

## **ASB Job Descriptions 2009 - 2010**

### **Academics Commissioner**

- Organizes Department Student of the Month showcase, share information with newspapers
- Help publicize academics, clubs, and competitions (requires regular contact with teams)
- Plans academic recognition pep assembly
- Plan Constitution/Citizenship Week (usually first week of school)
- Plan staff appreciation
- Plan Read Across America (Dr. Seuss' Birthday, March 2nd) celebration
- Plan a National Library Week celebration
- Add Academic competition teams to Club brochure
- E-mail staff to remind them of supervision duties
- Assist with Join-A-Club Week
- Recognize Student of the Week
- Recognize Student of the Month
- Campus Awareness (i.e. Rachel's Challenge)
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Other duties as assigned

### **Ideas to Explore:**

### **Athletics Commissioner**

- Introduce teams (and coaches) at pep assemblies
- Coordinate pep assembly program
- Encourage coaches to publicize athletic contests/ results, update website (contact coaches and captains)
- Assist with monthly activity calendar update
- Intramurals (i.e. Dodgeball, Battle of the Sexes, Battle of the Grade Levels, etc...)
- Victory rallies
- Maps to athletic events
- Coordinate half time entertainment for basketball games
- Maintain team win/loss and score spreadsheets, post for all to see
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Will assist in organizing cash boxes/tickets for various activities
- Other duties as assigned

### **Ideas to explore:**

Athlete of the month?

### **Community Services Commissioner**

- Organize and plan Red Ribbon Week
- Assist planning of Awards Night with Academics Commissioner
- Publicize community services opportunities (via student bulletin and display cases)
- Coordinate community services graduation recognition
- Assist advertising of Safe Rides dates, training, etc.
- Organize and plan 2 blood drives (plan early)
- Coordinate disaster relief efforts for American disasters (GWAM to handle international disasters)
- Work with Attendance Office to find Saturday Alternatives
- Use Griffin News segments to announce opportunities
- Coordinate Campus Beautification prior to Back to School Night and Open House.
- Maintain brick obelisk (aka “the barbecue”) by room 600
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- PTSA Fundraiser
- Other duties as assigned

### **Ideas to Explore:**

### **Historian**

- Compiles ASB memory book for the year (distributed at banquet)
- Keep files of ASB minutes, agendas, financial reports
- Take photos and/or video at events
- To create a school wide scrapbook (AND an ASB scrapbook)
- To take photographs at all assemblies and school events.
- Read daily newspapers and clip Los Al stories
- Coordinate schedule for each ASB member to take photos
- Save photos on computer for eventual multiyear slide show
- Assist Publicity as needed
- Balloon deliveries (take a photo?)
- Host Scrap booking club twice a month (Room 500?)
- Photograph dance entry (or delegate)
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Will supervise and coordinate organization of classroom supply room
- Other duties as assigned

### **Ideas to explore:**

### **Clubs Commissioner**

- Organize Join-a-Club Week
- Submit club constitutions for ASB approval
- Update current club constitutions, policies, rosters
- Assist with monthly calendar update
- ASB birthday list
- Create and maintain a Club Meeting calendar
- Club Brochure, update and maintain
- Coordinate International Week festivities
- Coordinate the 4 lunch time sales
- Highlight a few clubs in each School News publication
- Work club dues appointments (before school, lunch, after school)
- Campus Awareness (i.e. Rachel's Challenge)
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Assist Treasurer with purchase orders
- Will assist in organizing cash boxes/tickets for various activities
- Other duties as assigned

### **Ideas to Explore:**

- Mid-year Join-A-Club
- Inter Club Council
- Committee to explore fundraising alternatives with the loss of candy sales (with Board Rep.)

### **Pep/Assemblies Commissioner**

- Emcee and plan all pep assemblies/rallies/lunch time
- Organize lunch spirit activities (i.e. music Fridays)
- Organize spirit activities at athletic competitions (with Commissioners of Athletics)
- Help plan Homecoming Week activities
- Spirit Weeks
- Dress Out Days
- Other duties as assigned
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Other duties as assigned

### **Ideas to explore:**

- Spirit Week related to each assembly

### **Publicity Commissioner**

- Requests information for the marquee
- Make posters for school events (All)
- Advertise community events
- Use underclassmen to track and coordinate ordering of supplies
- Use underclassmen to re-load paints
- Write bulletin announcements
- Other forms of publicity as needed or requested
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Other duties as assigned

### **Ideas to explore:**

- Alternate forms of advertising!

### **Secretary**

- Take detailed minutes at all ASB meetings
- Take minutes for Student Congress meetings and distribute to teachers
- Assist ASB President in planning ASB banquet
- Organize intra and inter-school correspondence (condolences, questioning)
- Organize Powder Puff game (w/ Treasurer, Sr. and Jr. Class officers)
- Organize details of sale of LAHS spirit gear
- Queen of Courts (with Treasurer)
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Other duties as assigned

### **Ideas to explore:**

Minutes of ASB meetings, via PowerPoint?

