

# JAMM ASB 2017-2018 ~ASB Job Descriptions

## **President: 8<sup>th</sup> 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 ASB sponsored activities/events
- Is a PRIDEful JAMM citizen

## **Vice President: 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>**

- 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: 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>**

- 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: 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>**

- 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: 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>**

- 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

**Spirit Commissioner: 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>**

- Conducts him/herself with academic integrity and excellent behavior
- Has a positive and enthusiastic attitude. Is a good role model
- Helps plan and facilitate student activities (i.e. spirit days, dances, etc)
- Is a PRIDEful JAMM citizen