

ASSOCIATED STUDENT BODY COUNCIL (ASB)

WHO CAN RUN

- **Current 9th-11th grade students:** Enrolled with Calvary Murrieta Christian Academy (CMCA) may run for all positions except for President. (See President note below.)
- **Incoming 9th Grade Students:** Enrolled with CMCA may run for all offices except President, Vice President, and 10th-12th Grade Representatives.
- **All students** must be in good standings with Calvary Murrieta Christian Academy.
- **All students** must be enrolled in CMCA at the time of application.
- **The office of President:** All incoming 11th and 12th grade students enrolled with CMCA may run for President. If no incoming 11th or 12th student runs, an incoming 10th grade student may run. If no 10th grade student runs, advisory team will advise.
- **The office of Vice President:** All incoming 10th -12th grade students enrolled with CMCA may run for Vice President.

PURPOSE OF THE ASB STUDENT COUNCIL MEETING

- Learn to work together as a team, supporting each officer's respective roles and duties.
- Allow officers to discuss, plan and create an outline for the year.
- Gather to deal with ASB specific functions, such as creating meeting agendas, planning events, discussing details, gaining feedback, etc.
- Grow in valuable leadership and management skills on a continuing basis.
- Hold each other accountable in focusing on Christ as being the center of our lives.
- Learn how to communicate with others effectively.
- Learn to give opinions on issues but also listen to what others have to say.
- Give an opportunity for all team members to have equal say in decisions and ideas for the ASB.
- Review personal goals periodically and set new ones.

PURPOSE OF THE ASB PLANNING AND LEADERSHIP MEETING (PaLM)

- Create an environment for those interested in helping or planning events for the student body to come alongside the ASB to assist in the planning.
- Allowing students with time constraints to participate in leadership or planning on a smaller level.
- Train those desiring more responsibility as Committee heads to oversee an activity or function.
- Hold each other accountable in focusing on Christ as being the center of our lives.
- Learn how to communicate with others effectively and work together as a team.
- Create ownership of the ASB by the student body.
- Create an interest in leadership of future ASB Student Council leaders.

PURPOSE OF THE ASB FELLOWSHIP NIGHT

- Give an opportunity for the student body to gather for the purpose of attending a learning, service or educational program or a structured fun event.
- Give an opportunity for those unable to attend the PaLMs to sign up to help with an event (when there is a need) via sign-up sheets.
- Give information to the student body about upcoming events.
- Give students an opportunity to interact with other students and make new friendships.
- Create an interest in participating at the Planning Meetings.

MEETING SCHEDULE:

Fellowship Night Meeting First Tuesday of each month when Parent Meeting is on campus
Student Council meeting July-August, dates TBD by council; then once monthly / dates TBD
Planning & Leadership (PaLM) Occasionally, dates TBD by council

ASB STUDENT COUNCIL OFFICERS AND RESPONSIBILITIES

Congratulations on being elected an ASB officer. This is a very important leadership role. You and the other officers, the Advisor, and the committee leaders will be role models for the other students and leaders. Take your role seriously, focus on Christ in all you do and you will succeed.

As an officer, you will manage the planning and implementation of the ASB's programs and business. You will be a guardian of the ASB's financial, social, and educational responsibilities. But above all, you will be a living, breathing example of Christ to your fellow students. Your actions and words need to represent the unselfish love of Christ to your team, leaders, and the ASB student body. Our desire is that as you grow together as a team, each one of you will grow closer to the Lord and develop a personal relationship with Him that surpasses even what you have now! And that your love for the Lord will shine and overflow into the student body in such a way that will cause them to desire a stronger relationship with the Lord!

Below is a general overview for all officers. The next few pages will be added to these with specifics for the different offices.

OFFICER RESPONSIBILITIES

- Learn and act upon the duties of your office.
- Be an active member of the student council.
- Attend Student Council meetings.
- Attend ASB Planning and Leadership Meetings.
- Attend ASB activities and events.
- Lead in planning meetings and events.
- Give your opinion on issues but also listen to what others have to say.
- Actively represent Christ in all you do.
- Actively represent CMCA by understanding and enforcing CMCA guidelines.
- Let the Officer Advisor know if you are not able to attend a meeting.
- Ensure that all CMCA paperwork is filled out correctly (Field trip Planning Sheet, Activity Planning Sheet, Activity Summary Sheet, Activity Budget Sheet) when applicable.

