

Secretary

Job Description

Philosophy of student leadership- as an elected officer, you're setting a good example for the rest of the student body. Throughout the year, you will work together with the other members of student council to develop your leadership skills. Sometimes this will involve taking charge of a project on your own, and other times this will mean working with all nine members of the council to get an important job completed. To be a good leader, you must be able to be original, yet also be able to follow someone else's lead. As a student leader, you will also help determine the direction of the middle school's community service efforts.

This is a brief summary of what your job as Secretary would require of you. You will also have your own special leadership qualities that you will bring to the Council.

- Most important- set a good example for your fellow students
- Take notes in convocation of additional announcements
- Create a list of announcements for weekly convocations
- Update the SMES website weekly to reflect current convocation announcements/ student activities.
- Take notes during Student Council meetings
- Maintain a working Student Council monthly calendar, create supply lists, and to-do lists on white boards for all officers to use.
- Get students excited about events and set a good example by showing school spirit
- Work together with the rest of the student council to plan events
- Help with sales by setting up, selling, cleaning up, and being there well in advance of the start of the sale
- Organize and facilitate games /dress-up days for Spirit Week.
- Work with volunteer committees for Spirit Week, Tartan Faire, and Dances.
- Go to the party store/Costco/Smart and Final for dance supplies
- Run daily convocations with the other officers.
- Serve as a liaison between the students and faculty.
- Decorate and help run the dance including collecting money at the beginning and cleaning up at the end