

Officers Duties and Responsibilities
(printable version of the Officer Duties and Responsibilities)

Class Representatives (Grades 4, 5, and 6)

Attend all meetings and listen for important dates and events. Take notes and report important information to a lower grade class as assigned and their own class communicating what is happening. Weekly tend to the recycling baskets in both the assigned lower grade class and their own classroom. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis. Be committed to 6 hours of community service per semester and attend at least two (2) after-school events or activity organized by Student Council each quarter.

Publicist (Grades 5 and 6 only)

Attend all meetings and listen for important dates and events. Make posters and publicize various events. Take photos and collect and organize files, photographs, and other important documents. Assist President in writing all Monday and Friday morning announcements for the school community. Keep record by creating a scrapbook of the council's activities and photos and organize the publication of all events at school, on website, through District website, and in local newspapers when possible. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis. Be committed to 6 hours of community service per semester and attend at least one (1) after-school event or activity organized by Student Council each month.

Treasurer (Grades 5 and 6 only)

Attend all meetings and listen for important dates and events. Count and handle all money collected and earned by Student Council events, activities, and charitable drives. Be present at all Student Council fundraising activities where money is being collected or donated. Stay after fundraising activities to count money. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis. Be committed to 6 hours of community service per semester and attend at least one (1) after-school event or activity organized by Student Council each month.

Secretary (Grade 5 and 6 only)

Attend all meetings and listen for important dates and events. Take weekly meeting attendance and all meeting notes and minutes, recording all information during weekly meetings. Read previous weeks minutes at the beginning of each meeting to Council. Work with publicist as necessary to ensure communication of events, activities, and information as recorded at meetings. Assist publicist in making of posters, publicizing events, and with the upkeep of the Student Council scrapbook. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis.

Be committed to 6 hours of community service per semester and attend at least one (1) after-school event or activity organized by Student Council each month.

Vice President (Grade 5 only)

Attend all meetings and listen for important dates and events. Work directly with the President to lead student council and assist in conducting meetings. Attend and participate in all grade level assemblies as representative of student council. Assist Publicist and Secretary in making of posters, publicizing events, and upkeep of scrapbook. Take over any Presidential duties if the President is absent. Take over any Secretary duties if the Secretary is absent. Head important committees and lead activities and events as assigned. Work with President to keep all council members active and involved. Attend all activities, events, and fundraising opportunities sponsored by Student Council. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis. Be committed to 6 hours of community service per semester and attend all after-school events or activities organized by Student Council each month.

President (Grade 6 only)

Attend all meetings and actively lead and conduct meetings, preparing and following agenda. Work directly with the Vice President to lead Student Council. Attend and participate in all grade level assemblies as representative of student council. Make Monday morning and Friday afternoon announcements. Work with publicist and secretary to prepare weekly announcements. Work with all officers, advisors, and principal. Meet with principal to communicate important information, activities, and events. Work to keep all council members active and involved. Attend all activities, events, and fundraising opportunities sponsored by Student Council. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis. Attend the quarterly District-wide Student Council Representative meetings. Be committed to 6 hours of community service per semester and attend all after-school events or activities organized by Student Council each month. Write and give a speech at 6th grade promotion.

All Officers will:

- Model good citizenship and support the Student Council Mission of C.T.A. Liberty.
- Maintain acceptable grades. A's and "B"s, "E" and "S" grades, and have no more than two (2) "C"s on progress reports and report cards.
- Attend weekly meetings (no more than 2 absences per semester).
- Accept the responsibility for work missed during any Student Council Event.
- Follow all rules and expectations as outlined in the C.T.A. Handbook.

- Show school spirit and be in adherence with the C.T.A. dress code.

Probation/Dismissal

The Student Council advisors, school principal, and classroom teacher will make all probation/dismissal decisions. Probation periods are discretionary based on offense and ruling of the advisors and administration.

Possible probation offenses:

- Excessive classroom or Student Council meeting tardies/absences.
- Failing grades (students will have 2 weeks to improve grades).
- Excessive and repeated inappropriate classroom behavior.
- Repeated probation offenses are considered for dismissal.

Possible offenses resulting in dismissal:

- Repeated probation offenses
- Cheating
- Fighting
- Offensive language or racial comments
- Bullying
- Violations of C.U.S.D Student Code of Conduct

Dismissal of any class representative position will not be replaced. Dismissal of any other office position will be replaced as follows:

Dismissal of President:

Elected Vice-President replaces President and Presidential runner-up candidate becomes the new Vice-President.

Dismissal of Vice-President, Secretary, Publicist, and Treasurer:

Replaced by the runner-up candidate for that position.