

Berkeley High School Associated Student Body



"Leadership is Service"

List of Job Descriptions for Student Leadership

2016 -17

BHS Student Leadership Executive Team - Duties of Officers

THE CABINET

ASB PRESIDENT (Apply by application and going through Election Convention process)

1. Creates agenda for and facilitates and maintains order of weekly meetings of the Executive Team officers.
2. Creates committees and assigns a reliable committee chairperson to plan major events or projects.
3. Holds other officers accountable to their duties and the working agreements established by the group.
4. Ensures that all major Executive Team tasks and personal responsibilities are taken care of in a timely manner and in accordance with budgets.
5. Leads process of interviewing and appointing new officers.
6. Acts as a visionary for the leadership team, keeping officers focused on the vision and goals of the program.
7. Represents the student body of Berkeley High School in special events with outside organizations.
8. Serves as an exemplar of respectful, responsible and reliable leadership to other students.
9. Commits to continual growth as a leader by completing assignments assigned by the Director of Student Activities and participating in leadership development seminars and conferences when possible.

ASB VICE PRESIDENT (Apply by application and going through Election Convention process)

1. Supports the president in duties #1-4 or assume them in his/her absence.
2. Records any information within meetings that should be written for the immediate viewing of all attendees.
3. Facilitates Executive Team cabinet meetings.
4. Acts as parliamentarian at meetings holding officers to orderly conduct and parliamentary procedure.
5. Serves as primary vote counter for any votes taken within weekly meetings of officers.
6. Serves as an exemplar of respectful, responsible and reliable leadership to other students.
7. Manages student survey administration and relationship with the student house of representatives so that there is constant input from the student body.
8. Commits to continual growth as a leader by completing assignments assigned by the Director of Student Activities and participating in leadership development seminars and conferences when possible.

CHIEF OF PUBLICITY (Apply by application and interview with the ASB President and Vice President)

1. Oversees the student announcement team to ensure they are accurate and entertaining.
2. Uses online social networks and other creative means responsibly to advertise school campaigns and events.
3. Creates announcements for the daily bulletin, on-campus information screens, e-tree, district Public Information Officer, and local media to advertise school campaigns and events.
4. Design creative effective public awareness and advertising campaigns.
5. Enthusiastically works the crowd and hires others to do so during on-campus events to engage people in the activities.
6. Greets and tends to the needs of any special guests to the school as a representative of the Associated Student Body.
7. Welcomes and supports new students who have transferred in during the school year.
8. Encourages officers of the Executive Team to make their events welcoming to the diverse range of students at Berkeley High School with specific suggestions.
9. Connects with smaller learning community leadership teams to enhance the work of all student leadership on campus.
10. Oversees execution of Back to School Night and Open House events.

ASB TREASURER (Apply by application and interview with the ASB President and Vice President)

1. Modifies and approves or approves draft budgets created by committees for events and projects.
2. Maintains a record book of all income and expenses for the Leadership account from start to finish of his/her term.
3. Requests a report of the current account balance from the BHS account manager the first Monday (or Tuesday if no school) of every month or when needed.
4. Analyzes the costs and benefits of various fundraisers to provide advice on class fundraising strategies.
5. As signatory, approves purchase orders, requisitions and other money requests generated by any class officer.
6. Oversees ticket sales and handling of money for all major events and other sales ensuring that all money is accounted for and immediately delivered to the BHS account manager at the end of the sale session.
7. Creates the Bake Sale Calendar and manages it on Google weekly.
8. Manages all sales plan for Spirit Week and dances.
9. Manages distribution of tickets or wristbands for major school event.

ASB SECRETARY (Apply by application and interview with the ASB President and Vice President)

1. Records all relevant information as meeting minutes, and emails these minutes to all officers.
2. Maintains attendance records of meetings and submits them to the Director of Student Activities on a quarterly basis.
3. Sends timely reminders to Executive Team members about upcoming regular or committee meetings and events where officers are needed to attend.
4. Reads aloud the minutes of the previous meeting at weekly meetings.
5. Supports the Cabinet in holding officers to high professional standards – punctuality, dress, behavior, etc.
6. Reports suggestions, complaints, and feedback as they arise and in quarterly reports with the Director of Student Activities.

