



CLASS STUDENT GOVERNMENT POSITION CONTRACT

Position Responsibilities

The following duties must be fulfilled **at all times** by the student in the assigned position. Failure to do so throughout the year may result in the loss of the appointed position. All members are expected to do the following:

1. Participate in all Student Government sponsored activities and events.
2. Attend two Board of Education meetings in the evening during the school year as requested by the Board of Education (dates to be announced).
3. Attend all officer/advisor meetings throughout the school year.
4. Assist with school fundraisers.

PRESIDENT:

- Plan and oversee activities, projects, and fundraisers
- Create a proposal and an outline for events
- Create agendas for meetings (**at least** once per month) and act as facilitator
- Communicate frequently with advisor(s)
- Send email reminders to all officers and senators
- Act as a liaison between Student Government and class members

VICE-PRESIDENT:

- Perform the duties of the President in their absence
- Aid in planning activities and projects
- Supervise the work of other members and delegate responsibilities to senators
- Assist the President in preparing meeting agendas
- Communicate frequently with advisor(s)

SECRETARY:

- Take attendance at each meeting and keep an organized record
- Keep a Google Drive folder that organizes and records all activities
- Create and maintain social media page(s) (i.e. Instagram, Facebook. etc.)
- Aid in planning activities and projects
- Create posters, flyers, and other promotional materials.
- Communicate frequently with advisor(s)

TREASURER:

- Confirm that officers and members are signed up to participate at each activity
- Promote and encourage class participation in all activities

- Help the secretary in creating promotional materials and keeping up with the social media page(s)
- Aid in planning activities and projects
- Communicate frequently with advisor(s)

SENATOR:

- Actively represent the needs, concerns and idea of the student body and present them to the officers
- Become actively engaged in events and regular business of Student Government
- Present ideas for fundraising and other activities
- Aid in planning activities and projects
- Attend regular officer meetings

A **minor offense** is defined as:

- Unexcused absence from a meeting
- Not showing up to help/assist with any of the above activities
- Not completing a task that is asked of you

In the event of a minor offense, you will have to meet with the Class Advisor(s) along with the School Wide Student Government Officers and Advisor(s). Repeated minor offenses may result in removal from the position, at the discretion of the advisors.

Students will be **immediately** removed from office for the following **major offenses**:

1. In school suspension or out of school suspension
2. Any involvement with drugs or alcohol
3. Inappropriate use of social media, including bullying and hate speech
4. Other disciplinary matters that undermine the officer's position as a representative and role model of the student body, at the discretion of the advisors.

By signing below, we acknowledge the rules and expectations of Student Government and agree to the following terms. I understand the terms and agree to the consequences put forth by the Student Government advisor(s).

Student Signature

Date

Parent Signature

Date