



## **2023-2024 STUDENT COUNCIL EXECUTIVE BOARD**

### **MISSION STATEMENT**

As an officer of the Student Council, I promise to embody the mission and values of Lick-Wilmerding High School, namely inclusivity, community engagement, and fostering a safe learning environment for all students. I will actively combat hate, racism, and bigotry of any kind and will work to be an agent for social change. I will be, at all times, dedicated, responsible and accessible to the students of Lick-Wilmerding High School and will work to uphold the duties of my executive office.

### **PURPOSE**

The purpose of Student Council is to improve student life at Lick-Wilmerding High School. This should be done by:

- providing leadership opportunities to students
- maintaining and promoting communication between faculty/staff, students, and administrators
- creating enjoyable social events that are inclusive of all students
- advocating for students and ensuring that they feel comfortable, accepted, and heard

### **ELIGIBILITY**

- Maintain a minimum of a 2.5-grade point average. If a student is currently on Academic Probation they are not eligible to run for office.
- Executive Board members may lead student clubs but are discouraged from leading more than one.
- Executive Board members may not run for a previously held office.

### **ATTENDANCE/PARTICIPATION REQUIREMENTS**

- Executive Board members cannot miss more than three meetings—even if they are excused—per semester.
- Students who fail to meet obligations will be placed on Leadership Probation.
- Attend and participate in all SC meetings and events; if unable to come, notify the presidents and/or the SC Advisor
- Executive Board members must participate in service projects sponsored by Student Council.
- At the end of the academic school year, all Executive Board members must meet with their successors to review job descriptions and share notes.
- Check-in with SC Advisor individually on an as-needed basis.
- Follow through on commitments to serve on SC and fulfill all obligations.

## **JOB DESCRIPTIONS**

### **Community Networkers (1-2 students)**

- Lead external public relations for SC by communicating with student leaders from other schools in order to promote activities outside of LWHS and activities from other schools that may be of interest to LWHS students.
- Coordinate club sign-up day at the beginning of the fall and spring semesters.
- Create Spotlight videos to present during Community Meetings.
  - Minimum of 4 per semester
  - Showcasing participants that are representative of the entire student body (theme permitting)
- Find active and creative ways to showcase the Student Council.
- Support the Center for Civic Engagement in the promotion of events.
- Provide much needed comedic relief and fun to community meetings.
- Lead community building activities, including Pin Tag and the Haunted House.

### **Environmental Chair (1-2 students)**

- Partner with the Facilities Team to identify areas of improvement within LWHS resource consumption.
- Develop action plans and attainable environmentally-focused school-wide goals to be worked towards by the LWHS community over the course of a semester.
- Present LWHS resource consumption data with a semester e-Tiger report (written, infographic, video partnership with Community Networkers, or some other media).
- Partner with leaders of the Environmental Club to help increase student engagement in reaching environmental goals, educate students on the importance of intersectional environmentalism and environmental justice, and build community within LWHS.
- Collaborate with the Center for Civic Engagement to coordinate and lead PPP days and Sam Mihara Days of Justice workshops focused on environmental justice.
- Implement Eco-Friendly Event Guidelines for all LWHS student events.
- Partner with the Dean Team to incorporate hands-on volunteer work revolving around community engagement and environmental initiatives in the advising curriculum.

### **Presidents (2 students, rising 12<sup>th</sup> graders)**

- Act as liaison between students, faculty, and administration; attend regularly scheduled meetings with the Head of School.
- Identify and suggest projects for SC to help improve student life at LWHS.
- Help set SC policies and practices by leading the Executive Council.
- Serve as a role model to students and other SC members and be open to the needs of all

students.

- Prepare an agenda for every SC meeting.
- Attend and run at least two meetings a rotation: Executive Council Meeting and Full Council Meeting.
- Delegate responsibilities to and check in with other SC members about the progress of all SC activities.
- Attend meetings with SC Advisor once a rotation and as needed.
- Help plan and run student elections.
- Facilitate and host community meetings. Coordinate announcements and offerings, address current events as needed, and incorporate traditions, activities, and cheers.
- Plan the beginning of the year SC retreat.
- May be asked to attend/participate in LWHS board meetings once a semester.
- May be asked to participate in a quarterly DEI Roundtable with DEI Representatives from across the LWHS community.

