

ASB Roles and Responsibilities

Mandatory Events Outside of the School Day 2023-2024:

As a member of ASB, you are required to attend all of the following events; the only exception is if you are a participant in the event (i.e. Cheerleaders and Football players would be excused from Homecoming, etc.). Absences of these events without a valid reasons verified by your parent or guardian will result in an automatic lowering of a grade to a "C-" and possible removal from ASB:

- 8/9-9: ASB Camp
- 8/12: ASB Planning Days
- Staff Development Days 8/10, 11, 14
- 8/25: Back to School Assembly
- 8/31: Back to School Night for Parents
- ?: Kick Back 2 School Event
- 10/20 and 10/21: Homecoming Show/Dance
- 12/9: Golden Apple/Winter Sports Assembly
- 2/3: Winter Formal
- ?? Spring Assembly
- 4/26: FANTASTICS
- 5/? Dodgeball
- 6/6 Graduation
- Agreed Upon Team Bonding Activities

EXECUTIVE BOARD

*****All Executives must attend District Advisory Meetings the first Monday of each month from 6-7 pm at the District Offices. You must have reliable transportation to and from these meetings.**

President
<ul style="list-style-type: none"> • Works directly with Advisor and staff when appropriate • Is part of and leads the Design Team in designing the "framework" of the event • Conducts the general meeting: <ul style="list-style-type: none"> ○ Opening Statement (Check in/Announcements/Coordinator Announcements) ○ Brainstorm Session (Adding ideas to an event) ○ Add something/Modify ○ Closing Statement (Check in with all students on items they are working on) • Knows all parts and can do all roles of ASB • Is present at all events from beginning to end • Warns fellow members of any misconduct • Discusses any discipline issues with ASB Coordinator • Delegates tasks to individuals and Departments when necessary • Works directly with the Executive Board and ASB Coordinator to advise grades • Ensures that items ordered are used appropriately and that there are no waste of funds

Vice President	Secretary	Treasurer
-Ensures all members of ASB are present	-Documents all meetings, conversations, and agreements	-Works directly with the Finance Clerk

<p>-Ensures every 4th period class has an ASB Delegate</p> <p>-Communicates to the Secretary agreed upon tasks, shifts, event responsibilities etc.</p> <p>-Assumes any and all responsibilities at any time</p> <p>-Always with the President and ASB Coordinator and filling in where they need help</p> <p>-Especially focused on "Secretary" if this position is absent</p> <p>-Is part of the Design Team in designing the "framework" of the event</p> <p>-Leads the selection of the Golden Apple Award, communication with the District and is present at the Award Ceremony</p> <p>-Enforces the blueboard and environmental policy</p> <p>-Updates the following forms, archives them, and "clears" responses at the end of the year:</p> <ol style="list-style-type: none"> 1. Charters 2. Fundraising 3. Business Meeting Minutes 	<p>-Improves forms used in ASB</p> <p>-Communicates any shifts, items, roles, and responsibilities</p> <p>-Is part of the Design Team in designing the "framework" of the event</p> <p>-Helps to create agenda for the President for Check-Ins and Check-Outs where ASB students communicate and document commitments</p> <p>-Documents all shifts on the shift document. Communicates with the Advisor and Executive of the need of shifts</p> <p>-Maintains a website that includes:</p> <ol style="list-style-type: none"> 1. Minutes 2. Calendar 3. Archive of Videos 4. Planning Documents 5. Business Meeting Documents <p>-Is in communication weekly with Matt Watkins every Thursday and updates any ASB news for Weekly Newsletter</p> <p>-Leads the ASB in the election of the Executives</p> <p>-Creates and runs the process to elect: Homecoming Court / King and Queen of Hearts</p>	<p>-Works on finding, creating, and communicating Fundraisers for all the student body (sports, clubs, classes)</p> <p>-Creates 3 fundraisers that gross at least \$500 for a goal of \$1500 in total revenue at end of the year</p> <p>-Conducts the business meeting with the Finance Clerk</p> <p>-Attends all class meetings to support fundraisers</p> <p>-Works directly with the Department of Treasury</p> <p>-Is part of the Design Team in designing the "framework" of the event</p>
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COMMISSIONERS

