

# ASB OFFICERS

**Please read the responsibilities for each ASB office carefully. If elected to the position, you will be held accountable for fulfilling the responsibilities listed below for your office. All officers will sign and adhere to the Leadership Code of Conduct. All elected ASB and Class Officers shall register for Leadership class.**

It is highly recommended that all ASB Officers attend summer Leadership Camp. Leadership camp is the last couple days of July through first 5 days in August. The cost will be \$150/student.

## **ASB President**

1. Preside over Cabinet meetings, Council meetings, and oversee all ASB assemblies/activities.
2. Create special committees and standing committee chairpeople.
3. Ex officio member of all ASB committees.
4. Official student representative at inter- and intra-school functions. This includes such things but not limited to Open House, PTSA, and Shorewood Teacher Staff Meetings.
5. Official correspondence with Shorecrest and Einstein ASB.
6. Delegate responsibilities as the occasion arises.

## **ASB Vice-President**

1. Assume the duties and/or office of the president in his/her absence.
2. Preside over Leadership Class
3. Responsible for coordinating ASB committees/club in conjunction with the Cabinet and ASB Specials.
4. Co-overseer of all ASB Clubs in conjunction with two assigned ASB Special Assignment Chairs.
5. Carry out tasks assigned by the President.
6. Team with the President overseeing all ASB assemblies, fund-raisers, community service school projects, and report at occasional Shorewood Teacher Staff Meetings.

## **ASB Corresponding Secretary**

1. Responsible for all ASB correspondence. Phone calls, emails, and letter writing.
2. Knowing and upkeep of the ASB/Activities Calendar
3. Responsible for insuring the attendance of leadership team (link and leadership) members at Summit meetings. Notices to homerooms, PA and bulletin notices.
4. Take roll at all meetings including the Leadership Class.
5. Assist Recording Secretary to receive and compile recommendations of ASB committees, keep a record of all ASB recognized organizations, including statements of purpose, charter and bylaws and make available all Cabinet and Council decisions and actions in conjunction with the ASB Specials.
6. Keep records of all correspondence in a notebook.

## **ASB Recording Secretary**

1. Insure attendance of Council members at Council meetings.
2. Prepare, distribute, and publicize the records of the Cabinet and Council.
3. Assist Corresponding Secretary to receive and compile recommendations of ASB committees, keep a record of all ASB recognized organizations, including statements of purpose, charter and bylaws and make available all Cabinet and Council decisions and actions.
4. Keep records of all actions of the Cabinet and the Council in a file (including budget adjustments and club approvals).

## **ASB Treasurer**

1. Must work with the business secretary on a regular basis to assist in the handling of ASB monies. This includes counting money from ASB dances, fund-raisers etc. as well as reviewing, approving and signing all purchase orders from all athletic teams, ASB clubs and organizations. **Must visit the business office on a daily basis.**
2. Maintain a monthly record of all ASB expenditures and income that must be available, upon request, to any one affiliated with Shorewood. This information can be obtained by working with the business office secretary.
3. Make reports at the request of the Cabinet or Council.
4. Chair the budget Committee. Along with ASB treasurer-elect, supervise the Budget Committee's preparation of the ASB budget in the spring.

## ***CLASS SENATORS***

Please read the responsibilities for class Senator carefully. If elected to the position, you will be held accountable for fulfilling the responsibilities listed below for your office. All officers will sign and adhere to the Leadership Code of Conduct. All elected ASB and Class Officers shall register for Leadership class.

It is highly recommended that all senators attend summer Leadership Camp if there is space available for underclassmen. The cost will be \$150/student.

**\*\*\* THE SENATORS MUST BE IN CONSTANT COMMUNICATION WITH THEIR CLASS ADVISOR. THE ADVISOR MUST GIVE THEIR CONSENT FOR ALL MONIES THAT ARE SPENT AS WELL AS THEIR APPROVAL FOR UNDERTAKING EVENTS (SUCH AS HOMECOMING, FUNDRAISERS, ETC.)**

### **Class Senator**

The elected Senators along with the class advisor(s) shall choose among themselves who will undertake the various responsibilities of the class. If elected, you must be ready to assume any or all of the roles listed.

1. One Senator from each class shall serve on the ASB Budget Committee chaired by the ASB Treasurer.
2. Preside over class meetings, appoint class committee chair people with the approval of the class advisor(s) and other Senators.
3. Represent class views to the Cabinet and Council.
4. Schedule regular meetings with class advisor(s) and class Senators.
5. Minutes and records of all class and officer meetings must be kept in a notebook. Records shall be available upon request.
6. Record and report all income earned and monies spent with respect to class activities. These records shall be available upon request.
7. Fill out all requests for class fund-raisers. Work with the business secretary to set-up cash box, count money, make deposits, and to check records of income and expenditures.
8. Keep a notebook with records of all income and expenditure.

# SENIOR CLASS OFFICERS

Please read the responsibilities for each Senior Class Office carefully. If elected to the position, you will be held accountable for fulfilling the responsibilities listed below for your office. All officers will sign and adhere to the Leadership Code of Conduct. All elected ASB and Class Officers shall register for Leadership class.

It is highly recommended that all officers attend summer Leadership Camp. The cost will be \$150/student.

