

Student Officer Responsibilities

President:

- Run meetings
- Prepare meeting agendas
- Maintain Order
- Work with Officer Teams
- Keep members informed
- Reads Morning Bulletins

Vice-President:

- Supervised Committees/Special Committees
- Know President's Responsibilities
- In charge of Program of Activities
- Keep a resource file
- In charge of outstanding committees
- Help President prepare agendas



Secretary:

- Prepare and read the minutes
- Help President prepare agendas
- Keep records on file of minutes and other correspondence
- Read communications at meetings

Treasurer:

- Keep accurate financial records
- Oversee fundraisers
- Set up budget
- Prepare Treasurer's report for meetings
- Works closely with advisor
- Help with program of activities
- Help President prepare agendas

Social Chair:

- Help President prepare agendas
- Helps with fundraisers
- Prepares meeting places
- Finds and executes "fun" activities
- Works closely with advisor
- Helps advertise events

ALL OFFICER RESPONSIBILITIES:

Work at various functions to sell panther pride items, as designated by ASB Advisor. (Number of events will be determined by ASB advisor as schedules for school activities come in)

- Work as a team
- Encourage Membership
- Encourage Participation
- Know parliamentary procedure
- Know the Constitution and By-laws
- Lead BY EXAMPLE
- Accept responsibility
- Set example
- Show good public relations