

AIS Student Council Officers Roles

President: Y12 or Y13 Student

Vice President: One Y10-Y13 Student

Public Relations: One Y10-Y13 Student

Secretary: One Y10-Y13 Student

Junior Executive: One Y8-9 Student

The President shall: (1 person from years 12 or 13)

- Serve as the head of the executive for years 7-13
- Be responsible for scheduling and running all meetings of the full council
- Oversee all other Board members, to insure their duties are being fulfilled
- Head the Winter Dance Committee
- When necessary, initiate voting on council matters
- Meet with the executive weekly
- Work in good faith with the school administration regularly to ensure communication is open once a fortnight are as needed
- Ensure students receive timely and accurate feedback on the matters raised
- Be a role model in character and academic studies

The Vice President shall: (1 person from years 10- 13)

- Be responsible for upholding the Council's Constitution and Bylaws*
- Serve as the acting head when the President is not present
- Evaluate all School Student Representative Council proceedings, events, and activities, to ensure they are in-line with these above mentioned documents
- During general meetings, the Vice President will be responsible for insuring the meeting is running smoothly, and effectively, and that all present members are sufficiently engaged
- Oversee the recruitment of new tutor group representatives to participate in Student Council Work in good faith with the school administration regularly to ensure communication is open
- Ensure students receive timely and accurate feedback on the matters raised
- Be a role model in character and academic studies

The Secretary shall: (1 person from years 10- 13)

- Be responsible for writing and distributing an agenda for each meeting.
- Record official minutes for both general and year group Meetings
- Report on the previous meeting's minutes at each meeting before submitting them as official record
- Report progress made in any council goals, activities, or events
- Work in good faith with the school administration regularly to ensure communication is open
- Arrange regular meetings with the school administration every two weeks.
- Ensure students receive timely and accurate feedback on the matters raised
- Be a role model in character and academic studies

The Public Relations Officer shall: (1 person from years 10- 13)

- Keep student body informed of events, fundraisers, and service projects
- Obtain approval for events
- Responsible for communication between school and students
- Maintain student council website
- Organising announcements for Tutor group representatives.
- Maintain the Student Council notice board
- Be responsible for adding events to the daily announcements and to the student body
- Be a role model in character and academic studies

Junior Executive: (1 person from years 8 - 9)

- Be the spokesperson for Y7-Y9 students
- Support the President and Vice President as needed
- Organising event/s for Y7-Y9 students
- Maintain the Student Council notice board
- Be a role model in character and academic studies

AIS Student Council Executives Application

President Vice-President Public Relations Secretary Junior
2016 - 2017

Student Name: _____ **Year:** _____

The completed application is due to Ms. Kotcher by 1pm Thursday 10 March.

1. Describe a quality or qualities that you think is important for a Student Council Executive member to possess.

2. What position are you applying for? What qualities and abilities do you demonstrate to fulfill this role successfully?

3. What type of extra-curricular activities do you participate in?

4. Are you able to attend regular meetings? _____

5. Did you attend the Student Council events this year? What events? _____

Student Council meetings are Tuesday afterschool 2:30-3:45 and Monday Lunch for officers. You will also be expected to be at all Student Council events.

The Student Council Executives and Reps are responsible for the Winter Dance.

6. What ideas or initiatives would you bring to the Student Community at AIS?

7. The Student Council promotes the Learner Profile to the students. What will you do to help bring more awareness of these in the AIS school community and why they are important skills for students to learn.

Parents

I am aware that my son/daughter is applying for a position as Student Council Executive position at AIS. He/she is dependable, assumes leadership in a positive manner, and will attend all required meetings and activities whenever possible.

Representative Candidate Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Teachers

*I recommend this student for Student Council because he/she is
dependable and assumes leadership in a positive manner.
They display the Learner Profile and are an excellent role model to the AIS students.*

Tutor Teacher

Please briefly write why this student would make a successful Student Council Executive

Tutor Teacher Signature: _____ Date: _____

Subject Teacher

Please briefly write why this student would make a successful Student Council Executive

Teacher Signature: _____ Date: _____