ASB STUDENT COUNCIL MEETINGS

Before the year begins, the Officer Advisor and the ASB officers meet together to complete the following tasks:

- Team building • Review the duties of each officer • Train in "how" to implement your job duties • Set goals for each officer: personal growth goal and spiritual growth goal • Set annual ASB goals for events, activities and community service • Develop a year-long ASB program and activity calendar • Plan the ASB budget (if applicable).

During the year:

- Meet together monthly to discuss issues, details, make decisions, etc.

AT ASB PLANNING AND LEADERSHIP MEETINGS

- Work as a team to set-up and clean-up the meeting area.
- Greet students as they arrive.
- Offer help when needed.
- Help new students become acquainted with the ASB.

END OF YEAR

- Review how the year went, note the positive and give examples of how to improve.

RESPONSIBILITIES OF THE PRESIDENT

The President provides leadership to the ASB student officer team in helping to define the ASB's goals, activities, and programs for the year. The President leads the monthly Fellowship Night meetings and the monthly planning meetings (PaLM), ensures that officers provide reports on ASB business, and strives to engage all students in planning committees and program activities.

GENERAL DUTIES

- Lead the team of officers in identifying annual goals, activities, and events.
- Meet with ASB officers and the Advisor prior to the Fellowship and PaLM meetings to plan the agendas.
- Chair the ASB Council meetings, Fellowship Nights and PaLM meetings.
- Ensure that officers have reports and activities prepared for the meetings (if needed).
- Ask the Vice President to chair meetings when unable to attend.
- Communicate with officers and the Advisor regularly.
- Have officers approve all funds spent by the Treasurer.

AT PLANNING AND LEADERSHIP MEETINGS (PALM)

- Contact council members for information needed and create an agenda; send out agenda at least one day prior to PaLM:
 - Ensure the Vice President is prepared to run the program portion (if applicable).
 - Ensure Secretary sends out the reminder to the student body at least 3 days prior to the meeting.
 - Ensure Treasurer has the current listing of funds and inventory.
 - Remind Activity Coordinator to prepare any sign up sheets or other forms if needed.
 - Check with the Communications Officer for any information that may be needed to be resolved at the meeting for the newsletter or printouts.
- Ensure any sign up sheets are put out by the Activity Coordinator.
- Ensure ASB Council officers are greeting students and creating a welcoming environment.
- Begin and end the meeting on time.
- Follow the planned agenda.
- Appoint an alternate recording secretary if the elected one is absent.
- Ensure the Secretary has ample time to record and has recorded all pertinent information before moving on to the next topic.
- Ensure items are finalized before moving on; delegate action items to an ASB Council decision as needed.
- Guide the meeting. During discussions, focus on discussion leadership - stay on topic.
- Encourage student participation on a committee at least once during the year.
- Close with a review of the Secretary's minutes.
- Ensure Secretary sends out the minutes within 2 days of the meeting to all those who are on the PaLM email list.

AT ASB STUDENT COUNCIL MEETINGS

- Check with Advisor and discuss topics to cover; check with council for additional topics.
- Create an agenda and send out 2 days in advance.
- Begin and end the meeting on time.
- Follow the planned agenda.
- Appoint an alternate recording secretary if the elected one is absent.
- Ensure Secretary sends out the minutes to Council within 2 days of the meeting.

AT FELLOWSHIP NIGHT MEETINGS

- Contact Vice President and prepare agenda:
 - Include worship, prayer, announcements, program, prayer, and dismissal.
- Send out agenda at least 2 days prior to meeting to ASB Council.
- Ensure Vice President has the program prepared and has what is needed.
- Ensure any sign up sheets are put out by the Activity Coordinator.
- Ensure Communications Officer has prepared handouts as needed.
- Begin and end the meeting on time.
- Follow the planned agenda.

AT MONTHLY TEACHER MEETINGS

- Prepare agenda of high school opportunities and events to be announced to parents.
- Share announcements on stage in sanctuary to parents.
- Prepare and distribute a rotation list of ASB officers to assist with announcements.
- Confirm with officers when it is their time to assist with announcements.

