

Ripon High School

Positions & Responsibilities

THE GOAL AND FOUNDATION OF LEADERSHIP AND ALL POSITIONS IS TO SET THE EXAMPLE. BE POSITIVE, COMMUNICATE WISELY, COMPLETE YOUR JOB WITH 100% EFFORT, BE SPIRITED AND PRIDEFUL.

ASB Officer Positions

Students in this position must have had a year of experience in leadership prior & have held an elected officer position for one year to apply and run for an ASB Executive position.

1. The ASB Executive President

- This officer should serve as an advocate for all students, while being aware, to ensure that all leadership projects are aligned with developing a positive school culture.
- In charge of planning and executing Coronation for Homecoming & Winterfest.
- Facilitating ASB officer meetings and Formal ASB meetings
- Ensuring that the ASB officer team effectively communicates and works well together.
- Communicate with the Activities Director to fully understand the daily agenda for the Leadership Program.
- Consult the class with ideas regularly to keep the brainstorming fresh and the activities fun.
- Representation at all meetings of organization and councils where necessary.
- Preside at all student body assemblies or authorize someone to do so in his/her place
- Serve as a communication link between the governing bodies of RHS with respect and maturity while being a positive role model.
- Appoint replacements for any opened offices on student council and/or call special elections when deemed necessary.
- Monitor student council officers to verify they are fulfilling job responsibilities and complete quarterly evaluations of peers. Give the Activities Director the full honest truth when evaluating.
- Make sure EVERYONE is participating, not just a select few.
- Form all needed committees both Standing & Special. Supervise all committee chairpersons to establish and enforce timelines and deadlines for events and project preparation.
- Attend Site Council Meetings with the ASB Vice President. If unable to go, find another ASB Officer to replace the absence.
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.
- Must be thick skinned, firm, and not afraid to change relationships for the betterment of the class structure. **STAY POSITIVE!** This is a very strong role and requires much attention and dedication.

2. The ASB Executive Vice-President

- This officer serves to support the ASB President and advocate a wide range of student involvement and incorporation into school-wide functions.
- Serve as ASB President if the President becomes permanently unable to fulfill his/her duties.
- In charge of planning: Back to School Dance & the End of the Year Dance.
- Oversee all procedure paperwork done by all members of the class.
- Develop fundraising activities for Student Council.
- Plan and conduct ASB & Class elections with the Activities Director. Ensuring each student follows the campaign rules during election periods.
- Attend Site Council Meetings with the ASB President. If unable to go, find another ASB Officer to replace the absence.
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.

3. The ASB Executive Administrative Coordinator

- This officer's primary role is to improve the communication between student government and the general school population through official minutes of meetings.
- Record minutes (minutes must be typed) – must email a copy to Activities Director and ASB Bookkeeper.

- Monitors class secretaries/treasurers to verify they are fulfilling the responsibilities of the office.
- Making invitations and thank-you notes for all appropriate events.
- Managing and updating the ASB calendar of events. Specifically, in the classroom. This will be updated each month.
- Creating the Core Principle Poster for the classroom. (Due on the 1st Day of School or negotiated by the AD)
- Keep a complete and accurate record of all receipts and disbursements of the student body funds. Completing this task will take the assistance of the ASB Bookkeeper.
- Comprehending the budget and working closely with the bookkeeper to make sure funds are allocated respectfully and responsibly. Must meet with bookkeeper either daily or weekly.
- Monitoring Club and Class accounts and taking any necessary action.
- Keep and maintain all financial documents (minutes, financial reports, contracts, POs, etc. All files are located with the ASB Bookkeeper.)
- Approving reimbursements from any ASB account; signing forms for checks as the student representative.
- Develop and organize all ASB fundraisers with the assistance of the Activities Director.
- In charge of the Coronation Committee for Homecoming & Winterfest. Will work closely with the AD, Yearbook advisor, Senior Class officer team, and create committees as needed.
- Apart of the interview panel that helps to decide the following years positions in leadership.
- Plans the ASB Banquet with ASB Executive Board.

