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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 |