

# **Officer/Commissioner Responsibilities 2018-2019**

## **ASB Board Responsibilities**

### **ASB President**

*NEW: Any current junior is eligible to run for ASB President*

- Work with advisor to create ASB action plan
- Help plan and organize summer ASB training sessions
- Set the agenda and run student council meetings
- Attend AHS Site Council meetings
- Organize workers for registration
- Plan ASB involvement in Back to School Night and "Showcase"
- Create and distribute a Council binder to each member
- Lead commissioner interviews
- Organize Monday night meetings
- Member of the Executive Board
- Create and maintain Council email group

### **ASB Vice President**

- Assume ASB President's responsibilities in absence of the ASB President
- Organize House of Representatives meetings with no less than 4 each semester
- Organize Freshmen and ASB elections
- Train the Freshmen Class Officers
- Organize and distribute ASB apparel
- Member of the Executive Board
- Plan local Leadership conference
- Organize Leadership Lessons for Monday Night Meetings

### **ASB Representative**

- Attend AHS Site Council meetings
- Attend district school board meetings (coordinate with Calabasas representative) and present an update to the board regarding important AHS events and concerns
- Attend Curriculum Council meetings as necessary
- Attend City Council meetings when necessary
- Attend School District committee meetings as necessary (i.e. Calendar, Service Learning)
- If applicable, Attend City Parks and Recreational meeting (i.e. organize AHS involvement in city events)
- Take charge of political awareness and make information on political opportunities available to the entire student body (i.e. Voter Registration Cards, Youth Council, etc.)
- Member of the Executive Board

## **Class Officer Responsibilities**

### **President**

- Member of the Executive Board
- Set goals for class at the beginning of the year (i.e. Action Plan)
- Plan and implement all class activities noted below
- Preside and prepare an agenda for all Steering Committee meetings ( $\geq 3$  per semester)
- Make sure class activities are cleared and on the Master Calendar
- Keep in regular communication with your Advisor(s)
- Recruit and organize class members needed for other ASB events (pep rallies, other class events, etc.)
- Delegate tasks (listed below) evenly among all class officers

### **Class Officers (3)**

- Accept responsibilities delegated by the President
- Help run all Steering Committee meetings
- Take minutes and attendance at all Steering Committee meetings and submit them to President and Advisors
- Help President plan and implement all class activities noted below
- Keep a master calendar of all class activities
- Keep a record of class finances and present it regularly to steering committee
- Organize receipts, Purchase Orders, check requests, deposits, cash boxes, activity & fundraising apps, etc.
- Responsible for all class mail (i.e. thank you notes, Prom magazines, etc.)
- Help organize posters for class projects
- Create and maintain class electronic communication system
- Help recruit and organize class members needed for other ASB events (pep rallies, other class events, etc.)

### **Class Events/Activities**

Seniors: Battle of the Bands, Senior Servants, Senior meeting, Prom, Grad Night, Senior Awards, Senior Brunch, Senior Picnic, Graduation, Monthly Hot Spots

Juniors: Prom Scouting, Lip Sync, at least two additional fundraisers for the Junior class (ie. Junior Java, Video Game Tournament, etc.)

Sophomores: Talent Show, Film Festival

Freshmen: Movie Night

### **Commissioner Responsibilities**

#### **Commissioner of Academics (1)**

- Attend Curriculum Council Meetings
- Inform/Promote/Celebrate state & college testing (STAR, SAT, ACT, PSAT, AP, IB)
- Recognize academic achievement by departments monthly (i.e. organize and plan an academic pep rally, Scholar of the Month)
- Liaison to Counseling office, including College & Career Center
- Maintain and promote current list of tutors in all subjects to the student body
- Plan Parent Education Nights in conjunction with PFC

#### **Commissioner of Advertising (2)**

- Organize the creation and placement of posters, flyers, and banners on campus
- Submit AHS stories to local newspapers and media outlets
- Keep an updated calendar on all ASB events
- Update Charger Corner calendar
- Manage ASB's social networking presence
- Research and Advertise a wide variety of student accomplishments
- Serve as the liaison between Yearbook and Student Council to advertise all yearbook related activities

#### **Commissioner of the Arts (1)**

- Recognizing Artist of the Month
- Liaison between Student Council and Arts departments
- Recognizing any upcoming plays, performances, projects
- Liaison to art clubs
- Plan and execute arts banquet and awards show

#### **Commissioner of Athletics (2)**

- Work closely with Commissioners of Spirit

Maintain sports kiosk on L-Building and the gym foyer  
Recognize athletes through various means (announcements/events)  
Keep track of athletic team standings and achievements  
Communicate with Assistant Principal and Athletic Director  
Work with Athletic Department to coordinate patriotic observances at sporting events  
Organize and implement Dodgeball and Powder Puff tournaments  
Organize and implement Silent Night  
Organize and implement at least one elementary school night per season

### **Commissioner of ASB Secretary/Historian (1)**

Take minutes at every Student Council meeting  
Responsible for distributing meeting minutes to absentees  
Take attendance at Student Council events  
Create Student Council scrapbook for the year  
Coordinate faculty appreciation activities (Back to School breakfast, Appreciation week, and teacher luncheon)  
Organize Charger of the Month awards  
Coordinate w/yearbook staff on Student Council page  
Keeps records of Agoura High School academics, athletics and extracurricular landmarks  
Communicate AHS history of the student body  
Continue researching and organizing AHS records for an eventual History of AHS and Hall of Fame  
Celebrate Student Council birthdays