CHIEFS OF SERVICE (Apply by application and going through Election Convention process)

1. Oversee coordination of Holiday Meal, Week of Service, and other major community service events sponsored by ASB.
2. Organizes additional service projects and supports those led by other Executive Teams.
3. Supports class leadership in their service project efforts.
4. Works with school staff to identify students with outstanding service records to be recognized at school events.
5. Maintains sign-up lists and acts as a student supervisor of volunteers for ASB service events.

THE STAFF

CHIEF OF SOCIAL ACTIVITIES (Apply by application and going through Election Convention process)

1. Organizes and MC's lunchtime activities such as class competitions, or performers.
2. Co-Leads planning and execution of Sprit Week/Homecoming events with Commissioner of Health and Athletics.
3. Supports planning and execution of other themed weeks.
4. Promotes a variety of activities to appeal to the diverse interests of the student body.
5. Ensures all events are safe and secure by working with school staff and local police.
6. Coordinates any alumni-focused events including Homecoming and panels to talk with current students about the college or work experience.
7. Encourages alumni to donate to Berkeley High School with letters sent out each semester.
8. Maintains a record of alumni contact information.
9. Comes up with creative methods to encourage staff team building as events hosted or organized by students.
10. Carries out staff appreciation gestures on a quarterly if not monthly basis.

CHIEF OF CLUBS (Apply by application and interview with the ASB President and Vice President)

1. Creates and maintains an updated, accurate list of student clubs and organizations to ensure this list is publicly distributed.
2. Keeps organizational leaders informed on their opportunities for representation at school-wide events.
3. Ensures a club or organization has their needs met for any event they are holding on campus.
4. Maintains rosters of club members and a record of their activities.
5. Oversee the Freshmen Orientation, Club Fair, and Service Fair.

COMMISSIONER OF HEALTH AND ATHLETICS (Apply by application and interview with the ASB President and Vice President)

1. Create weekly announcements promoting all sports team games and sharing results of games.
2. Co-leads planning and execution of Homecoming events with the Chief of Social Activities.
3. Develop programs to promote student health in the areas of nutrition, exercise, mental and social well-being.
4. Work with the Health Center to enhance programs such as AIDS Awareness Day and the Health Fair.
5. Coordinate halftime entertainment including dances or performances of home athletic games.

COMMISSIONER OF ACHIEVEMENT (Apply by application & interview with the ASB President and Vice President)

1. Collects information from teachers on student success for the purpose of recognizing students for outstanding attendance, improvement, or grades.
2. Oversees the development of a student performance program (recognition, incentives and bonuses for academic achievement such as discounts at local restaurants).
3. Develops creative ways to encourage students to succeed academically including at least one major event for the year.
4. Coordinates freshman orientation and events to support freshman towards their academic success and social comfort at BHS.
5. Provides a voice that advocates for people of all backgrounds – gender, race, sexuality, class, disabled, age, etc - in the activities planning process.
6. Organizes forums and other programming to make the student body more conscious of issues of equity and student rights.
7. Leads the development of and accountability strategies for a student code of conduct.

COMMISSIONER OF MULTICULTURAL AFFAIRS (Apply by application and interview with the ASB President and Vice President)

1. Coordinates Multicultural Week in which various cultures are highlighted in creative and fun ways.
2. Develops a monthly event or exhibit that highlights a culture of the world that represents the heritage of some students at Berkeley High School.
3. Encourages officers of the Executive Team to make their events appealing to the diverse range of students at Berkeley High School with specific suggestions.
4. Works with Chief of Publicity to have information shared in Spanish and other languages when possible.