END OF YEAR

- Meet to recap year with officers. Discuss what worked, what didn't; how things could be improved.

RESPONSIBILITIES OF THE VICE PRESIDENT

Development and distribution of an annual ASB program calendar and leadership of the ASB Fellowship Night programs are the primary responsibilities of the Vice President. If there is no one to fill the position of Activity Coordinator, duties default to the Vice President.

GENERAL DUTIES

- Work with the team of officers to identify annual goals for activities, events and service opportunities.
- Oversee the set up of the ASB program calendar.
- Work with the Activity Coordinator as needed to ensure the follow up of field trip and special event information.
- Oversee the set up of the Fellowship Night programs.
- Chair the program portion of the Fellowship Night and PaLM meetings.
- Learn the duties of the President and preside when the President is absent.

AT PLANNING AND LEADERSHIP MEETINGS (PALM)

- Contact the event coordinators prior to the PaLM to decide what needs to be discussed/resolved at the PaLM.
- Chair the program portion of the PaLM meeting.
- Work with/oversee committees to plan the programs for Fellowship Nights.
- Make sure the following month's Fellowship Night is completely planned.
- Collect an APS for each ASB event from the Activity Coordinator.
- Ensure that all completed APS forms are completed then submit to the Advisor.
- Be familiar with and maintain a copy of the CMCA Field Trip Coordinator Policy and Procedures.

FOR FELLOWSHIP NIGHTS

- Let ASB officers know what time to arrive to assist in set up and cleaning.
- Contact the Worship Leader and arrange set up time.
- Contact the Communications Officer and make sure worship music slides are prepared, if using.
- Make sure someone is available to help with sound and technical issues if needed.
- Make sure any special equipment or set up needed is ready prior to the meeting.
- Contact Treasurer or Advisor to request approval/purchase of items needed (prizes, food, props, etc.)
- Chair the program portion of the Fellowship Night.
- After ending, gather ASB officers and complete room clean up (pick up trash, put chairs back as they were, return stage to original set up, etc.)
- Have all officers help Worship Team clean up stage and remove all equipment to cars as needed.
- Make sure speakers, soundboard, video screens are off; all borrowed equipment is returned (such as mics, music stands, cords, etc.)
- Guest Speakers: When applicable, greet speakers at the door and introduce them to other ASB officers and leaders before the meeting. Before presentation, introduce the speaker. State the title of the presentation and provide some background information about the speaker (if pertinent). At the end of a presentation, thank the speaker. Ask the secretary to write a thank-you note to the speaker.

END OF YEAR

- Evaluate the effectiveness of programs and response to field trips, special events, etc.
- Suggest programs for next year.

RESPONSIBILITIES OF THE SECRETARY

Keeping an accurate record of all meetings is the primary responsibility of the Secretary. The Secretary is also the source for all correspondence between the ASB Student Council and the CMCA high school student body - both electronic and written. If there is no one to fill the position of Communications Officer, duties default to the Secretary.

GENERAL DUTIES

- Record, or “take minutes,” at each meeting on everything discussed: record names of volunteers, “by-when” dates, “New Business”, “Old Business”, committee sign ups, planning committee information, etc.
- Send out reminders for the Fellowship Nights and PaLM Meetings to the CMCA student body, and other events as directed .
- Set-up and maintain a Secretary’s Binder for the year. Include sections for: ASB Student Council information; CMCA student body email list (separate lists for both families and students); meeting minutes; committee/event information; and correspondence. Maintain a current copy of the CMCA Handbook guidelines and rules that pertain to the ASB and CMCA high school students.
- Write letters/thank you cards as directed by the President.
- Conduct meetings when the President and Vice President are both absent.
- Along with the Communications Officer, monitor the ASB social media site(s); post approved ASB event pictures and monitor comments as needed.
- Verify that only currently enrolled students have access to the ASB social media site(s).