\*\*\* THE SR. CLASS OFFICERS MUST BE IN CONSTANT COMMUNICATION WITH THEIR CLASS ADVISOR. THE ADVISOR MUST GIVE THEIR CONSENT FOR ALL MONIES THAT ARE SPENT AS WELL AS THEIR APPROVAL FOR UNDERTAKING EVENTS (SUCH AS HOMECOMING, FUNDRAISERS, ETC.)

## Senior Class President

1. Preside over class meetings, appoint class committee chairpeople with the approval of the class advisor(s) and other officers .
2. Represent class views to the Cabinet and Council.
3. Schedule and preside over meetings with the class advisor and/or advisors of specific senior events and other officers to plan and supervise class activities (activities include but not limited to the senior wall, senior t-shirts, the senior gift, etc.)

## Senior Class Vice-President

1. Assume the duties and/or office of the president in his/her absence.
2. In conjunction with other officers, shall coordinate class committees and meetings.
3. Carry out tasks assigned by the president.

## Senior Class Secretary

1. Attend to all class written and phone correspondence. Phone calls, emails, and letter writing.
2. Publicize all class and committee meetings and work sessions.
3. Keep a notebook of all correspondence.
4. Take minutes at all class meetings. Maintain all class records, available upon requests. Keep notebook with all minutes and records.
5. Take minutes at all class officer meetings with or without an advisor. The minutes shall be available upon request and need to be included in the notebook of minutes and records.

## Senior Class Treasurer

1. Record and report all income earned and monies spent with respect to class activities. These records shall be available upon request.
2. Fill out all requests for senior fund-raisers. Work with the business secretary to set up cash box, count money, make deposits and to check records of income and expenditures.
3. Keep a notebook with records of all income and expenditures.
4. Serve on the ASB budget committee. Work with the ASB Treasurer in the preparation and maintenance of ASB budget.

All Senior Class Officers will work with the Prom Advisor to plan and put-on prom.

## **ASB Special Assignments (AKA – Secret Service)**

**Please read the responsibilities for each Special Assignment position carefully. If selected to the position, you will be a Special Assignment to the Leadership class of Shorewood High School. If selected to the position, you will be held accountable for fulfilling the responsibilities and tasks listed below for your position. All Special Assignments will sign and adhere to the Leadership Code of Conduct. All selected Special Assignments shall register for Leadership class.**

It is highly recommended that all Special Assignments attend summer Leadership Camp. The cost will be \$150/student.

\*\*\*The Special Assignments must be in constant communication with the Activity Coordinator/Homecoming Advisor/Prom Advisor for all matters pertaining to money or events. The advisor must give their consent for all monies that are spent as well as their approval for undertaking events.

### **Advisor Coordinators (3 positions)**

1. Homecoming Committee Chairpersons.
2. Interhigh Chairpersons that organize student groups who attend Wesco Interhighs and student exchanges. These persons shall hand-out field trip forms, collect field trip forms, set deadlines for these aforementioned field trip forms, and arrange drivers for the trip or bus. Make sure that Mr. Villanueva has turned in a field trip form at least three weeks prior to the Interhigh Event.
3. If ASB Officer is not present at an Interhigh Event, these students are the official student representative at inter- and intra-school functions.
4. Election Chairpersons that organize all elections during the school year including freshman elections, HC theme and Court voting, any constitution votes, spring Class Senators/Senior Class Officer/ASB Officer elections, and Prom theme and Court voting.
5. Birthdays and Random Acts of Kindness (RACKS) Chairpersons that organize ways to randomly recognize all people at Shorewood.

### **Club Advisors (AKA - Club Bouncers) (1 - 2 positions)**

1. Homecoming Committee Chairpersons.
2. Responsible for coordinating all ASB clubs in accordance to the Shorewood Constitution. This position shall maintain a club notebook that contains a list of all current/past clubs with their advisors' names, the Shorewood Constitution, each club's Intent to Start a Club form, and each club's Outline for Club Bylaws form.
3. Responsible for keeping track of all fundraisers being done by each club, so clubs aren't selling the same items, and making sure each club reconciles their fundraiser after the fundraiser is completed.
4. Co-chairs of the Publicity committee. Makes sure that all advertisements around the school adhere to the poster/signage guidelines. Must check with ASB Technician on a regular basis to make sure that what is advertised passes advertising guidelines.
5. Keep a centralized club information station.

### **ASB Audio/Visual Technician (2 - 3 positions)**

1. Homecoming Committee Chairpersons.
2. Responsible for morning announcements (advised by Activity Coordinator and/or Athletic Director), video announcements (advised by Video Productions teacher).
3. Responsible for producing the Sports video at assemblies and the A/V box during assemblies.
4. Responsible for the electronic readerboards in the SAC and parking lot on Fremont and 175<sup>th</sup>.
5. Make quarterly State of Shorewood Videos announcing upcoming dates, sports turn-outs, welcome video, ect.

### ***\*\*\*All Special Assignments will***

1. Delegate responsibilities as the occasion arises with regards to their committees.
2. Make reports at the request of the Cabinet or Council.
3. Assume the duties of other Special Assignments in his/her absence.
4. Serve as the Steering Committee for the Leadership Class.
5. Carry out tasks assigned by Activity Coordinator.