COMMISSIONER OF ELECTIONS (Apply by application and interview with the ASB President and Vice President)

1. Coordinates all ASB executive branch election and appointment processes.
2. Ensures elections are fair, free and well publicized across the school.
3. Oversees planning and execution of the Election Convention.
4. Promotes and facilitates the appointment of the Freshmen Leadership team in August.

COMMISSIONER OF ENVIRONMENTAL SUSTAINABILITY (Apply by application and interview with the ASB President and Vice President)

1. Coordinates Bike to School Day, Earth Day/Earth Week and LEAF events.
2. Monitors recycling and compost system on campus by working with the Special Ed Department and maintaining the clear stream recycling containers as well as the in-class compost system.
3. Encourages officers of the Executive Team to make their events environmentally friendly with specific suggestions. Brainstorm and facilitate projects at Berkeley High to help them continue to become more environmentally friendly.
4. Has a recommended option to take a 6th period “Environmentally Field Study” during which there will be time to work on projects and maintenance.
5. Be a member of Green Team (on campus) and Earth Team (off campus).

COMMISSIONER OF THE ARTS (Apply by application and interview with the ASB President and Vice President)

1. Coordinate for music or arts programs or individual student artists to be showcased at after-hour school events such as Back to School Night, Open House, and Holiday Meal.
2. Develops creative ways to encourage students to express themselves artistically including at least one major event for the year.
3. Collaborates with the Chief of Publicity to promote performance and visual arts events at Berkeley High School.
4. Designs and create posters, flyers, and other creative information sharing/awareness generating items or events.
5. Takes requests for posters and flyers from ASB and student clubs and organizations and generate them in a timely and effective manner.
6. Collaborates with other commissioners of publicity to design creative effective public awareness and advertising campaigns.

COMMISSIONER OF EQUITY & STUDENT RIGHTS (Apply by application & interview with the ASB President and Vice President)

1. Provides a voice that advocates for people of all backgrounds – gender, race, sexuality, class, disabled, age, etc - in the activities planning process.
2. Organizes forums and other programming to make the student body more conscious of issues of equity and student rights.
3. Leads the development of and accountability strategies for a student code of conduct.

RESIDENT DJ (Apply by application and interview with the ASB President and Vice President)

1. Play music at all school events when a professional DJ is not needed.
2. Manages use of the microphone so important information can be shared.
3. Arranges playlists to fit the events and appeal to a wide variety of students.
4. Works with professional DJs to plan major events.

COMMISSIONER OF TECHNOLOGY (Apply by application and interview with the ASB President and Vice President)

1. Manages the ASB website, mobile app, and or social media presence.
2. Supports ASB with electronics, computer and internet technology expertise.
3. Maintains all electronic equipment in good working order.
4. Gives recommendations for technologies that may enhance the services of ASB.

BHS STUDENT LEADERSHIP

Student Senate - Duties of Officers

THE SENATE

SCHOOL BOARD REPRESENTATIVE (1 position. Apply by application and go through Election Convention process)

1. Gather information from the student body and represent those opinions at Student Senate and School Board meetings.
2. Vote responsibly on both committees.
3. Participate in all Student Senate meetings (once a week) and complete assignments for Leadership.
4. Gather information from the student body and represent those opinions at Student Senate and SSC meetings.
5. Participate on committees of your interest to work on school improvement projects and plan events.

SCHOOL SITE COUNCIL REPRESENTATIVE (5 positions. Apply by application and go through Election Convention process)

1. Participate in all Student Senate meetings (once a week) and complete assignments for Leadership.
2. Gather information from the student body and represent those opinions at Student Senate and SSC meetings.
3. Vote responsibly on both committees.
4. Participate on committees of your interest to work on school improvement projects and plan events.

BERKELEY SCHOOLS EXCELLENCE PROJECT (5 positions. Apply by application and go through Election Convention process)

1. Participate in all Student Senate meetings (once a week) and complete assignments for Leadership.
2. Gather information from the student body and represent those opinions at Student Senate and BSEP meetings.
3. Vote responsibly on both committees.
4. Participate on committees of your interest to work on school improvement projects and plan events.

