

## Student Council ASB Meeting Format and Requirements

Students enrolled in Student Council will be required to formally meet the requirements of the ASB meeting format. Please read the directions below:

1. It is mandatory to be present at all Formal ASB meetings. The instructor will notify the class when these meetings occur.
2. Each student must be dressed in professional attire for this meeting. (**Do not change in the classroom!**) A more formal location and seating arrangement will occur.
3. The ASB President will run this meeting and the Activities Director will facilitate by asking questions based on the content presented.
4. Format of presentations: The listed information will be the order of presentations for the ASB meeting. If a student is asked to present, they are required to stand in front of the entire group to make a formal presentation. Changes may occur based on necessity or events. *Also, an explanation of Leadership Procedure forms must occur during this time period. It is important to see what has been completed!*
  - a. Administrative Coordinator & Activities Director will take attendance
  - b. Presentation of Calendar of Events & Approval
  - c. Reimbursements
  - d. ASB Executive Board present: Board Member, Admin Coordinator, VP, President
  - e. Seniors, Junior, Sophomore, and Freshmen present
  - f. Commissioners present: Rally, Public Relations, Athletics, Spirit, Technology, Historian, Renaissance/Link, Club Coordinator, Coronation TBD
  - g. Standing Committees present (yearlong)
  - h. Special Committees present (short period of time)
  - i. Old Business
  - j. New Business

**Directions:** Students will be required to write a formal assessment of their job and responsibilities. Even if the student is not directly in charge of the event, a report must be completed and will be due at the end of the professional ASB Meeting. This document will be assigned prior to the meeting date. Students will upload their formal report to their digital portfolio and google classroom. This is a graded assignment for all students.

Content that must be present in Report:

1. Name **1pt**
2. Position **1pt**
3. Date **1pt**
4. Position assessment: discuss what you have done in your position thus far and what still needs to be completed. **7 pts**
5. Standing Committee: discuss what committee you are a part of and what has been done and what are the goals for the future. If you are not aware, you must take the time to discuss with the person in charge. **3pts**
6. Special Committee: discuss any special committee that you are a part of (homecoming, dinner dance, community service, etc.) **3pts**
7. Mentorship Evaluation/Completion at time of Meeting - This program stems from the zoom conference with Scott Backovich that is focused on creating personal connections and preparing our newest members of the class for the future. This will include veterans of the program who will help based on their positions, experience, and how well the participants might get along with each other. The focus of this mentorship is for the newbies to have a select person to have one on one talks for planning events, how to do the forms, or just advice in general. It is also just for fun! From experience, being forced to sit next to someone you've never talked to the whole year is a little awkward, even with icebreakers. We need to emphasize creating strong connections within our class **early** to have better working relationships and friendships, and this will hopefully add to that. **7pts**
8. Concerns that you would like addressed (cannot leave this section blank!) **5pts**
9. Positive comment – list one or multiple positive comments about a committee or person in the class based on their job assessment. **5pts**
10. One change that you would like to see. **5pts**
11. My Impact: How have you changed the world today? What impact have you made on this campus amongst your peers? Refer to your Core Principles as a reference. **5pts**

Grading:

1. Present at the meeting (mandatory) – 10 points
2. Dressed professional – 20 points
3. Uploaded to google classroom & digital portfolio – 7 points
4. Content in report – 43 points

**Total point value – 80 points**