Officer/Commissioner Responsibilities 2011-2012

ELECTED POSITIONS

ASB President (1)*

Work with advisor to create ASB action plan
Help plan and organize summer ASB training sessions
Divide oversight of class officers and commissioners amongst the ASB Officers
Set the agenda and run student council meetings
Attend AHS Site Council meetings
Organize workers for registration
Plan ASB involvement in Back to School Night and AHS "Showcase"
Plan Installation
Create and distribute a Council binder to each member
Lead commissioner interviews
Establish core values and core purpose

ASB Vice President (1)*

Organize House of Representatives meetings when necessary (no less than 4 each semester)
Organize Freshman and ASB elections
Oversee Blue Crew Spirit Club
Set up year long ASB recognition plan (i.e. kudos)
Train the Freshman Class Officers
Organize and distribute ASB apparel
Keeps records of Agoura High School academics, athletics,
and extracurricular landmarks
Communicate AHS history of the student body
Continue researching and organizing AHS records for an eventual History of AHS and Hall of fame
Network with AHS Alumni
Celebrate Student Council birthdays

Board Representative (1)*

Act as governing entity over Student Council commissioners
Undergo an interview process as well as an election process in order to attain postion
Attend AHS Site Council meetings
Attend district school board meetings (coordinate with Calabasas representative) and present an update to the board regarding important AHS events and concerns
Attend Curriculum Council meetings
Attend City Council meetings when necessary
If applicable, Attend City Parks and Recreational meeting (i.e. organize AHS involvement in city events)
Nominate a backup attendee for meetings
Report important information discussed in the meetings to Student Council
Take charge of political awareness and make information on political opportunities available to the entire student body (i.e. Voter Registration Cards, Youth Council, etc.
Attend PFC meetings to update parents re: events

Chief Technological Officer (1)*

Position will be chosen by the members of the Executive Board from the previous school year
Assign tech coverage of campus events
Schedule technology setup and cleanup for dances, rallies, etc
Schedule OCEs / OCRs
Work closely with commissioners of entertainment in order to maintain entertainment equipment
Coordinate deadlines for any media production
Inventory technology equipment and make necessary orders
Manage technology budget
Responsible for setting up and maintaining Student Council contact list (e-mail group, roster, etc)

Class Officers (12)

Class **Presidents** act as members of Executive Board*
Uphold the duties assigned to your specific office
Meet with your advisors at least once a month
Hold Steering Committee meetings once a month
Plan and implement activities that will benefit your class
Organize class support for spirit competitions
Advertise and attend rally set-ups
Fundraise for your class
Publicize all class activities
Manage/sell Class Apparel

*** Indicates an Executive Board Member**

COMMISSIONER POSITIONS**

ASB Secretary (1)

Take minutes at every Student Council meeting
Responsible for distributing meeting minutes to absentees
Take attendance at Student Council events when necessary
Create Student Council scrapbook for the year
Coordinate faculty appreciation activities (Back to School breakfast, Appreciation week, and teacher luncheon)
Coordinate and distribute monthly staff appreciation gifts
Organize Charger of the Month awards
Submit AHS stories to local newspapers and media outlets
Take pictures and manage a computer file of ASB events
Coordinate w/yearbook staff on Student Council page

Commissioner of Finance (1)

Responsible for keeping track of ALL ASB funds
Coordinate and record passage of all **p**urchase **r**equisitions
Write PR declination/more info needed letters
Learn and teach proper methods of passage and filing of PRs, Activity Apps, and Fundraising Apps. To Student Council, clubs, and organizations (attend info meetings)

Commissioner of Clubs and Academics(2)

Plan one Club Rush per semester
Pass all club constitutions through Student Council
Support attendance of club functions through advertising and communication
Schedule and run all club presidents' meetings
Review advisor-signed minutes from each club's mtg
Coordinate ASB activities with clubs
Maintain a list of clubs each semester with description of the club , and the meeting dates in the Club Corner in L-4
Maintain a list of clubs quarterly- post all clubs and meeting times on/in the club kiosk
Revise and renew club president contracts with all club presidents yearly
Organize Club of the Month recognition
Coordinate recognition with The Charger (newspaper)
Serve as a liaison to on-campus organizations (i.e. College and Career Center)
Coordinate all club announcements with AAC
Organize contract forms for club trust accounts
Plan one fundraiser/showcase for all clubs (ie Club Presidents Banquet)
Assist w/ Club Advisor meeting
Create and maintain Club website
Attend Curriculum Council Meetings
Promote/Celebrate final exams
Work with LinkCrew on finals Cram Session
Promote/Celebrate standardized testing
Recognize academic achievement by departments (i.e. organize and plan an academic pep rally)
Inform/promote SAT, ACT, PSAT, AP exams
Assist college and career center

