

AGRHS STUDENT COUNCIL HANDBOOK 2021-22

CONTENTS

Role of Student Council

Responsibilities of Student Council

Role of each member

Campaign & voting process



ROLES OF STUDENT COUNCIL

1. To officially represent all the students in the school.
2. To identify and help solve problems encountered by students in the school.
3. To communicate its opinion to the school administration on any subject that concerns students and on which the council wishes to be consulted.
4. To promote and encourage the involvement of students in organizing school activities.

RESPONSIBILITIES OF STUDENT COUNCIL

1. To promote the interests of students among the school administration, staff and parents.
2. To inform students about any subject that concerns them.
3. To consult students on any issue of importance.
4. To organize financial campaigns for school life activities.
5. To participate in the process of revision of school regulations.
6. To propose activities to the school administration that would improve the quality of life in the school.
7. To maintain good relations, out of mutual respect, with the school staff (the principal, teaching and non-teaching personnel) and parents.

ROLES OF THE MEMBERS OF THE EXECUTIVE COUNCIL OF THE STUDENT COUNCIL

President (Reserved for level 5 students)

- To act as official spokesperson for the council in its relations with the students and the school administration.
- To call meetings of the council and to prepare the agendas.
- To chair, or co-chair with an adult, the meetings of the council.
- To supervise the tasks of the council members.
- To take part in all special committees formed by the council or send a representative to such committees.
- To represent the students on official occasions.

Vice-president (typically a level 4 student – open to all)

- To advise and assist the prime minister or the president.
- To coordinate the work of non-elected students involved in the organization of school activities: newspaper, radio, environment, school dances, etc.
- To replace the prime minister or the president when he or she cannot be present.

Secretary (open to all)

- To write up the minutes of every council meeting.
- To publish and distribute all the documents necessary for meetings.
- To write and classify the correspondence of the council.

Treasurer (open to all)

- To keep accounts up to date.
- To make purchases.
- To provide full information about the council's finances whenever the council wishes to see it.

CAMPAIGN & VOTING PROCESS

Important Dates

Declaration of candidacy: Cut-off date is September 14th, 2021

Campaign: September 13th, 2021 – September 17th, 2021

Voting day: September 17th, 2021

First meeting: TBC

Declaration of candidacy

Students wishing to run for one of the executive positions (president, vice-president, secretary, treasurer) **must inform Mr. Martel via email or in person on/before September 14th, 2021.**

Students wishing to be part of student council but not take on an executive position (walk-on role) are invited to join the council during their first meeting which will be decided and announced after the voting process on September 17th, 2021.

Campaign

Students joining student council as a walk-on are not required to campaign.

Students wanting to occupy an executive position are invited and encouraged to run a short campaign from September 13th – September 17th. You are invited to make posters, have a campaign/publicity team, distribute informative materials, create a platform, etc. Such platforms may include projects or initiatives you wish to complete, policies you want changed or introduced in the school, or simply why you'd be a good fit for the position.

Voting day

Voting will take place on September 17th, 2021 (all day) and will be done via Google Form; the link will be provided in the morning and results announced on the following Monday (September 20th, 2021).

First meeting

The first meeting will be announced on Monday, September 20th at the same time as the results of the voting process.

**** Important Notes ****

Should an executive position remain vacant after the candidacy and campaign process, Mr. Martel and Mrs. Cortes reserve the right to appoint a student to the role without a voting process.