

Student Council Exective 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.

Public Relations Chair:

Creates a marketing plan for the group.

Coordinates public relations for the group's activities and events.

Assists Student Activities with a faculty and staff appreciation event.

Publicizes all events by class announcements and distribution of flyers.

Writes thank you notes on behalf of student organization.

Attends Leadership and Educational Development Workshops.

Promotes and models student leadership, service, and school spirit.

Executive Board Member Obligations and Responsibilities:

- 1. Must be an enrolled full-time FIDM student, second-quarter minimum.
- 2. Meets the 3.0 or higher GPA requirement.
- 3. Arrives to all Student Council meetings on time.

Student Signature (use Adobe Acrobat)

- 4. Completes assigned tasks.
- 5. Corresponds with other Executive Board members and Club Advisor.
- 6. Each Board Member is required to attend all Executive Board meetings. Each Board Member is allotted one absence from an Executive Board Meeting and must notify their Club Advisor 24 hours in advance when possible. If you are running late to a board meeting you must notify your Club Advisor of your tardiness. To avoid board dismissal, please avoid being late. Each Board Member is allotted two late emergency arrivals.
- 7. Attends all Student Council meetings, socials, and volunteer events. Missing two or more events will result in immediate dismissal from Executive Board.
- 8. Each member is expected to uphold leadership and a professional attitude, positively representing the Student Council and FIDM.
- 9. Executive Board members may be asked to participate in additional events that support the Student Activities department.

,	, have been elected to
NAME	EXECUTIVE BOARD POSITION TITLE
agree to the Student Council Exeresponsibilities stated herein. I ur	erstand its contents. Signing this document is my declaration that cutive Board member requirements, benefits, obligations, and derstand that failure to meet and comply with the duties of my ediate revocation of my Executive Board position.
	OFFICE USE ONLY:

Student Activities Manager:

Date

GPA

Angela Leavitt: aleavitt@fidm.edu