4. The ASB Executive Board Member

- Attend and be an active member for all monthly board meetings and report back to Student Council. Equally, attend all and any special meetings held by the district board that is required.
- Student will be directly involved in communicating with professionals and community members to assist in various activities held by the leadership class. Take the voice of the Student Body to the board members.
- In charge of the Student Senate Organization. Student will attend monthly meetings and work with the AD to create agenda.
- In charge of being the Club Committee Chair working on communication, paperwork and activities with clubs on campus. Offer general aid to clubs; help clubs with paperwork, with an emphasis on new clubs. Maintain open lines of communication between club committee chair & club presidents
- Conduct club committee meeting with club presidents and club advisors on a monthly basis to discuss important, upcoming events involving clubs ~ dude be nice, holiday trees, etc.
- Meet with the Activities Director a week before club committee meeting in order to discuss what needs to be said at the meeting.

Class Officers Positions

1. Class President

- This officer's primary role is to create an inclusive social atmosphere and ensure that class activities reach a wide range of students.
- Take lead in determining class objectives and goals. Serve as representative to the specific class. Include members of that class outside the leadership program in planning and executing class-based events
- Meet with Head Advisor once a month; during key events: weekly.
- Coordinate all agenda items for class meetings to ensure that all members attend.
- Preparing all information for Student Council Meetings and addressing information in meetings.
- Places all orders for the class supplies.
- Monitors class officers to verify they are fulfilling the responsibilities of their office.
- Ensures there is effective and plentiful publicity for every class event: i.e. flyers, announcements, social media.
- Assist with organizing all activities: including various representatives for games, overlooking decorations and their completion, ensuring all posters/flyers/signs are made for upcoming events.
- Responsible for planning, coordinating, and supervising all class activities.
 - Freshmen: T-shirts sales, Homecoming, Halloween Costume Dance (fundraiser), Winterfest, Staff & Student Basketball game. Other events/projects can be added by the ASB President or Activities Director throughout the year.
 - Sophomores: T-shirts sales, Homecoming, Winter Formal (fundraiser), Winterfest, Coin Wars. Other events/projects can be added by the ASB President or Activities Director throughout the year.
 - Juniors: T-shirts sales, Homecoming, Dude Be Nice Week, Winterfest, Prom (fundraiser). Other events/projects can be added by the ASB President or Activities Director throughout the year.
 - Seniors: T-shirt sales, Senior Sunrise and Sunset, Homecoming, Winterfest, Grad Night, Graduation. Also plan senior bbq/yearbook distribution; plan the senior gift with fellow class officers and advisor. Other events/projects can be added by the ASB President or Activities Director throughout the year.

2. Class Vice President

- This officer serves to support the Class President. Attend all meetings held by the class President. Reports directly to the class president.
- Assumes responsibilities of the class president in his/her absence. Know the importance of your job because the class president needs to know that he/she has someone they can rely on.
- The vice president should be in charge of creating a community project that the other class officers help with (*Example: when the whole class made blankets for a community project.*)

3. Class Administrative Assistant

- This officer's primary role is to improve the communication between the Class officers and the students of their class.
- Working with ASB Secretary in taking, emailing, and distribution of minutes to head advisors, class officers, and Activities Director. (Email/print out the minutes and attach them to procedure form.) Minutes must be sent no later than one week after the meeting has occurred.
- Ensuring that invitations and thank-you notes are made for all appropriate events.
- This officer ensures that class finances are sound and wisely used for class activities.
- Budgeting class expenditures for the year based on class goals with the help of the Head Advisor.
- Keeping records of all expenditures and deposits. Ensuring that reimbursements and payments happen in a timely manner.
- Communicate & assist the bookkeeper in maintaining accurate and efficient accounting of the class account.
- Participate/help in developing fundraising activities for the class.
- Responsible for keeping all purchase orders, check and cash box requests for the class. (On file with the ASB Bookkeeper)
- Fill out all P.O.'s. Use money wisely during the year.

4. Class Publicity Officer

- This officer's role is to promote spirit events by publicizing to their specific class and to the entire student body.
- This position will work to showcase positive school culture and encourage student body participation.
- This position will take on the responsibilities and demands of class events. This position will follow the directive and deadlines of the Class President.
- In addition, each officer will complete the following:
 - Senior Class Officer: Keep track of the spirit counts school wide and maintaining the spirit board in the Attendance Office. Communication with Spirit Committee & AD are imperative.
 - Junior Class Officer: Dressing up our mascot in the main office, Estanislao with each spirit day. Must send picture to the Activities Director for posting on social media accounts for RHS.
 - Sophomore Class Officer: Spirit Bombs of our RHS staff members – showing them love and appreciation.

