

JAMM ASB 2016-2017

ASB Job Descriptions

President: 8th Grade

- Conducts him/herself with academic integrity and excellent behavior
- Has a positive and enthusiastic attitude: is a good role model
- Sets agendas for the ASB meetings
- Facilitates the meetings
- Helps plan and implement school wide activities
- Keeps student body and staff informed of events, fundraisers and projects
- Works with Treasurer and Secretary to maintain calendar and budget
- Participates in all student council sponsored activities/events
- Is a PRIDEful JAMM citizen

Vice President: 6th, 7th or 8th

- Conducts him/herself with academic integrity and excellent behavior
- Has a positive and enthusiastic attitude: is a good role model
- Works closely with President
- Assumes Presidential duties when needed
- Works with President and Secretary in preparing calendar
- Works with President and Treasurer in preparing budget
- Assists the President in preparing meeting agendas
- Is a PRIDEful JAMM citizen

Treasurer: 6th, 7th or 8th

- Conducts him/herself with academic integrity and excellent behavior
- Has a positive and enthusiastic attitude: is a good role model
- Maintains an accurate and detailed financial record (written record of money earned and spent by ASB)
- Coordinates the fundraising projects for ASB
- Gives current financial reports at council meetings
- Is a PRIDEful JAMM citizen

Secretary: 6th, 7th or 8th

- Conducts him/herself with academic integrity and excellent behavior
- Has a positive and enthusiastic attitude: is a good role model
- Keeps an account of minutes at every meeting
- Reports at each meeting the minutes from the previous meeting
- Maintains ASB calendar
- Handles all council correspondence (emails, thank you cards)
- Is a PRIDEful JAMM citizen

Historian: 6th, 7th or 8th

- Conducts him/herself with academic integrity and excellent behavior
- Has a positive and enthusiastic attitude: is a good role model
- Takes photos for yearbook
- Works closely with Yearbook Coordinator