



2021-2022 NOTRE DAME STUDENT COUNCIL



❑ **STEP 1:** Read section [1.1 Student Council](#) and section [1.2 Overall Expectations](#) to ensure that this is a leadership group to which you can fully commit.

❑ **STEP 2:** Read section [1.3 Important Dates](#) to ensure that you have a full understanding of the deadlines and time commitment involved.

❑ **STEP 3:** Read section [1.4 Student Council Positions and Duties](#) to see the descriptions of the various positions that are part of Student Council. Please note that some roles are Elected Positions and some roles are Appointed Positions.

Elected Positions → You will go for an interview AND run a campaign (create digital posters, make a speech/video and be voted in by the student body).

Appointed Positions → You will go for an interview and be selected by the Staff Advisor(s).

❑ **STEP 4:** Once you've decided which position you would like to run for, fill out the [2021-2022 Notre Dame Student Council Application Form](#) on Google Forms and submit by **Friday, May 14th at 2:30pm.** You CAN indicate on the form if you would like to be considered for an Appointed Position if you are not successful in an Elected Position by checking off the appropriate boxes.

❑ **STEP 5:** When you submit your application form, please also sign up for an interview time. ALL candidates (both Elected and Appointed) must come for an interview. Read the section on [1.7 Interview Questions and Criteria](#).

❑ **STEP 6: *Elected Positions Only**

Please read the [1.5 Campaign Rules](#) and prepare your digital posters. Email your digital posters to the Staff Advisor(s) at taylern@my.ntdm.ca by **Wednesday, May 19th at 2:30pm.**

❑ **STEP 7: *Elected Positions Only**

Read the section on [1.6 Video/Speech Criteria](#). Determine how you will present yourself to the student body on election day. You will prepare a 2-minute video of your speech. The video needs to be approved by the Staff Advisor(s) before election day. You may email your video to the Staff Advisor(s) at taylern@my.ntdm.ca or submit via USB no later than **Friday, May 21st at 2:30pm.**

❑ **STEP 8: *Elected Positions Only**

We will be showing your video to the student body through various online platforms on **Wednesday, May 26th.**

❑ **STEP 9:**

Students will vote (they will have until **Thursday, May 27th at 9:00am**) and winners of the election will be determined. Staff Advisor(s) will appoint successful candidates for the Appointed Positions, which may include any students who were unsuccessful in running for the Elected Positions.

1.1 About Student Council

Student Council is a unique group of students who need to possess strong leadership skills and school spirit. This is a yearlong commitment that requires exceptional organization and time-management skills, as this group plans and executes many school events throughout the year. Learning to be a good leader and becoming involved in *your* school are both very important parts of your high school experience. Thank you for taking an interest in Notre Dame Student Council for the 2021 - 2022 school year. We are excited and wish you luck in your campaign!

1.2 Overall Expectations

- Attend weekly Student Council meetings which will take place **Mondays** after school from **2:30 - 3:30**
- Attend ALL events sponsored by Student Council, including set-up and clean-up
- Ensure that one's Student Council obligations are met by assigned deadlines
- Follow all school rules and serve as a positive role model within the community and on social media
- Maintain a positive working relationship with the Staff Advisor(s), other teachers and administration
- Maintain a positive working relationship with the rest of the Student Council members
- Maintain an average of 70% in each course while on Student Council

** Please note: **FAILURE** to comply with these expectations may result in dismissal **

1.3 Important Dates

Monday, May 3	*Application Forms are available online (form will include interview timeslot selection)
Friday, May 14	*All Application Forms for ALL candidates due online by 2:30pm
Monday, May 17	*Virtual interviews take place for ALL candidates. Please be on time. Missed interviews will not be re-booked. Previous Student Council members may be present for interviews.
Wednesday, May 19	*Digital campaigning begins for Elected Positions *All digital posters MUST be submitted to taylern@my.ntdm.ca by this date by 2:30pm. *NO printed posters are permitted
Friday, May 21	*Videos due for pre-approval for Elected positions to taylern@my.ntdm.ca by 2:30pm.
Wednesday May 26	*Watch election videos on YouTube (available online but teachers encouraged to show them) *Voting takes place online for 24 hours
Thursday, May 27	*Voting closes at 9:00am. Results will be posted by end of day.
Monday, June 6	*Virtual mandatory meeting for New Council Members at 12:30pm.