Freshman Representative - Positions are not specifically designated in their freshmen year of leadership. Each member is considered equal in title and work prescribed.

- Serve as representative to the freshmen class. Be a good example/role model to peers.
- Meet with Head Advisor once a month; during key events: weekly. Coordinate all agenda items for class meetings to ensure that all members attend.
- Freshmen: T-shirts sales, Homecoming, Halloween Costume Dance (fundraiser), Winterfest, Staff & Student Basketball game. Other events/projects can be added by the ASB President or Activities Director throughout the year.

Commissioners

1. Spirit Publicity Head Coordinator

- This commissioner's primary role is to market school-wide events to the student body and create an inclusive, comfortable social climate for a wide range of students.
- Working in conjunction with ASB on planning and executing spirit weeks.
- Promoting student spirit on spirit weeks. Complete Spirit Counts. Order candy (work closely with AD).
- Organizing and tallying spirit counts & getting candy to pass out on big spirit days. Organize the Indian Pride Award spirit winners with Jamba at the end of the year.
- Promoting attendance to sports events and developing the role of Pride Tribe.
- Wearing red on every Friday; going all out – stand out amongst the rest of the student body.
- Work with your class officers in charge of planning for specific sub-activities to ensure that maximum attendance and enjoyment are reached.

- Utilize posters and flyers to create colorful and classy reminders about school events.
- Use social media to spread more awareness about school events.
- Responsible for removal of loose blue tape from existing posters on campus.
- Apart of the Coronation Committee for Homecoming & Winterfest.

2. Rally Commissioner (This position will be an elected position held during ASB Elections).

- Responsible for being the MCs at each and every rally held at Ripon High School.
- The goal is to provide enthusiasm, energy, and familiarity to the student body in the activity of a rally.
- Write scripts, plan, and practice for rallies ahead of time. Scripts must be given to the Activities Director.
- Include non-Leadership members in some of your ideas for new rallies.
- Bring in new ideas each time you discuss a new rally.
- When needed for rallies or other activities ask for help from fellow classmates.

3. Athletics Commissioner

- This commissioner's primary role is to market school-wide events to the student body and create an inclusive, comfortable social climate for a wide range of students.
- Exercise general supervision of athletic activities. It is the expectation that this person goes to multiple athletic events and participates in the spirit of the Pride Tribe spirit section.
- Maintains the Athletic Bulletin Board in the North Gym with the current RHS sporting news.
- Plan, coordinate, supervise, and publicize inter-mural sports. (i.e. Powder Puff, Dodge Ball)
- Prepares announcements for the Daily Bulletin highlighting recent sports results and individual accomplishments.
- Work with the Athletic Director and various coaches and their respective sport. Maintain a file of all teams including rosters and schedules.
- In charge of the Fall Sport Black Out Rally & each senior night for all sports at RHS.

4. Technology

- This commissioner's primary role is to utilize technology to enhance communication and promote activities throughout the student body, document student government activities and preserve school culture and student life.
- Recording and compiling events, including dances, assemblies, sports events, rallies, homecoming, lunch activities, etc. onto a single comprehensive video. Responsible for having videotaped all of RHS events to include in the Video Extravaganza.
- Working with ASB Officers on videos for various assemblies and events as necessary.
- Responsible for all technological aspects of ASB activities. Keeps an inventory of all ASB equipment.
- Organizes and assigns Student Council members to videotape ASB activities and other RHS student events.
- Providing technical support during rallies, elections, lunchtime activities, managing and setting up microphones, speakers, LCD projectors, spotlights, etc.
- Responsible for sound system at all ASB activities. (This sound system is the property of ASB Leadership)
- Apart of the Coronation Committee for Homecoming & Winterfest.

