



Guadalupe School Student Council Election Position Description and Process

The Offices:

Students in fourth and fifth grade may run for the executive offices of Vice President, Grizzly, Historian, Secretary and Treasurer. Only fifth grade students may run for the office of President. The office of President is an individual office. The other offices may be shared if two students want to run together as a team. The office of Grizzly is the only office that may be shared by three students.

President:

- Attends ALL Student Council meetings
- Presides over the Student Council meetings
- Represents the school at school functions
- Meets at least once a month with the Principal and/or Student Council Advisors to set the agendas and discuss student council activities
- Will be asked to make Monday morning announcements over the school intercom

Vice President:

- Attends ALL Student Council meetings
- Runs the Student Council meetings in the absence of the President
- Represents that school at various school functions
- Shares the responsibility to be the chairperson of committees
- Is in charge of the Popsicle Sales
- May be asked to make Monday morning announcements over the school intercom

Grizzly:

- Attends ALL Student Council meetings
- Helps keep up the school spirit
- Leads the Guadalupe Cheer at school wide assemblies

Historian:

- Attends ALL Student Council meetings
- Attends all the Student Council activities and takes pictures for a Student Council scrapbook, displays, and yearbook.

Secretary:

- Attends ALL Student Council meetings
- Takes notes at the meetings
- Writes letters or reads letters written to the Student Council
- Keeps a binder with all of the agendas from the meetings and notes on any vote taken at the meetings

Treasurer:

- Attends ALL Student Council meetings
- Works with our Home and School Club to track Student Council funds
- Counts and deposits money from popsicle sales and other events prior the next meeting
- Presents the fundraising results at the Student Council meeting

The Process:

Each student running for an executive office must complete a self nomination form and have it signed by their parent, and their current teacher. **The self nomination form is due in the office by the end of school on Wednesday, September 28.** Students will have the weekend to complete their speeches and posters and will bring them to school on **Monday, October 3 to the table in the courtyard at 7:45am. All posters must be checked and initialed by Mr. Izor, Mrs. Susoev, Mrs. Farnam, or Mrs. Williams** before they are posted.

The Timeline:

**Friday, Sept. 23
12:05-12:25 p.m.**

Information meeting in Mrs. Susoev's room (A-6) for all students interested in running for Student Council Executive Board.

**Wednesday, Sept.28
3:00 p.m.**

Student self-nomination forms may be turned in to the office any time between Sept. 23 and Sept. 28. Forms are due in the office by 3:00 pm.
(NO LATE SELF-NOMINATION FORMS WILL BE ACCEPTED.)

**Monday, Oct. 3
7:45 a.m.**

Speeches and posters must be brought to the table in the courtyard for approval. (NO LATE SPEECHES WILL BE ACCEPTED.) Posters will be displayed Oct. 20 - Oct. 24.

Friday, Oct. 7

Student Council Speeches and Elections

Oct. 10 – Oct. 14

Class Representatives chosen this week by all 3rd, 4th, and 5th grade classrooms. Each teacher may decide how their class reps are chosen.

**Wednesday, Oct. 12
12:05-12:25 p.m.**

First **Executive** Board Meeting in Room A-6. Executive officers only. Rules and responsibilities of Executive office reviewed.
Executive officers will meet the Wednesday prior to each meeting listed below unless told otherwise.

**Wed. Oct. 19
Wed., Nov. 9
Wed., Dec.14
Wed. Jan. 4
Wed. Feb. 1
Wed. Mar. 8
Wed. April 12
Wed. May 10**

Student Council Meeting with Exec Board and Class Reps at lunchtime in Room A-6.