Commissioner of Community Service and Health (2)

Hold at least one canned food drive per year
Representative of AHS at Relay for Life event
Coordinate at least one major event per semester
Communicate community service opportunities to AHS students and faculty
Organize health awareness activities
Hold one blood drive per semester
Plan Red Ribbon Week
Implement a program to keep the AHS campus clean (i.e.
Pride Day, Operation Eradication)
Serve as the ASB representative for any campus health awareness committees or beautification projects
Serve as liaison to plant manager
Deliver lost and Found items to a local charity on a monthly basis
Communicate with AHS clubs that are involved with health and beautification

Commissioner of Entertainment (2)

Coordinate OCEs/OCRs accordingly
Maintain ASB music library including ipod
Coordinate music for ASB and sporting events as needed
Link between cheer and ASB
Run ALL OCE's and OCR's at AHS
Assist in the publicity of performing arts events
Coordinate Homecoming halftime show (including sets, show, and script…coordinate with woodshop class)
Maintain ASB relationship with TAB, Music Boosters, and drama club
Coordinate patriotic observances at sporting events
Assist Commissioners of Pep Rallies

Commissioner of Fundraising (2)

Organize one major fundraising event (i.e. Silent Auction)
Organize one school-wide fundraiser (i.e. iFlurtz)
Plan fundraising events for Student Council (i.e. Spa sales)
Organize at least three dinner nights (i.e. Rosies-to-Go)
Run or assist another class in running a Taste of Agoura type fundraiser during Back to School Night
Try at least one new event
Do one City of Agoura Fundraiser (i.e. Reyes Adobe Days
Sell Community Discount Cards at registration

Commissioner Cultural Affairs (1)

Correspond with all cultural clubs and plan activities promoting cultural unity and awareness
Plan one cultural assembly or event (i.e. Invisible Children)
Plan one national fundraising event (i.e. Dance Marathon)
Recognize at least three cultural holidays of choice (i.e. Chinese New Year, Black History Month)

Commissioner of Publicity (2)

Create an advertising plan for all student council events
Deliver the morning announcements everyday with variance OR appear on live / pre-recorded video announcements
(i.e. guest speakers and live broadcasts)
Organize Homeroom Visits (arrangements, agenda, and teacher notifications)
Update the cafeteria marquee every Monday
Coordinate with TV Production in preparing a monthly calendar of upcoming events)
Keep an updated calendar on all ASB events

Commissioner of Athletics (2)

Run all Blue Crew activities
Promote at least one home game per sport
Maintain sports kiosk on L-Building and the gym foyer
Recognize athletes through various means (i.e. Gameday Video and homeroom announcements)
Keep track of athletic team standings and achievements
Communicate with A.P. and A.D. of athletics
Maintain Spirit kiosk on the L-bldg
Maintain and sell all Blue Crew apparel
Coordinate Dodgeball, Powderpuff and color wars

Commissioner of Rallies (2)

Create and implement a spirit plan for the school year
Organize spirit weeks, and dress up days prior to rallies
Organize at least three rallies per year
Hold rally-planning meetings for the student body
Coordinate rally set-ups and rehearsals
Assist with academic pep rally

Commissioner of Technology (4)

Responsible for ALL ASB electronic equipment
Coordinate technological aspects of all ASB activities
Update electronic marquees
Assist Studio Production commissioners
Manage and Assist Student Council e-mail

Commissioner of Studio Production (3)

Create video announcements and V.A. schedule
Responsible for ASB video equipment
Assist in all ASB video projects as necessary
Assist in live video broadcasting
Assist video production for rallies
Create Installation video

Commissioner of Dances (2)

Plan Welcome Back Dance
Work with Commissioners of Entertainment when planning Homecoming theme and sets
Assist with Homecoming halftime sets
Plan the Homecoming dance
Plan the Vice-Versa dance

**** Commissioner job descriptions or titles may be adjusted at the discretion of the Activities Director**