

## ESSENTIAL DUTIES OF ASB OFFICERS

### **The ASB President shall:**

- preside at all meetings and assemblies
- plan agenda for Student Government meetings
- appoint all necessary committees and chairpersons
- act as school representative at any outside function, when requested to do so
- serve as public relations mediator, overseeing the distribution of letters of recognition

### **The ASB Vice-President shall:**

- assume the duties of the ASB president when necessary
- share the responsibilities of presiding over meetings and assemblies
- coordinate purchasing of needed supplies for dances, assemblies, etc.

### **The ASB Secretary shall:**

- maintain complete and accurate minutes of all Student Government meetings
- carry on all necessary correspondence
- call roll and record the attendance of all Student Government meetings

### **The ASB Treasurer shall:**

- formulate and oversee task forces and/or committees for school activities
- sign all disbursements for the spending of ASB funds
- keep record of expenditures and deposits

### **The ASB Director of Activities shall:**

- formulate and oversee task forces and/or committees for school activities
- prepare and administer a school survey (questionnaire) of students' interests and concerns
- take part in all activities of the school

### **The ASB Historian shall:**

- document all ASB Activities with photos and/or interviews, etc.
- produce a historian's scrapbook of the year's activities
- direct advertising of all school activities with posters, announcements, etc.