NAME	RESPONSIBILITIES
<p><u>DEPARTMENT OF EVENTS</u></p> <p><i>Executive Lead:</i> <i>Vice President</i></p> <p>Commissioner of</p>	<p><u>Commissioner of Spirit</u></p> <ul style="list-style-type: none"> • Leads small teams to discuss how to increase school spirit in Events • Leads ASB in the creation and hosting of assemblies • Communicates to Publicity to create any "spirit posters," Social Media for posts and Communications for the Daily Bulletin • Attends any class meetings regarding spirit, especially near Spirit Week and

Spirit	<p>F.A.N.T.A.S.T.I.C.S.</p> <ul style="list-style-type: none"> Creates Spirit Games to play during the Assembly <ul style="list-style-type: none"> Coordinates with Class Advisors and Officers to ensure student participation for Student Spirit Games which includes the Class Advisor and other staff members if necessary. Creates a Staff v. Student Spirit Game Helps create and promote Spirit Week ideas and dress up days, working closely with the publicity team Help with special events and dances Works with Athletics to put on lunchtime Pep Rallies for sports
Commissioner of Special Events <i>(Executive lead: Treasurer)</i>	<p><u>Commissioner of Special Events</u></p> <ul style="list-style-type: none"> Leads the direction of Special Events, including theme, decoration, food, music, and other details for the following events: <ul style="list-style-type: none"> Homecoming/Spirit Week Homecoming Dance <i>Red Ribbon Week</i> <i>Thanks-for-Giving</i> Winter Formal FANTASTICS End of Year Banquet Non-current events to bring back in the future: <ul style="list-style-type: none"> ■ <i>Dodgeball</i> ■ <i>Spring Fling</i> ■ <i>Freshman Activity Day</i>
<p><u>DEPARTMENT OF HEALTH AND SAFETY</u> <i>(Executive Lead: Treasurer)</i></p> <p>Commissioner of Environment</p>	<ul style="list-style-type: none"> Leads events to improve campus cleanliness including administration, the district, and to improve campus cleanliness YEAR ROUND Looks at ways to publicize the cause of campus cleanliness with Social Media YEAR ROUND Finds ways to reward good behavior and redirect poor behavior Ensures that all bins are properly labeled (plastic/aluminum recycling, paper recycling, and trash bins) Communicates with janitorial crew, campus supervisors, and administrators to block places of excessive trash Organizes a “deep cleaning” of the campus twice a year (once during each term) bringing sports, clubs, and other students together to clean and beautify the campus Recognizes students using the “A” for the day form and Student Template Takes down posters weekly that are not being used and ensures that all posters are put up with blue painters tape
<p><u>TREASURY DEPARTMENT</u> <i>(Executive Lead: Treasurer)</i></p> <p>Business Manager</p>	<p><u>Business Manager</u></p> <ul style="list-style-type: none"> Leads the group conversation on concession shifts. Talks to Secretary and Attorney General to ensure all students (except President and Vice President) have opportunities to contribute to shifts and are equitable in time and energy spent on: <ul style="list-style-type: none"> Setup Event details (tickets, concession, spirit store, supervision of equipment, etc.) Clean up

