

# **Student Council Leadership Positions & Requirements**

**Junior & Senior officers will mentor Freshman & Sophomore officers for the following leadership roles:**

## **President -**

The duties of the president shall be:

- Serve as head of the Executive Council and ensure that the agenda is followed
- Nominate committee leaders when necessary
- Call special meetings as needed
- Stay in regular contact with Student Council/Class Sponsors

## **Vice-President –**

The duties of the vice-president shall be:

- Assume presidential role in the absence of the president
- Keep order and help uphold the guidelines of the constitution
- Ensure that Student Council proceedings are running effectively
- Recruit and guide current Student Council members

## **Secretary –**

The duties of the secretary shall be:

- Create and distribute an agenda for each meeting
- Review and record official meeting minutes and voting results
- Record and keep attendance of Student Council meetings

## **Treasurer –**

The duties of the treasurer shall be:

- Give a financial report at each meeting on Student Council (at large) and grade level accounts
- Advise Student Council on matters of fundraising and use of funds
- Sign off on all paperwork associated with the Student Council (at large) account

## **Reporter –**

The duties of the reporter shall be:

- Review and report on previous meeting's minutes
- Report progress made on Student Council goals, activities, and events
- Educate members regarding the rules of order at meetings

## **Student Council Eligibility Requirements**

1. Must be enrolled in classes sufficient to earn at least 6 credits in a school year
2. Must maintain at least a **70** average in all classes
3. Must have no major disciplinary referrals on file and abide by all school rules
4. Must acquire the signatures of at least 4 faculty members who support your membership AND your grade-level principal's signature
5. Must reflect a positive image throughout all classes and activities at Hendrickson High School
6. **Must regularly attend Student Council meetings**

## **Penalties if Requirements Are Not Met**

1. If academic requirements are not met, member is suspended from Student Council for the following three weeks grade reporting period.
2. If there is an academic deficiency in any subsequent grading period, the member will be removed subject to administrative review.
3. If member receives a disciplinary referral, he/she may be temporarily suspended or removed from office. Action is subject to administrative review and hearing.