### **Commissioner of Clubs and Organizations (1)**

Plan one Club Rush per semester  
Pass all club constitutions through Student Council  
Support attendance of club functions through advertising and communication  
Schedule and run all club presidents' meetings  
Review advisor-signed minutes from each club's meeting  
Coordinate ASB activities with clubs  
Maintain & publicize a list of clubs each semester with description of the club and their meeting dates  
Coordinate recognition with The Charger (newspaper) and Bolt TV  
Plan Club Showcase  
Assist w/ Club Advisor meeting  
Update, maintain and distribute Club Handbook to all club presidents and advisors  
Liaison with yearbook advisor and staff to coordinate club recognition in yearbook

### **Commissioner of Community Service (2)**

Coordinate Santa Comes to Agoura at AHS  
Plan at least one community service drive (food, clothing, etc.) per year  
Communicate community service opportunities to AHS students and faculty  
Deliver Lost and Found items to a local charity when necessary  
Liaison with LVUSD and AHS staff on service learning requirement and recognition  
Maintain Service Learning website

### **Commissioner of Cultural and Social Awareness (1)**

Devise and implement a program to celebrate cultural diversity on campus (communication/events)  
Plan one cultural assembly or event  
Coordinate with AHS clubs that are involved with cultural unity & awareness  
Plan Dance Marathon  
Responsible for recognizing Artist of the Month

### **Commissioner of Dances (2)**

Plan Welcome Back Dance  
Work with Commissioner of Events on Homecoming theme/sets  
Plan the Homecoming dance  
Plan the Vice-Versa dance

### **Commissioner of Entertainment (2)**

Coordinate and run all OCEs/OCRs as requested (includes spirit weeks, advertising events, etc.)  
Coordinate music for ASB and sporting events as needed  
Link between cheer and ASB  
Attend and work sound system at all home football games and other games as assigned

### **Commissioner of Events (1)**

Plan ASB Summer Retreat  
Plan ASB Winter Retreat  
Organize and implement Homecoming Half-time Show  
Plan ASB Installation  
Plan date and location for next year's Summer Retreat

### **Commissioner of Finance (1)**

Responsible for keeping track of all ASB accounts  
Coordinate and record passage of all purchase requisitions  
Write PR declination/more info needed letters  
Learn and teach proper methods of passage and filing of PRs, Activity Apps, and Fundraising Apps. To Student Council, clubs, and organizations (attend info meetings)  
Conduct and maintain inventory of all Council equipment and supplies. Order new supplies as necessary.  
Finalize the initial yearly budget over summer  
Reevaluate the budget at least once a semester

### **Commissioner of Fundraising (3)**

Organize and implement Silent Auction  
Organize and implement at least one additional fundraiser per semester  
Organize and implement Charger Coffee Café weekly  
Sell Community Discount Cards at registration  
Organize and implement college banner and diploma frame fundraiser at graduation

### **Commissioner of Health & Beautification (1)**

Hold at least one blood drive per semester  
Raise drug and alcohol prevention awareness on campus  
Liaison with the Plant Manager on all facilities issues  
Coordinate with AHS clubs that are involved with health and beautification  
Organize at least one community beautification project per semester  
Devise and implement a program for health awareness on campus (communication/events)

### **Commissioner of Outreach (2)**

Liaison to Link Crew Club  
Serve as presidents of Link Crew Club (meetings minimum of once a month)  
Coordinate Link Crew training of Link Leaders  
Plan at least one 8th grade visit per year  
Plan Freshman Welcome assembly/event for incoming Freshman  
Plan Finals Review  
Coordinate with Advisor to implement Link Alerts through the Link Crew Club  
Host all AHS Tours during 4th period

Plan at least one social outreach activity per semester (i.e. New Student Luncheons)

### **Commissioner of Publicity (1)**

- Deliver the morning announcements everyday via P.A. or Bolt TV
- Coordinate guest hosts for morning announcements
- Oversee writing of scripts in coordination with Bolt TV
- Train during spring/summer after appointment on how to utilize Bolt TV
- Liaison between Student Council and Bolt TV
- Organize Homeroom Visits (arrangements, agenda, and teacher notifications)

### **Commissioner of Rallies (2)**

- Organize at least three rallies per year
- Coordinate rally set-ups and rehearsals
- Coordinate with Commissioner of Events on Homecoming theme/script
- Plan V-day
- Recognize outstanding students and groups on campus

### **Commissioner of Spirit (2)**

- Create and implement a spirit plan for all ASB programs for the school year (year-long spirit competition)
- Organize spirit club on campus (Power Plant)
- Organize spirit weeks, BBQ's, and dress up days
- Coordinate nutrition games
- Maintain and sell Power Plant apparel
- Promote through Power Plant at least one home game per sport
- Maintain reward system for spirit competition and point collection

### **Commissioner of Technology (4)**

- Responsible for ALL ASB electronic equipment (lights, speakers, etc.)
- Coordinate technological aspects of all ASB activities
- Create plan to deliver, set up, and utilize tech equipment at ASB & Athletic events (OCR, games, rallies, etc.)
- Manage technology inventory to keep organized, functional, and relevant
- Manage and Assist w/all ASB websites
- Manage online aspects of the year-long spirit competition
- Research and promote web-based opportunities for students (i.e. Goodsearch, Shmoop)
- Research and develop opportunities to create revenue from AHS websites
- Update the cafeteria marquee and electronic marquees every week

### **Commissioner of Video Production (4)**

- Create advertisements for Student Council events on Bolt TV
- Train during spring/summer after appointment on how to utilize Bolt TV
- Film & edit ASB events for distribution/posterity
- Responsible for Student Council video equipment
- Create videos as needed for pep rallies
- Create Installation video
- Create Senior video
- Collect and archive video of important events throughout the year
- Take pictures and manage a computer file of ASB events