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| **Hampton Middle School****Student Council Officer Positions and Roles** |
| President: (8th grade)* Lead all meetings
* Give assistance, guidance, and praise
* Act as a facilitator during discussion
* Maintain frequent contact with faculty and administration
* Work with advisor on all planning
* Participate in student council sponsored activities/events

 Vice President: (8th grade)* Work closely with President
* Assume President’s duties when needed
* Work with President and Treasurer in preparing calendar and budget
* Assist the President in preparing meeting agendas

 Treasurer: (8th grade)* Oversee council expenses and revenues
* Maintain an accurate and detailed financial record
* Give monetary advice to the council
* Authorize payment/deposits
* Work with President and Vice President in preparing calendar and budget

 Recording Secretary: (7th grade)* Keep an account of minutes at every meeting
* Keep an accurate account of attendance at every meeting
* Help maintain student council files
* Maintain contact information for people who work with the council
* Responsible for “Thank You’ cards

Parliamentarian: (6th or 7th grade)* Gives advice to the President and members during meetings
* Inform the President of errors in parliamentary procedure if they affect the basic rights of members
* Give advice to members during times when there is not a meeting in process.

Historian/Public Relations Director: (6th grade)* Keep student body informed of events, fundraisers, and service projects
* Obtain approval for events
* Responsible for communication between schools
* Help maintain student council website
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