

Vice President 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 Vice President 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
- Lead grade level advisory rep meetings
- Update and maintain a calendar for the current school year. This calendar determines dance meetings, officer meetings, shopping trips (for dance supplies), holidays, daily tasks, and other events that impact the Student Council.
- Help support the other officers with their duties by helping to assign projects
- 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
- Facilitate and manage the sales /distribution of special services (pizza, ice cream, etc...)
- Provide student leadership for Tartan Faire.
- Be the direct liaison between the student advisory Council and the eighth-grade executive Council
- Organize and facilitate games/ dress-up days for Spirit Week.
- Manage 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.
- In the absence of the President, the Vice President assumes all of his/her duties and roles.
- Decorate and help run the dance including collecting money at the beginning and cleaning up at the end