AT PLANNING AND LEADERSHIP MEETINGS (PALM)

- Prior to the meeting, send out a reminder to the student body one week before.
- Prior to the meeting, remind the President of any unfinished business.
- During the meeting, record the minutes.
- Keep a record of all “New Business” and ensure a decision is recorded (resolved, moved to “Old Business” for the next meeting, or moved to “Council Discussion” for the ASB Council Meeting).
- Ensure any “Old Business” has been discussed and resolved or returned to “Old Business”.
- Keep a record of the committees (names, phone numbers and emails).
- Collect and file all committee reports (copy of any completed Field Trip Planning Sheet, Activity Planning Form, Activity Summary Sheet, Activity Budget Sheet, etc.) for future reference.
- Send out the minutes from the Planning Meeting within two days to those that attended; include regular attendees that were absent.
- If you must miss a meeting, make sure the President appoints a recording secretary.

AT ASB STUDENT COUNCIL MEETINGS

- Prior to the meeting, remind the President of unfinished business requiring Council’s attention.
- During the meeting, record the minutes.
- Send out the minutes to Council within 2 days of the meeting.

FOR FELLOWSHIP NIGHTS

- Keep a copy of the night’s agenda in the Secretary’s Binder.

END OF YEAR

- Turn in a completed Secretary’s Binder.

RESPONSIBILITIES OF THE TREASURER

The Treasurer is charged with helping to plan the budget for the year, maintaining all ASB balances in support of ASB expenditures and budgets, providing financial accountability and maintaining ASB Inventory. The Treasurer is responsible to ensure event coordinators are staying within their budgets.

GENERAL DUTIES

- Meet with ASB officers and Advisor to develop a budget for the year.
- Give event coordinators the budget for their event.
- Work with event coordinators to properly fill out Activity Budget Sheets.
- Collect all completed Activity Budget Sheets for each event. Ensure all receipts are accounted for and that all expenses were approved by the event coordinator.
- Ensure all approved and recorded receipts are submitted promptly to the CMCA Accounting Administrator via the ASB Check Request Form.
- Ensure all completed and approved Activity Budget Sheets are turned in promptly to the Advisor.
- Account for all monies received directly into the ASB via fund raisers, gifts, special events, etc.; follow through with deposit to the CMCA Accounting Administrator via the ASB Deposit Slip.
- Work with the CMCA Accounting Administrator as needed to resolve any issues.
- Maintain an inventory list of ASB property and equipment.
- Keep a record of all planned budgets, any ASB balances, Annual Inventory Report and any other records in a Treasurer Notebook.

AT PLANNING AND LEADERSHIP MEETINGS (PALM)

- Ensure that committees are utilizing the Activity Budget Sheet correctly.
- Assist committees with financial decisions regarding expenditures.
- Collect any Activity Budget Sheets completed and give to Secretary.
- Ensure all approved and recorded receipts are submitted promptly to the CMCA Accounting Administrator via the ASB Check Request Form.

AT COMMUNITY MEETINGS

- Prior to meeting, check with Vice President to see if there are any purchasing needs (snacks, supplies, etc.). Verify funds are available and send request to Advisor.
- Be available to collect Activity Budget Sheets or review receipts if needed.

END OF YEAR

- Update the Annual Inventory Report.
- Review the effectiveness of the flow of financial information, money collection, etc.
- Suggest ways to improve for next year.

RESPONSIBILITIES OF THE COMMUNICATIONS OFFICER

The Communications Officer is responsible for keeping high school students and parents informed about what is going on via printed material, online newsletter, and (working with the Secretary) overseeing any social media platforms. This position is also in charge of creating the worship team's music slides, if needed. This position requires basic computer knowledge of desktop publishing/graphic art or the ability and determination to learn if trained. Applicants are required to own their own equipment and software. This position may be a "voted in" position, or an appointed position; determination will be made by the Advisory Team. If there is no one to fill this position, duties default to the Secretary.

GENERAL DUTIES

- Develop and maintain the ASB section of the CMCA monthly school newsletter, or develop separate high school newsletter.
- Work with Advisor, Advisory Team and ASB Council officers to gather information to put in newsletter.
- Work with the Vice President and Activity Coordinator to make sure events are represented in the newsletter in a timely, comprehensive fashion.
- Ensure newsletter is completed at the designated time.
- Send Secretary the newsletter information when completed.
- Produce all printed materials for the ASB: fliers, handouts, tickets, etc.
- Check that all information printed is correct and within CMCA rules and guidelines.
- Get approval for printing from the Advisor or Advisory Team.
- Work with Advisory Team when printing is needed.
- Keep a printed copy of all newsletters and other printed materials in a Communications Notebook.
- Work with Worship Leader to create PowerPoint music slides for events, as needed.