5. Historian Commissioner

- Trace historical development of events, activities, and social growth at RHS by taking pictures of these events.
- Keep an accurate scrapbook of events held throughout the year at RHS and complete a finished product at the end of the year.
- Assigns Student Council a page to do for the scrapbook. Presents the scrapbook to the Activities Director and Student Council at the ASB Awards Banquet.
- Responsible for maintaining and assigning student council members to take pictures of ASB activities through the school year.
- Communicate between the yearbook staff, journalism and student council; schedules pictures and sharing pictures.
- Assistant to the technology commissioner in taking photos, taking video, and creating videos for rallies.
- Apart of the Coronation Committee for Homecoming & Winterfest.

6. Renaissance/Link Crew

- This commissioner's primary role is to ensure a successful transition and provide support for students entering Ripon High, including freshman, new students, and ELD students.
- Maintain an academic calendar with the AD to have Renaissance sign ups and Academic Block R sign ups.
- Create, develop, organize passes and items involved within the Renaissance program. Order all supplies needed for Renaissance members.
- Must be able to organize and run an academic rally/event (just one); Activities Director will assist. (If applicable).
- Organize and assist with Renaissance Committee.

- Recruit business partners to sponsor the Renaissance Club.
- Organizing Link Crew activities for underclassmen and junior high students that focus on student development and transition through high school: i.e. Hot chocolate social, ice cream social, 8th grade welcome day, Back to school night
- Coordinating opportunities for Link Crew members to assist large school-wide events (assemblies, rallies, decorations, other commissioner activities, etc.).
- Organize and run the Link Crew Study Buddy Night event at the end of each semester.
- Managing and updating an effective form of communication to all Link Crew members (website, email, notes).
- Make the nametags for all incoming freshmen and link crewmembers to orientation.
- Design & organize the shirt order for link crewmember and various other classified staff at RHS.
- Organize the materials needed for the freshmen orientation meeting.
- Organize the freshmen groups and classrooms to be used for orientation.

7. Public Relations Coordinator

- Publicize school activities: school announcements, updates on social media. Responsible for social media post assignments and keeping an accurate record of student posting. All posts must be school appropriate.
- Utilize posters and flyers to create colorful and classy reminders about school events.
- Complete Spirit Counts.
- Submits bulletins for Student Council in the daily announcements.
- Organizes and selects an ACE of the Month with the assistance of the AD.
- Keep storage room clean and organized. Keep track of all supplies and purchase items needed when necessary.
- Check all posters that go out to see if they are appropriate to the school.
- Responsible for removal of loose blue tape from existing posters on campus.
- Meets regularly with the school's newspaper to ensure publicity is accurate and being covered.
- Apart of the Coronation Committee for Homecoming & Winterfest.

Classroom Expectations – this applies to every position held in the program

Course Application: Development of Professional Skill & Expectations of a Leader

- Enroll in the Leadership/Student Council course; required daily attendance in course.
- Maintaining grades in all academic classes. Attend all classes, do not be tardy, follow the RHS student handbook: i.e. dress code policy, honor code.
- Ensuring you are carrying out duties and responsibilities that have been given by the AD. Keep on task at all times. Turn in all work at prescribe deadline as directed.
- Maintain working knowledge of all the upcoming events that are going on, and the procedures that must be taken to complete them successfully.
- Complete Procedure Forms as required by AD. Procedure form of event will be due one week after the event has occurred.
- Participate in planning, preparing, and attending all ASB and class events as assigned.
- Lead/contribute to committees/jobs as assigned (may have to complete on own time, outside of class period).
- Work, assist, supervise and communicate together as a team and find compromise and positivity.
- Respect each position in the class and their authoritative role in making sure the class runs smoothly.
- Time management, organization and work ethic are to be shown consistently to be successful with this program.
- Work daily to develop your professional skills.
- Spread school spirit; above and beyond what is expected.
- Complete Social Media assignments to promote school activities and events. Conduct your behavior professionally.
- Follow the Core Principles established each year.
- Student shall serve as a positive role-model to other students at RHS.
- Required to set-up and clean-up after all ASB rallies and activities.
- Required to complete an entire scrapbook with assigned pages throughout the year.
- All students in leadership are required to attend one school board meeting, take notes, and write a one-page summary of the event. This document will be due the Friday after the Monday board meeting.
- Students are required to present at each formal student council meeting while presenting a formal report for a grade.