1.4 Student Council Positions and Duties

<p>Elected (2) Co-Prime Ministers (Grade 12) (2) Grade 11 Representatives (2) Grade 10 Representatives *(2) Grade 9 Representatives (elected in Sept.)</p>	<p>Appointed (1) Secretary (Grade 11 or 12) (1) Junior Public Relations Officer (Grade 10) (1) Senior Public Relations Officer (Grade 11 or 12) (1) ND Clubs Liaison (Grade 11 or 12) (1) Equity and Inclusion Rep (Grade 10-12)</p>
<p>✓ <i>Application Form</i> ✓ <i>Virtual Interview</i> ✓ <i>Digital Campaign</i> ✓ <i>Elected by Students</i> ✓ <i>Still Eligible for an Appointed Role</i></p>	<p>✓ <i>Application Form</i> ✓ <i>Virtual Interview</i> ✓ <i>Appointed by Staff Advisor(s)</i></p>

Co-Prime Ministers (Grade 12)

- Lead Student Council meetings and function as a positive role model
- Act as a liaison between the student body and administration
- Assign duties to other members, as necessary
- Set deadlines for projects and ensure they are being met
- Perform additional duties as directed by the Advisor(s)

Secretary (Grade 11 or 12)

- Take and record attendance at all meetings
- Be responsible for record keeping (i.e. dates, deadlines, schedules, etc)
- Create the agenda before each meeting and email to council (12 hours in advance)
- Record the minutes of each meeting and email a copy to each member before the next meeting which includes dates, deadlines and schedules
- Keep all relevant official documents pertaining to Student Council
- Perform additional duties as directed by the Advisor(s)

Public Relations Officer (1 Junior - Gr. 10 & 1 Senior - Gr. 11 or 12))

- Coordinate publicity for upcoming events in the manner of social media, posters, announcements, etc.
- Communicate various Student Council events to the community
- Represent Student Council to outside sources (DJs, fundraisers, food, etc.)
- Perform additional duties as directed by the Advisor(s)

Grade Representatives (Grades 9-11)

- Be the voice of their respective grade at Student Council meetings
- Promote and participate in Student Council events for their grade
- Perform duties to assist other members (i.e. calendar of events, publicity, organization of events and set-up/clean-up of events)
- Perform additional duties as directed by the Advisor(s)

ND Clubs Liaison (Grade 10 or 11)

- Act as a liaison between Student Council and other clubs at Notre Dame (ie. to communicate goals and initiatives from each group)
- Perform additional duties as directed by the Advisor(s)

Equity and Inclusion Representative (Grade 10 or 11)

- Act as an advocate for the equity and inclusion of all students as it pertains to Student Council activities and events
- Promote equity and inclusion of all students as it pertains to student voice at Notre Dame
- Perform additional duties as directed by the Advisor(s)

1.5 Campaign Rules

If you are running for an *Elected* Position, you will need to run a campaign. Please read the following campaign rules:

- ✓ No printed posters or stickers will be permitted. All campaign posters must be digital.
- ✓ Students are allowed a maximum of two (2) digital posters.
- ✓ Please do not forget to add your full name and position you are running for to the poster.
- ✓ Email posters to taylern@my.ntdm.ca to be displayed on TVs and on social media by **Wed. May 19**
- ✓ Digital posters must contain appropriate images and words.
- ✓ No bribing (ie. giving out free food).
- ✓ Keep messages positive.
- ✓ Be respectful to other candidates.

1.6 Video/Speech Criteria

If you are running for an *Elected* position, you will have to prepare a video/speech to say/show during the school assembly. Please consider that the video/speech should:

- ✓ be 2 minutes long or less.
- ✓ be submitted for approval by **Friday, May 21**
- ✓ contain appropriate words, music, lyrics and/or images.
- ✓ highlight your strengths as a leader.
- ✓ be clear and easy to understand.
- ✓ be respectful to other candidates.

1.7 Interview Questions and Criteria

ALL candidates must sign up for an interview. The interview will only be 3-5 minutes in length.

Possible Interview Questions

- ✓ How do you show your school spirit?
- ✓ How have previous activities contributed to your ability as a leader?
- ✓ How would you promote unity in our Catholic school community?
- ✓ What makes you stand out from other candidates?
- ✓ What specific skills/strengths can you contribute to student council?
- ✓ What role do you often play in a group setting? Ex. Leader, Moderator, Encourager, etc
- ✓ How do you deal with conflict?
- ✓ How would you deal with a fellow council member who is not contributing equally?

Criteria

The candidate:

- ✓ knows the responsibilities associated with the position and understands the commitment.
- ✓ has put time and thought into his or her answers, providing examples where necessary.
- ✓ is energetic and is genuinely interested in the position.
- ✓ is very knowledgeable in the responsibilities of a Student Council member.
- ✓ demonstrates full knowledge by answering all questions with explanations and elaboration.
- ✓ has answers that reflect outstanding professional depth and quality.
- ✓ will be a strong voice and leader for his or her position.