AT PLANNING AND LEADERSHIP MEETINGS (PALM)

- Check with event coordinators to see if they need printed materials for their event.
- Check with event coordinators to determine if they would like a flier or other info for their event to be available at the following Fellowship Night meeting.

FOR FELLOWSHIP NIGHT MEETINGS

- If using a room where monitors are available:
 - ◊ Prior to meeting, contact the Worship Leader if you have not received songs/list by 5:00 PM the Thursday before the Fellowship Night.
 - ◊ Create music slides; bring on portable USB drive to Fellowship Night prior to meeting and test.
 - * **Copyright Information:** Include the CCLI copyright information on all songs reproduced. This includes the song title, writer credit(s), copyright notice, and our CCLI license number (#165353)...for example: *"Hallelujah" words and music by John Doe*
©2000 Good Music Co.
CCLI License #165353
 - It is important that you include the information at least one time for each song. On a printed format, such as a song sheet, include this information at the top or bottom of the song.
 - ◊ Run PowerPoint or arrange for another officer to run it.
- Set out all printed information in the designated location prior to the meeting. Collect remainder at the end and give to the CMCA office to distribute as needed.

END OF YEAR

- Evaluate the flow of information - did it arrive in a timely manner, was information missing, etc.
- Suggest ways to improve for next year.

RESPONSIBILITIES OF THE ACTIVITY COORDINATOR

Responsible for the oversight of activities (field trips and special events). Works directly with the Vice President to ensure that Event Coordinators are on task with CMCA paperwork. This position may be a “voted in” position, or an appointed position; determination will be made by the Advisory Team. If there is no one to fill this position, duties default to the Vice President.

GENERAL DUTIES

- Work with the Vice President to oversee activities, field trips and special events.
- Contact event coordinators to verify specifics are being followed through on when needed.
- Ensure the Activity Planning Form (APF) is completely filled out for an event and is submitted to the Advisor in a timely manner.
- Check with the Advisor to see if chaperons/parent helpers are needed. Record this on the APF for that event.
- Complete an Activity Summary Form after each event.

AT PLANNING AND LEADERSHIP MEETINGS (PALM)

- Oversee the event coordinators and committees.
- Assist each Event Coordinator to fill out the Activity Planning Form for their event. When completed, turn in to the Advisor.
An APF must be received by the CMCA office and the event and dates must be approved before the event can begin planning. In case the dates are not approved and to avoid delays, the Activity Coordinator will contact the Coordinator to select other possible dates, then clear a date with the Advisor. If time allows, the rest of the ASB council may be contacted to determine another date.
- Verify the Advisor has received the APF and that dates have been approved.
- Be familiar with and maintain a copy of the CMCA Field Trip Coordinator Policy and Procedures.
- Work with event coordinators/committees to fill out the Activity Summary Sheet when an activity/event is complete. Give to Secretary to file.
- Check with each event coordinator to see if there is a need for sign up sheets to be available at the Fellowship Night meeting.
- Ask the Communications Officer to print out any sign up sheets prior to any meeting.

FOR FELLOWSHIP NIGHT MEETINGS

- Set out any sign up sheets when needed. Make sure each sign up sheet has a pen. Make sure President knows what sheets are being set out.
- Collect sheets at the end and give them to the respective event coordinators. Have the Advisor or parent helper make a copy if desired before distributing.

END OF YEAR

- Evaluate the attendance at field trips, special events, etc,
- Suggest activities for next year.

RESPONSIBILITIES OF THE 9TH GRADE REPRESENTATIVE

The 9th Grade Representative is the voice for the incoming Freshmen. Their main goal is to ensure that their classmates develop a connection to the ASB through inclusion. This is accomplished by being a driving force in welcoming and helping students to meet others, as well as encouraging participation in ASB events. The 9th Grade Representative will also fill in wherever needed as determined by the Advisor.

