

ELMIRA HIGH SCHOOL STUDENT COUNCIL LEADERSHIP COURSE APPLICATION FOR STUDENTS SEEKING ELECTIVE OFFICE

Name _____ Grade _____

Application for: _____ ASB Office _____ Class Office

Position(s) Interested In: _____

Thank you for your interest in becoming a part of Elmira High School's Student Council (SC) Leadership Program. The SC Leadership Program requires that students are dedicated, responsible, resourceful, and self-motivated. Please note that participation in the EHS SC Leadership Program as an elected officer requires enrollment in the EHS SC Leadership Course. Please review the expectations outlined in the attached SC Leadership Agreement prior to submitting this application. **Applications are due May 27, 2020.**

Please include with this application a typed or handwritten speech detailing why you would be a good representative for the EHS Student Council and be school appropriate. **ALL speeches will be either sent home or posted in homeroom Google Classrooms on June 1, 2020.** Voting will take place the week of June 1-5, 2020.

In addition to the speech, please also submit answers to the below questions in paragraph form. Answers can be typed or handwritten.

Applications can be returned to the high school, emailed to Mrs. Ellis at eellis@fernridge.k12.or.us or shared with her on Google Drive using the same email address.

Application Questions:

1. What would be one project or idea that you would like to see implemented, improved or developed for the upcoming school year?
2. What position are you running for and why do you feel that is the best position for you?
3. What do you believe are your greatest opportunities to improve and your greatest strengths? How do you plan to work on those opportunities in the class and how do you anticipate utilizing your strengths?
4. Explain some goals you would like to achieve before you graduate.
5. How would Elmira High School benefit from having you as an officer?
6. What are some of the extra-curricular activities you participate in? (What are some things you are involved in when you're not in school?). Or, attach a resume that includes work, school, and volunteer activities.

Include the following additional documents with this application:

1. The Candidate Responsibility Agreement
2. Application Questions
3. Copy of Speech
4. The EHS SC Leadership Self-Assessment Form

ELMIRA HIGH SCHOOL STUDENT COUNCIL LEADERSHIP CANDIDATE RESPONSIBILITY AGREEMENT

I, _____, am running for a student body office.

I agree to comply with the following during the term of my office, should I be elected:

I agree to follow the rules of behavior as outlined in the Elmira High School Student Code of Conduct.

I agree to assume my elected role starting the following August and agree to meet during the appointed day of in-service with the Leadership Advisor.

I have reviewed the job description(s) for the office(s) that I am running for and agree to complete these responsibilities dutifully (responsibilities are attached in this application).

I will enroll in the Elmira High School Student Council Leadership Course for the full term of office and acknowledge that leaving the course mid-year will result in a failing grade for the second semester.

I will adhere to the requirements as set forth in the course syllabus and recognize the course is, for all intents and purposes, an honors course and late work will not be accepted.

I will participate in all activities sponsored by the EHS Student Council, unless I have a valid prior commitment and my absence has been excused by the Leadership Advisor.

If I fail to abide by this contract, I understand that I may be placed on probation and lose privileges or, depending on the situation, be removed from the course and receive a failing grade to which I will not earn any high school credit on my transcript.

Candidate Signature

Date

Parent/Guardian Endorsement: I understand the duties of the office for which my student is seeking election. I agree to offer my support.

Parent/Guardian Signature

Date

ELMIRA HIGH SCHOOL STUDENT COUNCIL LEADERSHIP SELF-ASSESSMENT FORM

Please evaluate yourself based on the criteria below by placing an "X" in the box that best describes your abilities. Not all leaders must rate high in all areas. Your answers will give the selection committee some insight into your perceptions of your personality and skills.

	Below Average	Average	Above Average	Exceptional
Attitude				
Responsibility				
Dedication				
Punctuality				
Respect and tolerance for others				
Ability to work in a group				
Ability to work independently				
Ability to follow directions				
Ability to effectively communicate with others				
Initiative				
Creativity				
Public Speaking Skills				

List one leadership quality you feel like you would want to better develop by participating in Leadership.

1. _____

Candidate Signature

Date

Job Descriptions and Responsibilities

ASB President

- Prepares the agenda for and facilitates any and all Student Council meetings and individual Executive ASB Team Meetings.
 - Facilitates discussions amongst EHSSC members to make decisions.
 - Holds vote and tabulates results when a motion is passed on a particular issue.
 - Verifies ASB Secretary has taken thorough meeting minutes and signs off on said minutes.
 - Required to submit agendas and meeting minutes for ASB Executive team meetings.
 - Facilitates annual EHSSC Constitution review and administers meetings for any proposed changes to the Constitution. Must be done by October 1st, per EHSSC Constitution.
- Establishes ASB and EHSSC Vision Statement and holds SC accountable to the vision statement.
- Helps determine the yearly Leadership activity calendar and ensures activities are completed in a timely and organized manner.
 - Signs off on any and all project ideas before being communicated to Leadership Advisor and/or EHS Principal.
- Meet monthly with EHS Principal (or other admin) to set and evaluate organization and progress of ASB goals.
 - Meets weekly or bi-weekly with various members of the ASB team to gather information to present to the administration during above referenced meeting. Information should be data driven.
 - May request ASB secretary to attend meeting to take notes. If Secretary is not in attendance, must provide copy of topics discussed and agreed upon to ASB Secretary for documentation.
- Represents the EHSSC at appropriate ceremonial, social, and political occasions.
- May serve on any EHSSC Committee.
 - Creates committees and assigns a reliable committee chairperson to plan major events or projects.
 - May appoint ASB VP as Co-Chairperson to any committee as needed.
- Appoints positions for vacancies as outlined in the EHSSC Constitution.
- Authority to sign off on EHSSC funds when the Treasurer is absent.
 - Make budget decisions.
- Represents the EHSSC at meetings for the FRSD at any necessary meetings. May appoint a representative if he/she is unable to attend.
- Serve as a student supervisor on all school wide projects.
- Cooperate with Publicity Manager, ASB Secretary, and Leadership Advisor to complete and advertise any and all projects as related to the EHSASB
- Support and empower individual executive team member's success.
 - Address and resolve conflict between team members.
- Attend all mandatory ASB and general EHSSC events.
 - Helps organize, plan, and lead student orientation and mentorship programs (if implemented).
- Commits to continual growth as a leader by completing assignments assigned by the Leadership Advisor and participating in leadership development.
 - May lead development activities in Leadership Advisor's absence.

