



# **ASSUMPTION CATHOLIC SECONDARY SCHOOL**

## **2021-2022 Student Council Application Information**

### **Duties and Responsibilities**

All members are expected to:

1. Maintain consistent communication with council members, staff advisors and administration
2. Attend all weekly meetings pertaining to your role unless a reasonable excuse explaining your absence is presented in advance
3. Assist in the planning and execution of all Student Council events and tasks
4. Take student needs into consideration and represent the student body
5. Conduct themselves in a positive and professional manner at all times

### **Ideal Candidates**

Interested applicants should:

- Be committed to the promotion of school pride, improvement and involvement
- Display leadership, virtuous conduct and school spirit both in and out of the classroom
- Exhibit strong independent problem-solving skills
- Possess strong oral and written communication skills (be comfortable with public speaking)
- Demonstrate initiative and creativity and be comfortable with digital content creation
- Be an approachable, caring and invested representative for the student body

**NOTE: At the teachers' discretion, a member may be removed from their position at any time due to excessive absences and/or failure to uphold general and position-specific expectations.**

### **Available Positions**

- President:** Acts as a spokesperson for the student body, presides over all meetings and deals directly with staff advisors and administration. Must be a mature, organized, confident, enthusiastic and open-minded student leader. Must display good judgment, problem-solving abilities and a strong work ethic. The ideal candidate has shown a prior interest in school leadership and has maintained a minimum average of 75% or higher in their current academic year, demonstrating an ability to effectively manage their commitments.
- Vice President:** Works closely with the president in the development and implementation of all council events and initiatives and will step up to run meetings in the event that the president is absent. Must be accountable, approachable, willing to voice their concerns and committed to collaboration.



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- Secretary:** Responsible for all necessary paperwork and administrative duties including taking attendance and minutes at the weekly meetings, which are then sent to staff advisors in a timely manner. Must be organized with strong attention to detail.
- Social Media Rep :** Manages the Student Council Instagram account and uses this platform to promote upcoming events. Must be tech-savvy and aware of how to conduct themselves in an appropriate manner when using school accounts. The social media rep will also create digital marketing and advertising tools such as Instagram posts. Must be able to meet deadlines, be proficient in using technology for creative design and be thorough in use of the editing process.
- Grade Rep:** Represents his/her/their grade at meetings and is responsible for bringing issues raised by their peers to the attention of the council. Must be involved, outgoing and approachable.

### **Application Process and Requirements**

Anyone interested in applying for a Student Council position must complete the **Student Council Application** (Google Form) by **midnight on Tuesday, June 1st**.

The link for the application form can be found here: <https://forms.gle/VhwKUjRTRXTKLYJL9>

### **Important Dates**

**Application Forms Due:** Tuesday, June 1st

**Electronic Elections:** Tuesday, June 15th

*Once the application forms are reviewed, a staff advisor will be in touch with campaigning information.*

Those who are campaigning are encouraged to create paper-less campaign materials such as Instagram posts, videos or digital posters. If you would like for these to be shared on the school's website or Instagram page, please send a private message to our Instagram account **@assumptioncrusader**.

**Thank you for your interest. Good luck!**