



Job Descriptions

Student Leadership Council

Chair

1. Oversees Student Leadership Council committee meetings
2. Works in partnership with the Partnership Cabinet to make sure all **Student Leadership Council (SLC)** projects and efforts are aligned with Community School vision
3. Calls special meetings if necessary
4. Recommends and has input into who will serve on committees and on leadership teams
5. Assists Student Leadership Council (SLC) Sponsor in preparing agenda for board meetings
6. Assists SLC Sponsor in conducting new board member/participant orientation
7. Assists in recruiting new participant members
8. Acts as the spokesperson for the council
9. Consults with board members on their roles and helps them assess their performance

Vice-chair

1. Attend all board meetings
2. Serve on the Community School Partnership Cabinet as needed
3. Carry out special assignments as requested by the chair
4. Understand the responsibilities of the chair and be able to perform these duties in the chair's absence
5. Participate as a vital part of the Student Leadership Council

Secretary

1. Attend all board meetings
2. Ensure the safety and accuracy of all Council records
3. Take notes and review council minutes
4. *Assume responsibilities of the chair in the absence of the board chair* and vice chair
5. Provide notice of meetings of the Student Leadership Council and all important notifications

Treasurer

1. Attend all board meetings
2. Manage SLC financial responsibilities
3. Work with the SLC Sponsor to ensure that appropriate financial reports are made

Historian

1. Performs and manages all historical information as it pertains to the Evans Community School SLC.
2. Writes and collects and preserves all historical materials