	<ul style="list-style-type: none"> • Works with Finance Clerk to make sure things are “stocked”: concessions and merchandise • Looks at creative ways to increase revenue for ASB Cards, Event Sales, Concession Sales. They may need to discuss with other Commissioners to publicize information. • Ensures that all items are up to the 3 C’s: competitive, costly, and cool • Works with Advisor and Finance Clerk to create, manage and sell new merchandise • Conduct a “sidewalk sale” at the end of the year to sell merch
<u>DEPARTMENT OF DIGITAL PUBLICITY</u> <i>(Executive Lead: Vice President)</i> Commissioner of Social Media	<u>Commissioner of Social Media: Apps (Instagram, Snapchat, Tik Tok)</u> <ul style="list-style-type: none"> • Documents all events on Social Media • Takes pictures of staff/students on Spirit/Dress Up Days and posts • Works with “Digital Publicity” to create advertising posters on Instagram / Tik Tok • Works with “Digital Publicity,” “Athletics,” “Special Events,” and “Spirit” to create posters to advertise ASB events • Finds ways to publicize ASB Social Media accounts to get more followers • Finds ways to incorporate Social Media in all ASB events • Finds ways to increase excitement by documenting preparation of an event and adding it to the “Instagram Story” / “TikTok” • Gathers pictures from staff and students about items going around on campus (major athletic events, awards, “feel good” stories) • Take random pictures of Seniors throughout the year for a collage at end of year assembly • <i>Takes picture of staff birthdays and post them to social media</i>
<u>DEPARTMENT OF MEDIA AND ENTERTAINMENT</u> <i>(Executive Lead: Vice President)</i> Commissioner of Media	<ul style="list-style-type: none"> • Leads and communicates ASB wants with AME on Assemblies, FANTASTICS, dances and other major events • Supports ASB Events such as FANTASTICS, any other items • Helps create and edit commercials for ASB events • Supports and communicates any media needs with AME • Creates commercials and other promotional videos to be sent on Social Media, YouTube and to Staff • Creates the EdPuzzle Videos and Questions for PBIS Friday’s (Once a month) • Uses questionnaire to create current/relevant songs during the school day, assemblies, dances and other events • Sets up and administers speaker, mic and music for sports pep rallies • Help create Slideshows for Assemblies and communicate with AME video switcher
<u>DEPARTMENT OF PUBLICITY</u> <i>(Executive Lead: President)</i> Commissioner of Communications Commissioner of	<u>Commissioner of Communications: <i>(Executive Lead: Secretary)</i></u> <ul style="list-style-type: none"> • Reads the bulletins <ul style="list-style-type: none"> ◦ <i>Reads out staff birthdays on that day</i> • Works with secretary to make sure bulletin is correct, easily ready, and languages translated when needed • In charge of publicizing on the “marquee” • Leads a team to publicize all ASB events and inform staff/students on what is happening on campus • Works with Publicity, Spirit, and Clubs and Activities to ensure that Display Cases are up to date and representative of school and spirit

<p>Publicity</p> <p>Commissioner of Digital Publicity</p> <p>Commissioner of Public Relations</p> <p>Commissioner of Clubs and Student Activities (Executive Lead: Treasurer)</p>	<ul style="list-style-type: none"> • Works with Clubs and Culture/Diversity to maintain Blueboards <p><u>Commissioner of Publicity: Posters</u></p> <ul style="list-style-type: none"> • Leads a team to create and post handmade posters to market and celebrate all ASB events • Works with Spirit for any Spirit needs (assemblies, spirit/dress up days etc.) • Works with Special Events for the marketing of any Special Events • Works with Athletics to make a poster for “Game of the Week” and “Senior Night” Posters <p><u>Commissioner of Digital Publicity: Print Shop Posters</u></p> <ul style="list-style-type: none"> • Uses a Graphic Design Program (<i>Canva</i>) to create digital posters to be put in the Print Shop • Works with Spirit for any Spirit needs (assemblies, spirit/dress up days etc.) • Works with Special Events for the marketing of any Special Events • Works with Athletics to post senior nights, pep rallies, athlete of the month, special events • Publicizes Brave of the Week <p><u>Commissioner of Public Relations</u></p> <ul style="list-style-type: none"> • Birthday cards and Spirit Blasts for Teachers during birthdays • Thank you cards to students, student groups, and staff members • Creates 4 events/activities/“gifts of appreciation” throughout the year to provide thanks to our ENTIRE staff and during Teacher Appreciation Week • <i>Organizes with the Special Education department teams to prepare and deliver cookies to celebrate student birthdays on a daily basis.</i> • Communicates with Culinary Arts and ASB any needs for cookies • Connect with businesses and community members to involve with school events/fundraisers <p><u>Commissioner of Clubs/Activities(Executive Lead: Treasurer)</u></p> <ul style="list-style-type: none"> • Maintains updated lists of chartered clubs on campus • Attends club meetings at least once per semester to communicate needs to ASB • Organizes 4 Food events to get clubs to be able to fundraise and get publicity <ul style="list-style-type: none"> ◦ Braves Rally Alley ◦ Multicultural Week • Organizes Club Rush in first month back to school and again in January to promote clubs/sports on campus • Communicates with Secretary and MWatkins on providing information for ASB and Clubs with the “The Brave Bulletin” • Creates forms, gathers data, and organizes Game of the Week Sales and Food Even tables
<p><u>DEPARTMENT OF ATHLETICS</u> (Executive Lead: Vice President)</p>	<ul style="list-style-type: none"> • Leads the ASB team (as much as a group as possible) in committing to going to one home game of every sport • Identifies ways to increase attendance to sporting events, provides “freebies” to teams that have a winning record

