



Student Council Executive Board Member Contract

Check the box for elected position.

President:

- Develops goals for the Student Council Executive Board and body.
- Ensures the Student Council purpose is reflected through all student activities and events.
- Conducts weekly meetings following the Robert Rules of Order.
- Prepares meeting agendas and send to Staff Advisor 24 hours prior to each meeting.
- Leads all Student Council Executive Board meetings.
- Attends as a Student Council representative at all student organized meetings and related meetings.
- Coordinates the Leadership and Educational Development Workshops with the Student Activities Manager.
- Leads the student-organized meetings.
- Promotes and models student leadership, service, and school spirit.
- Participates in FIDM Best Friends program.

Vice President:

- Maintains and updates the Student Master Roster
- Assists in developing goals for the Student Council Executive Board and body.
- Ensures all Executive Officers are fulfilling their responsibilities.
- Promotes and models student leadership, service, and school spirit.
- Assists in organizing Leadership and Educational Development Workshops with the President and Student Activities Manager.
- Sits as a Student Council representative at all student meetings.
- Serves as an assistant to the President with but not limited to all of his/her duties in his/her absence.
- Organizes student community service event to increase student involvement and social rapport.
- Participates in FIDM Best Friends program.

Secretary:

- Keeps a record of all meeting agendas.
- Records and reports minutes of each meeting.
- Emails minutes to the group after minutes are completed.
- Assists the President with correspondence to all current Student Council members by email, phone, or other methods.
- Sends out weekly email blast and updates tracking roster.
- Makes and distributes a roster with member contact information.
- Sits as a Student Council representative at all student meetings.
- Attends Leadership and Educational Development Workshops.
- Promotes and models student leadership, service, and school spirit.
- Participates in FIDM Best Friends program.

Special Events Chair:

- Coordinates and oversees the planning and execution of all social functions.
- Informs members of community service events on campus and in the community.
- Sits as a Student Council representative at all recognized Student Council meetings.
- Attends Leadership and Educational Development Workshops.
- Organizes and promotes student networking events.
- Promotes and models student leadership, service, and school spirit.

