

So you want to be on the SRC.....

What you need to know

ROLES AND RESPONSIBILITIES OF THE SRC EXECUTIVE

The Student Representative Council executives include: the President, Vice-President, Junior Vice President, Treasurer, Secretary and Junior Secretary. Some of the duties include:

- Bi-Weekly meetings (agendas, minutes & website updates)
- Finances & Budget
- Final awards assembly
- Spring elections
- Carnival (with help from a teacher outside of SRC)
- Annual fundraising campaign (optional)
 - Financial Support –For all clubs and committees
- Social Committee (DJ for dances, Song lists, Workers for doors and Canteen, Deposit of Dance money, posters/decorations, canteen supplies, staff supervision schedule)
- Assist with fundraising campaigns
- Announcements
- Hosting assemblies

Each position has specific duties (see reverse side) but the SRC generally operates as a team. Members should be capable of **collaboration** and demonstrate **strong interpersonal skills**.

SRC executives need to convey **enthusiasm and school spirit** and should be **positive role models** to other students.

SRC executives should be **organized, responsible** and capable of **independent** work. This means they **meet deadlines** and complete tasks with a high degree of care with minimal adult intervention.

<p style="text-align: center;">DUTIES OF SRC PRESIDENT:</p> <ul style="list-style-type: none"> - Shall preside over all meetings of the council. - Shall call extra meetings when necessary. - Shall vote only in the case of a tie. - Shall attend all meetings unless it is absolutely impossible. - Shall promote good public relations between the student body and the general public. - Shall be expected to be a good role model as well as a leader within the school. - Shall organize with the help of other executive members, Winter/Spring Carnival activities. - Shall help various SRC sub-committees such as Global George committee, Social committee & Renaissance. - Shall prepare an agenda for all meetings 	<p style="text-align: center;">DUTIES OF SRC SECRETARY & JR SECRETARY:</p> <ul style="list-style-type: none"> - Shall keep an accurate record of all business in the meeting. - Shall assist the president by reading the exact wording of a motion, or by giving information about unfinished business or action already taken by the meeting. - Shall be the custodian of the minutes and correspondence. - Shall take attendance and keep a record of the attendance and the class representative's names and in the absence of the President and Vice-President call the meeting to order. - Shall notify any class of the necessity of electing a new representative. - Shall attend all meetings - Shall promote good public relations between the student body and the general public. - Shall be expected to be a good role model as well as a leader within the school. - Shall organize with the help of other executive members, Winter/Spring Carnival activities. - Shall help various SRC sub-committees such as Global George committee, Social committee & Renaissance.
<p style="text-align: center;">DUTIES OF SRC VICE-PRESIDENT & JR. VICE PRESIDENT:</p> <ul style="list-style-type: none"> - Shall render valuable aid to the President at all times and be ready at any time to take the President's place. - Shall be expected to be a good role model as well as a leader within the school. - Shall organize with the help of other executive members, Winter/Spring Carnival activities. - Shall promote good public relations between the student body and the general public. - Shall attend all meetings unless it is absolutely impossible. - Shall help the treasurer by counting money and making deposits on a regular basis. - Shall help various SRC sub-committees such as Global George committee, Social committee & Renaissance. 	<p style="text-align: center;">DUTIES OF SRC TREASURER:</p> <ul style="list-style-type: none"> - Shall keep a detailed record with the help of the teacher advisor of all sums received and expended and be ready to make a brief financial report at every meeting. - Shall attend all meetings unless it is absolutely impossible. - Shall be ready to count money and make deposits on a regular basis. - Shall promote good public relations between the student body and the general public. - Shall be expected to be a good role model as well as a leader within the school. - Shall help various SRC sub-committees