Commissioner of Athletics	<ul style="list-style-type: none"> • Identifies any games that are important to a sport and hosts a pep rally • Communicates with Athletics Director (SArmstrong) to update the Athlete of the Month and publicizes information with Social Media and Communications • Makes sure all Athletes of the Week are recognized for the “A for the day” in Athletics by communicating with Administration • Works with publicity to create “Senior Night” posters for last season home game of each sport • Publicizes athletic successes (Tournaments, League Play, CIF, Personal Successes) by communicating to Department of Publicity and all of ASB • Helps Athletic Director on Social Media • Creates a Sports Roster and Call Slips for Assemblies • Works with Spirit to create a Spirit Section and Halftime Shows for Football and Basketball games • Works with the Athletic Director to maintain Blueboard updated • Communicates to Middle Schools to give middle school students a free day to come see a sporting event • Communicates twice a month with Athletics Director to discuss ongoing events and ways to communicate needs to ASB
Commissioner of Culture and Diversity	<ul style="list-style-type: none"> • Creates awareness campaigns and finds ways to honor different cultures through segments in weekly Newscast videos, posts on social media, and lunch time events (or other events) surrounding each cultural month. • Oversees that different people in the committee do research into cultural months and find individuals to celebrate and other contributions to acknowledge (ex. in Filipino-American Heritage Month we had some students do a segment on the Newscast to talk about cultural overlap between Filipinos and Latin American cultures due to Spanish influence, etc.) • Reaches out to external groups, such as some cultural orgs at SDSU or UCSD that might be able to provide some resources on how to celebrate. • Contacts people on campus to make posters or have other physical notices of the months around campus. Our admin supports this as they print posters made by the Digital Design class. • Hosts lunchtime events to honor different cultures at the end of each month, including music surrounding the culture, heritage dances, etc. and a flag ceremony.

ASB Associates (<i>Assigned to Secretary</i>)
<p>The true leaders in ASB are the associates, they are not bound by any specific task or position, They are free to help, improve, and bring out the BEST of each and every part of ASB. Since Associates are not bound by any task or positions, and are completely free, they have the chance to gain skills and experiences from every position. This great opportunity is only given to associates, as the others are bound by a specific task and position.</p> <ul style="list-style-type: none"> • Assumes any and all responsibilities at any time • Assigned to certain tasks, individuals, and Departments per the President, Secretary, and or ASB Coordinator • Commissioners of heat press (jerseys, shirts, hoodies, etc...) • Help Media with google forms (song requests, downloading music to MP3's)

- Make posters for Multicultural week
 - Customize styrofoam boards for Homecoming and Winter Formal
- Helps Communications with display cases and updates the weekly athletic events .

ASB Advisor	Administrator
<ul style="list-style-type: none"> • Communicates ASB needs with administration and staff • Works with all students but especially executives • Offers advice and considerations to all team members about decisions • Maintains team chemistry, order, and vision • Administers grades, with the consideration of the Executive Board, and discipline to all students 	<ul style="list-style-type: none"> • Ensures policies are being followed according to school, district, and state guidelines • Supports ASB rules and procedures among school participants (advisors, teachers, etc.) • Organizes safety and security of all events • Supports ASB Advisor in the discipline of students