Sergeant in Arms

- Primary responsibility is to maintain order within the organization at all times.
- Ensure all bylaws and traditions are respected by everyone.
- Ensure parliamentary procedures are followed and call to order as needed.
- Ensure ASB President has all materials needed before any meetings.
 - Provides any outside materials or any additional support that will be needed.
- Provide enthusiasm for EHSSC members.
- Any and all infractions or violations of policies are reported to the President and/or Leadership advisor for further investigation and action.
- Commits to continual growth as a leader by completing assignments assigned by the Leadership Advisor and participating in leadership development.
- Attend all mandatory ASB and general EHSSC events.
 - May be required to show up early and set up events as needed by the ASB President.

ASB Vice President

- Assume the ASB Presidential position and all responsibilities upon the absence of ASB President.
- Serve as secondary student representative as needed.
- Serve as Co-Chairperson of any committee, as appointed by the ASB President.
- Attend all mandatory ASB and general EHSSC events.
- Perform other duties as required.
- Commits to continual growth as a leader by completing assignments assigned by the Leadership Advisor and participating in leadership development.
- Commits to continual growth as a leader by completing assignments assigned by the Leadership Advisor and participating in leadership development.
- Attend all mandatory ASB and general EHSSC events.

ASB Treasurer

- Work with the ASB President to develop and adhere to budget for various projects regarding school wide activities.
- Work closely with the EHS book keeper to maintain accurate financial records.
 - Keep ASB President, Class Presidents, and Leadership advisor updated on current totals in account(s).
 - Information to be provided monthly for team meetings.
- Monitor class treasurers to verify they are fulfilling the responsibilities of the office.
- May assume responsibilities of the ASB Secretary in his/her absence.
- Commits to continual growth as a leader by completing assignments assigned by the Leadership Advisor and participating in leadership development.
- Attend all mandatory ASB and general EHSSC events.

ASB Secretary

- Responsible for recording all formal meetings and any discussions where decisions are being held in the classroom.
 - May hand write meeting minutes initially, but must eventually type minutes out. Copies should be given to ASB President, Leadership Advisor, and class binder (below).
- Keep a class binder with the current information, minutes, budget, etc.
 - Keep record of any and all legislation passed, who made motions, who seconded motions, when the motion was passed, when the meetings were adjourned, and who was in attendance.
- Coordinate with ASB President and Publicity Manager for school announcements of any pertinent information that needs to be communicated to the student body, as outlined in meeting minutes.
 - May attend monthly meeting with President and Principal to take meeting minutes if requested. If not requested, ASB President will provide documentation of topics discussed and agreed upon during meeting with admin.
- Create and keep track of attendance for mandatory EHSSC student council events.
 - Creates/communicates any needed passes to excuse students from EHSSC related activities.
- Monitor class secretaries to verify they are fulfilling the responsibilities of the office.
- May assume responsibilities of the ASB Treasurer in his/her absence.
- Commits to continual growth as a leader by completing assignments assigned by the Leadership Advisor and participating in leadership development.
- Attend all mandatory ASB and general EHSSC events.

ASB Publicity Manager

- Communicate with office regarding social media accounts.
- Communicate with office and help create schedules for EHSSC events.
- Approve and create leadership marketing materials.
 - Have access to marketing account to create materials.
- Help facilitate communication with student body by creating and approving announcements.
- Facilitate communication with local news media.
- Facilitate communication with Journalism and Radio programs.
- Help emcee with the ASB President as needed.

- Commits to continual growth as a leader by completing assignments assigned by the Leadership Advisor and participating in leadership development.
- Attend all mandatory ASB and General EHSSC events.

Class Officer Responsibilities

President:

- Is THE representative for your class
- Creates class meeting agendas weekly (or bi-weekly, depending on the schedule) and facilitates the meeting with other class officers
- Organizes and conducts both officer and class meetings
- Keeps other officers organized
- Co-signs on the class account with the treasurer
- Acts as a liaison between faculty and classmates

Vice President:

- Assists President with all duties
- Attends meetings in President/s place IF/WHEN President is unable to attend
- Assists other officers with their duties

Secretary:

- Writes meeting minutes during class officer meetings
- Makes class directory and phone tree as needed
- Assists other officers with their duties

Treasurer:

- Oversees the class account
- Updates the ASB Treasurer monthly as to the account status
- Withdraws money for class events (i.e. Homecoming, class parties, bake sales)
 - Writes purchase orders for their class expenditures and keeps track of receipts for any relevant reimbursements.

Members-at-Large will assist all Class Officers with duties and responsibilities as needed.