

These are just some of the responsibilities for the Core Officer positions. This is not a complete list, but provides an idea of what is expected. Feel free to contact Mrs. Heather Tolles (htolles@ohva.org), Student Council Advisor, with questions. [Core Officer Guidelines](#) and [FAQs](#) are available by clicking the links.

President:

- Works with Advisor to prepare weekly Core Officer Team meeting agenda
- Runs weekly Core Officer Team meetings
- Runs monthly All Student Council meetings
- Must have the ability to use microphone and video camera in Live Sessions
- Attends all Core Officer Team planned events (dances, day after dance events, etc.)

Vice-President:

- Assists President to prepare weekly Core Officer Team meeting agenda
- Runs weekly Core Officer Team meeting if President is not available
- Runs monthly All Student Council meeting if President is not available
- Must have the ability to use microphone and video camera in Live Sessions
- Attends all Core Officer Team planned events (dances, day after dance events, etc.)

Secretary:

- Takes notes at weekly Core Officer Team meetings
- Takes notes at the monthly All Student Council meetings
- Distributes notes and other information to Core Officer Team
- Must have the ability to use microphone and video camera in Live Sessions
- Attends all Core Officer Team planned events (dances, day after dance events, etc.)

Treasurer:

- Works with advisor to determine budget for different events
- Tracks the cost of items the team may wish to purchase for events (food, decorations, prizes, etc.)
- Ensures the budget for each event remains balanced (No actual money is handled)
- Must have the ability to use microphone and video camera in Live Sessions
- Attends all Core Officer Team planned events (dances, day after dance events, etc.)

Core Officers will run as a group on one ticket. All four students will run and campaign together. (REQUIRED)

1. President 2. Vice President 3. Secretary 4. Treasurer

Mrs. Tolles will host 5 “**Build a Core Officer Ticket**” meetings online to provide opportunities for students to meet others interested in leadership positions. **Complete this [SURVEY](#) to register to attend and have your eligibility confirmed.** The president of each ticket must email Mrs. Tolles the name of each person on the ticket and the office each person is running for before **12 p.m. on Friday, September 18, 2026**. Each ticket must record a Campaign Commercial that is 4 minutes or less. (No exceptions to this rule.)

- Each ticket must record on their own.
- Send Mrs. Tolles the [link](#) to the recorded commercial **before 5 p.m. on Monday, September 21, 2026**
- Mrs. Tolles will email all commercials to the student body on **Tuesday, September 22, 2026**.
- Students will watch commercials and cast their vote no later than **5 pm Thursday, September 24, 2026**.
- The winning officer team will be announced on **Friday, September 25, 2026**.
- Mrs. Tolles will meet online with the winning officer team sometime on **Friday, September 25, 2026**.