### Secretary (1 student)

- Maintain an up-to-date record of all official SC votes and decisions.
- Maintain social media accounts such as Instagram & Tik Tok: @lwstuco
- Oversee publicity for all SC events, working to ensure clear and consistent information on all posters, flyers, and digital communications.
  - Coordinate with grade level reps to ensure information is posted on class/grade level social media pages.
- Publicize important decisions made by the LW administration and assist Co-Presidents in facilitating student-administration communication.
- Type and display all minutes from meetings. Send minutes to all Student Council members following each meeting.
- Include an “action items” section in the minutes of each meeting so that issues brought up in the meeting are easily actionable.
- Maintain the online SC Resource Board and help keep members informed of approaching deadlines and upcoming events.
  - Give a presentation at one community meeting about where students can access the SC Resource Board.
- Target outreach to incoming students at LWHS and encourage them to follow SC on social media
- Take roll at each SC meeting.
  - Create a spreadsheet of attendance that is easy for SC Advisor to view.

### Spirit Coordinators (1-2 students)

- Oversee spirit activities and promotion for SC events including, but not limited to:
  - Chase and Kick-Wilmerding Promo
  - Larger event promotions (dance concerts, plays, and musicals)
- Assist and coordinate with LWHS sports boosters/parent association to provide spirit for athletic events.
- Plan and run spirit weeks, including finalizing themes, giveaways, and delegating people to give out prizes.
- Organize healthy and friendly competitions on campus.
- Work with community networkers to promote school dances, on-campus events, and sporting events.
- Organize Student Council Art Showcase / StuCo Talent Show.

### Student Inclusion Chair (1-2 students)

The Student Inclusion Chair works in collaboration with the Student Council, the Director of Student Inclusion, the Dean of Adult Equity and Inclusion, and members of the LWHS DEI Roundtable to do the following:

- In collaboration with the DEI Team, identify, recommend, and create institutional policies and initiatives that create solutions to instances & cultures of discrimination on the basis of race, religion, sexual orientation, gender identity, disability, language, and nationality.
- Plan and execute programs to increase student's awareness, knowledge, and literacy on DEI and Restorative Justice Practices. These programs include but are not limited to:
  - DEI Workshop for Student Council
  - Affinity Club Leadership Training
  - Regular meetings with Affinity Club leaders (i.e. A.S.I.A., Black Student Union, GSA, Latinx Unidos, LWOW) to help build awareness and cultural competency in the LWHS community.
  - Affinity Club Mixers
- Host socials for BIPOC 9th graders in the fall and spring semesters.
- Serve as a workshop presenter for the annual Sam Mihara Days of Justice Conference.
- Serve as a bridge between the student body and the Director of Student Inclusion to bring to light student issues and work toward solutions.
- Participate in a quarterly DEI Roundtable with DEI Representatives from across the LWHS community.
- Reserves the right to assess and improve current school policies and practices for a culturally responsive and inclusive student experience.
  - Continuing to raise awareness regarding issues such as Sexual Assault & Sexual Harassment in the LWHS community.

### Treasurer (1 student)

- Maintain all expense/revenue budgets for SC as a whole.
- Make the expense report public to the community.
- Process and maintain all monetary requests from all SC members, including check requests, receipts, and reimbursements.
- Count all money fundraised by SC.
- Oversee and plan one fundraiser every quarter.
  - One of these fundraisers should be a community-building fundraiser like a Winter Craft Sale.
- Periodically present budget updates to SC in order to facilitate informed decisions regarding event planning.
- Meet with SC Advisor when needed to update the budget and process any pending financial requests.
- Meet with SC Advisor to review and give input on club funding requests

### Vice Presidents (2 students, rising 11<sup>th</sup>-12<sup>th</sup> graders)

- Lead planning for all social events during the year (i.e. school dances, winter formal, prom), including issues such as site, budgets, catering, entertainment, theme, and decorations.
  - Secure bookings for off-campus dance venues in advance, as directed by the SC Advisor.
- Conduct a post-event evaluation for all events, including the final budget, notes on planning an event itself, and suggestions for the following year.
- Create promos for the dances (with the help of Community Networkers).
- Support Class Representative with organizing grade level social events and Community Networkers with organizing a Haunted House.
- Curate the music either to give to the DJ or for a playlist for dances.

***Members holding the above positions will be considered Executive Board members.***