BERKELEY HIGH SCHOOL DEVELOPMENT GROUP REPRESENTATIVE (2 positions. Apply by application and interview with the BHSDG adult representatives and ASB President and ASB Vice President.)

1. Solicit and facilitate faculty, staff, and student grant requests.
2. Participate in all Student Senate meetings (once a week) and complete assignments for Leadership.
3. Gather information from the student body and represent those opinions at Student Senate and BSEP meetings.
4. Vote responsibly on both committees.
5. Participate on committees of your interest to work on school improvement projects and plan events.

BHS STUDENT LEADERSHIP

Class Leadership Teams - Duties of Officers

THE HOUSE OF CLASSES

CLASS PRESIDENT (1 position. Apply by application and go through Election Convention process)

1. Facilitates and maintains order of weekly meetings of class officers, deputies and other attendees.
2. Creates committees and assigns a reliable committee chairperson to plan major events or projects.
3. Holds other officers and deputies accountable to their duties.
4. Ensures that all major class tasks and personal responsibilities are taken care of in a timely manner and in accordance with budgets.
5. Attends and participates in weekly Executive Team and class meetings at lunch, and completes assignments for the leadership class.
6. Commits to continual growth as a leader by completing assignments assigned by the Director of Student Activities and participating in leadership development seminars and conferences when possible.
7. Serves as an exemplar of respectful, responsible and reliable leadership to other students.

CLASS VICE PRESIDENT (1 position. Apply by application and go through Election Convention process)

1. Supports the president in duties #1-4 or assume them in his/her absence.
2. Attends and participates in weekly Executive Team and class meetings at lunch, and completes assignments for the leadership class.
3. Serves as primary recorder of any information within meetings that should be written for the immediate viewing of all attendees.
4. Serves as primary vote counter for any votes taken within weekly meetings of class officers, deputies and other attendees.
5. Commits to continual growth as a leader by completing assignments assigned by the Director of Student Activities and participating in leadership development seminars and conferences when possible.
6. Serves as an exemplar of respectful, responsible and reliable leadership to other students.

CLASS TREASURER (1 position per class. Apply by application and interview with the Class President and Vice President)

1. Modifies and approves or approves draft budgets created by committees for class events and projects.
2. Maintains a record book of all income and expenses for the class from start to finish of his/her term.
3. Requests a report of the current account balance from the BHS account manager the first Monday (or Tuesday if no school) of every month or when needed.
4. Analyzes the costs and benefits of various fundraisers to provide advice on class fundraising strategies.
5. Approves by being the signatory of all purchase orders, requisitions and other money requests generated by any class officer.
6. Oversees ticket sales and handling of money for all major events and other sales ensuring that all money is accounted for and immediately delivered to the BHS account manager at the end of the sale session.

CLASS SECRETARY (1 position per class. Apply by application and interview with the Class President and Vice President)

1. Records all relevant information as meeting minutes, emails these minutes to all class officers, deputies, and the ASB secretary, and publicly posts these minutes within 48 hours on the window of the Leadership Office.
2. Reads aloud the minutes of the previous meeting at weekly meetings.
3. Maintains attendance records of weekly meetings and submits them to the Director of Student Activities on a quarterly basis.
4. Reports suggestions, complaints, and other feedback as they arise and in more formal quarterly reports with the Director of Student Activities.

CLASS DEPUTY (8 positions per class. Apply by application and interview with the Class President and Vice President)

1. Attends and participates in weekly class meetings at lunch and completes assignments for the leadership class.
2. Contributes responsibly to event planning, fundraising or other committees.
3. Volunteers at class events such as fundraisers and school-wide events such as the Holiday Meal or Back to School Night.
4. Makes an informed voting decision on decisions the class leadership group makes together.
5. Brings a positive attitude and follows through on promises to get work done.
6. Uses feedback from the Director of Student Activities and peers to continually improve.