend these weekly meetings. The Host/Hostess shall act as a greeter and guide for school visitors. They must also:

- Be familiar with school maps and the location of all classrooms.
- Must participate in school/community events.

SPECIAL NOTE: Only FOUR candidates for the above listed offices will be nominated to run from 4th grade. Students will be selected after review of application. Application submission does not guarantee selection for campaigning.