

ST. BEDE SCHOOL
LA CANADA

STUDENT COUNCIL JOB DESCRIPTIONS

PRESIDENT

The duties of the President are to be in charge of all extra-curricular activities and to distribute work evenly among the student council members. The President must be willing to put a large amount of work into his/her job. The President must be comfortable around other people and have a positive attitude. A 3.0 grade point average is required to run for President. Since we are a parish school, it is expected that he/she attend Saturday/Sunday mass at St. Bede Church. The incoming President is required to attend the TACSC leadership conference during the summer.

VICE PRESIDENT

This job is to assist the President. You will help the President get ideas. When the President is absent, the Vice President takes over his/her duties. He/She also helps the officers in charge of Religious Activities and Student Activities. The Vice president has to have a 3.0 grade point average. Since we are a parish school, it is expected that he/she attend Saturday/Sunday mass at St. Bede Church. The Vice President directs and organizes all student body elections as well as school assemblies. He/She is responsible for supervising the share box program.

STUDENT ACTIVITIES

The Student Activities officer organizes all extra curricular activities; for example, dances, intramurals, and special events for holidays. A candidate's grade point average has to be 2.8 or higher. Since we are a parish school, it is expected that he/she attend Saturday/Sunday mass at St. Bede Church. The Student Activities officer is also responsible for the school calendar.

SECRETARY/TREASURER

As Secretary-Treasurer, he/she takes notes at meetings, writes articles that involve Student Council for the newsletter and keeps accurate records of the finances. He/She needs to have a grade point average of 2.8. Since we are a parish school, it is expected that he/she attend Saturday/Sunday mass at St. Bede Church. The Secretary/Treasurer prepares all thank you notes, prepares the agenda for the meetings along with the president, and coordinates publicity with the parent publicity chairperson.

RELIGIOUS ACTIVITIES

The Religious Activities officer is responsible for Holy Childhood. He/She will also be in charge of Monday morning prayer, and the Thanksgiving food drive. A candidate's grade point average must be at least a 2.8. Since we are a parish school, it is expected that the Religious Activities officer attend Saturday/Sunday mass at St. Bede Church. The Religious Activities officer is expected to be an altar server since he/she will be the liaison between the school and parish altar serving committee. He/She is also responsible for the prayer at assemblies.

REQUIREMENTS FOR ALL STUDENT COUNCIL MEMBERS

- Attend all Monday morning meetings.
- Attend at least one Student Council Workshop during the school year.
- Support all council sponsored activities.
- Maintain at least a B- in work habits and character habits.