

Service High School Student Government

Position Descriptions

The Executive Board Members

Student Body President

Prerequisite - One semester in Student Government

- Be the face and role model for the entire student body
- Preside over all Formal Meetings and General Assembly
- Oversee and hold frequent meetings with all class presidents
- Attend PTSA meetings
- Attend staff meeting when required
- Work closely with the Administration of SHS to represent the opinion of the students

Student Body Vice-President

Prerequisite - One semester in Student Government

- Assume all duties of the President in case of his or her absence or removal from office including P.T.S.A. meetings
- Function as community and student involvement coordinator
- Oversee and hold frequent meetings with class Vice-Presidents

Executive Board Secretary/Treasurer

Prerequisite - One semester in Student Government

- Prepare meeting agendas and record minutes during meetings
- Keep an up to date calendar of all Student Government events
- Takes class attendance
- Maintain vendor contact list
- Create financial reports for meetings if needed
- Approves all class and E-Board spending with the advisor
- Manages receipts and money requests
- Coordinate shopping trips between Advisors and Students
- Double check all cashbox submissions

Commissioner of Spirit (2 positions)

- Assist in the organization of all set up and take down of Student Government events, specifically assemblies and dances
- MC's all assemblies and creates scripts as needed
- Proposes Spirit day themes
- Finds new ways to encourage school spirit
- Focus on audience engagement during assemblies

Class Historian (2 positions)

- Take photos at all events
- Maintain an organized collection of photos
- Collect images from students
- Take photos of importance posters, dance tickets and event setup

Class Officers

Class President

- Be recognized as the head of class
- See to the completion of class projects
- Preside over class meetings
- Prepare class meeting agendas with the input of their class
- Call meetings with their class and Advisor with approval
- Senior class president has added duties - contact person for senior activities and events

Class Vice-President

- Assume all duties of the president in case of his or her absence or removal from office
- Function as involvement coordinator
- Function under and attend frequent meetings with Executive Board Vice-President

Class Representative 4 positions

- Work on tasks assigned by any other class members
- Function under class president
- Function under and attend all meetings with Executive Board
- Be ambassadors and representatives of their class
- Serve on committees by assignment
- May serve in appointed leadership positions or as members of the Executive Board Cabinet