

2024- 2025 Executive Board Job Descriptions

Are you ready to hold a Student Government Executive Board position?! This will be an extremely fun and exciting experience, while also being one of the more challenging responsibilities of your school experience. The purpose of this organization is to be a liaison between the students and the administration, to promote school spirit, to encourage involvement from each student, and to promote leadership and community service throughout the student body. Please read each of the job descriptions and responsibilities of the Executive Board positions before completing the application. **Remember, Student Senator applications for incoming students in grades 5-12 will take place shortly after school starts in the fall!**

President (*Senior Only)

The ORCA Student Government President has a variety of responsibilities including preparing slides for weekly meetings, speaking at assemblies, being a positive role model, facilitating all Student Gov events, and more. In order to be President, a candidate must possess strong leadership skills, public speaking abilities, and a desire to better the ORCA community. The President is the core of leadership at ORCA, and they must be willing to listen to their peers and advocate for change. Most importantly, the ORCA Student Government President should always remember to make meetings and events fun while still being productive.

Duties:

- Prepares slides for weekly meetings.
- Presents at weekly meetings.
- Speaks at assemblies.
- Serves as positive role models for the rest of the students at ORCA.
- Assists with student mentoring/onboarding.
- Helps bring grade-level student issues to the attention of the Administration.
- Participates as class leaders in Live Classes.
- Helps with Open House, Spirit Week, Spring Celebration, Prom, and Graduation.

Vice President (*Senior or Junior Only)

- Fills in for the President in their absence.
- Assists the President in any of their duties listed above.
- Plans and oversees team-building events and leadership growth activities.
- Assists with organizing the shared Drive.

- Assists with creating an update from Student Government in each video newsletter.
- Works with the Activities Director & Committees to plan Prom & Winter Social.

Secretary

- Takes notes on the agendas for the meeting, what was addressed regarding each topic, and any important notes about what will be covered in the next meeting.
- Keeps track of relevant links to the various projects the student government is working on and keeps them in a central place.
- Shares notes with Ms. Mapel (*set as an editor and set as anyone at ORCA can view).
- Organizes a Google folder of the meeting minutes to keep track of them.
- Develops a schedule of Student Government events.
- Keeps track of deadlines and due dates for various Student Gov projects and tasks.

Activities Director

- Oversees any of the activities Student Government hosts.
- Leads committees for Winter Social and Prom.
- Helps organize Spirit Week.
- Advertises Student Government events by occasionally appearing in the monthly video newsletter.
- Creates new ideas for Student Government activities and oversees their execution.
- Supports the Event Committee.

Public Relations Officer

- Creates and leads games/activities for Student Government events, including assemblies, Open House, and Spring Celebration.
- Acts as liaison between Student Government and ORCA's various clubs.
- Works to promote ORCA's SG and the work SG is doing for our community.
- Serves as liaison between *The Current* and other media sources.
- Announces Student Government events and news in Live Classes.
- Supports the Activities Director and President by occasionally appearing in the monthly video newsletter.
- Ensures that ORCA Student Government is maintaining various platforms to help promote community and the work SG is doing (*including the SG website, SG social media, Student Clubs, and Live Classes).

- Regularly checks in with and supports Website Committee Leader, Newsletter Committee Leader, and Social Media Coordinator.
- Supports and attends committee events, including Prom.

Senior Senator Representative (supports grades 9-12)

- Shares ideas, attends board meetings, and serves as a representative to student senators, but also to fellow students in general.
- Manages the high school senators and keeps them accountable for their weekly Senator Tasks.
- Helps bring grade-level student issues to the attention of the Administration.
- Announces Student Government events and news in Live Classes.
- Requires strong leadership and communication skills.
- At least 1-2 years of senator experience is recommended before applying for this position.

Junior Senator Representative (supports grades 5-8)

This position is open to incoming 8th graders in addition to high school students.

- Mentors and supports senators in grades 5-8th grade.
- Shares ideas, attends board meetings, and serves as a representative to both student senators and fellow students in general.
- Acts as the bridge between the MS and HS Student Governments
- Helps plan middle school events.
- Brings grade-level student issues to the attention of the Administration.
- Requires strong leadership and communication skills.
- At least 1-2 years of senator experience is recommended before applying for this position.

Newsletter Committee Leader:

- Attends Executive Board meetings.
- Works with committee members to plan monthly video newsletter content.
- Collaborates with *The Current* as needed, writing a monthly update for Student Government.
- Reports to the Vice President.

Website Committee Leader:

- Attends Executive Board meetings.
- Works with the advisor to update and maintain the Student Government website.

- Collaborates with Executive Board members to create flyers for Student Government events.
- Reports to the Public Relations Officer.

Event Committee Leader:

- Attends Executive Board meetings and provides updates on progress in planning events.
- Works with committee members to plan all aspects of in-person events, including theme, decor, music, etc.
- Coordinates with newsletter and website committees to design promotional flyers for events.
- Reports to and works directly with the Activities Director and Vice President.

Social Media Coordinator:

- Works with the Vice president and Ms. Mapel to create posts for the Student government instagram page.
- Attends Executive board meetings
- Helps with work on other student government projects.
- Supports and advertises the committees' events.

Student Senator (not an Executive Board position)

Applications for students in grades 5-12 will be available in the fall!

- Serves as a positive role model and leader for students at ORCA .
- Attends bi-weekly Student Government meetings.
- Assists with student mentoring/onboarding.
- Helps bring grade-level student issues to the attention of the Administration.
- Announces Student Government events and news in Live Classes.
- Helps with Open House, Spirit Week, Spring Celebration, Prom and other Student Government events.