**Technology Commissioner** (technology skills required)

- Organize all ASB-related technology projects
- Update cabinet on technology needs
- Upgrade current technology when necessary
- Put together slide shows for Mr. Griffin, Homecoming, Queen of Courts, etc.
- Work with publicity to advertise events via computer lab screen savers, etc.
- Make team warm-up CD's as requested.
- Submit weekly updates to the webmaster
- Submit 10 photos per week to the Webmaster. To be split amongst games, clubs, student life and coordinated with Historians. Screen savers in Media Center, 710 lab and other labs to advertise events.
- Weekly Griffin News segments
- Edit music for assemblies and LTA's
- Collect dozens of Griffin graphics and compile on CD (to be given to offices)
- Maintain the portable and gym PA systems (batteries and clean)
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Other duties as assigned

**Ideas to explore:**

Learn Excel

### **Treasurer**

- Submit all requisitions for ASB approval
- Make sure all purchase orders have correct documentation
- Work with advisor on creating and updating the ASB budget
- Keep ASB updated on budget information
- Chair the committee to select the general spirit shirts for ASB
- Create Treasurer committee (for sorting duties: Community Liaison, Historian, Pep/Assemblies, Class officers, Academics, Clubs)
- Basic training on Blue Bear accounting program
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Other duties as assigned

### **Ideas to explore:**

Track expenses attributed to each sport

### **Representative to the Board of Education**

- (Special interview process)
- Attend all School Board meetings and give prepared report
- Report to ASB all Board Actions and other items of interest
- Act as liaison between all schools in district and Board
- Lead all election committees
- Coordinate a trash pick-up program
- Host student forums when the student population is dealing with a significant issue
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Other duties as assigned

### **Ideas to explore:**

- Co-chair, with Clubs Commissioner, a committee to explore alternative fundraising options (to replace candy sales)

**Fine Arts Commissioner:**

- Publicize and coordinate fine arts calendar
- Recruit ASB and students to attend performances, shows, etc.
- Recognize accomplishments of fine arts groups (announce in bulletins or Griffin News)
- Periodic concerts featuring choir, band, drama, dance behind the PAC at lunch (can preview upcoming shows or showcase talent that has not made an actual show).
- Coordinate bands at lunch
- Campus Awareness (i.e. Rachel's Challenge)
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Will assist in organizing cash boxes/tickets for various activities
- Other duties as assigned

**Ideas to explore:**

Get art student of the month going

### **ASB President**

- Run all meetings
- Lead the Pledge of Allegiance daily and special events
- Select/coordinate dress out dates for ASB
- Coordinator of all Homecoming committees
- “New” ASB formal shirt (for incoming ASB)
- ASB team building
- Lead member of LAHS grief committee
- Promote school spirit
- Plan and coordinate ASB banquet (invitations, décor, agenda)
- Create a New Student DVD (with Technology)
- Coordinate ASB Room cleaning program
- Regulate behavior during ASB meetings
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies – work with technology for assembly videos
- Will assist in classroom housekeeping duties
- Coordinate recycling
- Other duties as assigned

### **Ideas to explore:**

Coordinate Cheerleaders for Powder Puff Football game

## **ASB Vice President**

- Student Congress
- Holiday card
- Birthday assignments
- New ASB formal shirt selection
- ASB team building (with president)
- Trash programs (with School Board Rep)
- Homecoming leaders
- Dress out dates (with Pep/Assemblies)
- Promote school spirit
- Inform Publicity of decisions or actions taken while they are out of the room
- Will assist with Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Music Friday
- Other duties as assigned

## **Ideas to explore:**

LTA...music Monday

### **Senior Class Co-Presidents**

- Coordinate Welcome Back dance
- Coordinate senior tee by end of school prior year and sale during registration
- Coordinate Senior Luncheon
- Select appropriate senior gift
- Promote school spirit
- Link Crew application is suggested
- Plan Mr. Griffin
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Power Puff
- Other duties as assigned

### **Ideas to explore:**

Miss a Mr. Griffin deadline, lose money from prize

### **Junior Class Co-Presidents**

- Plan all details of Prom (mostly in secret)
- Coordinate posters for assemblies
- Promote school spirit
- Link Crew application is suggested
- Power Puff
- Will assist with all dances
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Clean Griffin Mascots
- Other duties as assigned

### **Ideas to explore:**

Generic fundraiser: key chains, spirit shirt, and sweatbands

### **Sophomore Class Co-Presidents**

- Plan Winter Formal
- Coordinate posters for assemblies
- Promote school spirit
- Assist Freshmen with Sadie's
- Assist with all dances
- Assist publicity as needed
- Will assist with Mr. Griffin
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Other duties as assigned

### **Ideas to explore:**

- Sophomore fundraiser

### **Freshmen Class Co-Presidents**

- Plan Sadie Hawkins (with consent of ASB class and help of Sophomore officers))
- Coordinate posters for assemblies
- Promote school spirit
- Assist with all dances
- Assist publicity, as needed
- Will assist with Mr. Griffin
- Will assist with all assemblies
- Will assist in classroom housekeeping duties
- Balloon ordering
- Spirit shirts
- Other duties as assigned

### **Ideas to explore:**

- Class fundraiser

**Revised 3/11/09**