GENERAL DUTIES

- Learn the various job roles of each officer and assist when directed by the President. If assigned, work with and learn the job of the ASB Council Officer you are assigned to for that month.
- Help your 9th grade classmates to have a better high school experience by helping them to bond, make new friends, and grow in their walks with the Lord.
- Help incoming Freshmen students gain ownership in CMCA by encouraging their participation with ASB in the planning of events at the PaLMs.
- Encourage 9th grade participation at events and meetings by personally inviting them.
- If an office is not filled, perform specific job duties of that office as directed by the Advisor.

AT PLANNING AND LEADERSHIP MEETINGS (PALM)

- Prior to the meeting, contact the 9th grade students to remind and encourage them to come to the meeting.
- Greet and connect with 9th grade students to help them feel welcomed and included. Introduce them to other students and council members.
- Make sure all 9th grade students sign in as they arrive.
- At the meeting, put out a 9th Grade Contact Information Sheet and pen and encourage them to provide direct contact info if they wish. At the end of the night, collect to add to your 9th Grade Contact List. Make a copy and give to the Secretary.
- Get ideas and input from your fellow 9th grade classmates.

FOR FELLOWSHIP NIGHT MEETINGS

- Prior to the meeting, contact the 9th grade students to remind and encourage them to come to the Fellowship Night.
- Greet and connect with 9th grade students to help them feel welcomed and included. Introduce them to other students and council members.
- At the meeting, put out a 9th Grade Contact Information Sheet and pen. At the end of the night, collect to add to your 9th Grade Contact List. Make a copy and give to the Secretary.
- Get ideas and input from your fellow 9th grade classmates.

END OF YEAR

- Evaluate 9th grade attendance at field trips, special events, etc,
- Suggest activities and how to better assist incoming Freshmen for next year.

RESPONSIBILITIES OF THE 10TH GRADE REPRESENTATIVE

The 10th Grade Representative is the voice for the Sophomore class. Their main goal is to ensure that their classmates develop a connection to the ASB through inclusion. This is accomplished by being a driving force in welcoming and helping students to meet others, as well as encouraging participation in ASB events. The 10th Grade Representative will also fill in wherever needed as determined by the Advisor.

GENERAL DUTIES

- Learn the various job roles of each officer and assist when directed by the President. If assigned, work with and learn the job of the ASB Council Officer you are assigned to for that month.
- Help your 10th grade classmates to have a better high school experience by helping them to bond, make new friends, and grow in their walks with the Lord.
- Help Sophomore class students gain ownership in CMCA by encouraging their participation with ASB in the planning of events at the PaLMs.
- Encourage 10th grade participation at events and meetings by personally inviting them.
- If an office is not filled, perform specific job duties of that office as directed by the Advisor.

AT PLANNING AND LEADERSHIP MEETINGS (PALM)

- Prior to the meeting, contact the 10th grade students to remind and encourage them to come to the meeting.
- Greet and connect with 10th grade students to help them feel welcomed and included. Introduce them to other students and council members.
- Make sure all 10th grade students sign in as they arrive.
- At the meeting, put out a 10th Grade Contact Information Sheet and pen and encourage them to provide direct contact info if they wish. At the end of the night, collect to add to your 10th Grade Contact list. Make a copy and give to the Secretary.
- Get ideas and input from your fellow 10th grade classmates.

FOR FELLOWSHIP NIGHT MEETINGS

- Prior to the meeting, contact the 10th grade students to remind and encourage them to come to the Fellowship Night.
- Greet and connect with 10th grade students to help them feel welcomed and included. Introduce them to other students and council members.
- At the meeting, put out a 10th Grade Contact Information Sheet and pen. At the end of the night, collect to add to your 10th Grade Contact List. Make a copy and give to the Secretary.
- Get ideas and input from your fellow 10th grade classmates.

END OF YEAR

- Evaluate 10th grade attendance at field trips, special events, etc,
- Suggest activities and how to better assist the Sophomore class for next year.

RESPONSIBILITIES OF THE 11TH GRADE REPRESENTATIVE

The 11th Grade Representative is the voice for the Junior class. Their main goal is to ensure that their classmates develop a connection to the ASB through inclusion. This is accomplished by being a driving force in welcoming and helping students to meet others, as well as encouraging participation in ASB events. The 11th Grade Representative will also fill in wherever needed as determined by the Advisor.

GENERAL DUTIES

- Learn the various job roles of each officer and assist when directed by the President. If assigned, work with and learn the job of the ASB Council Officer you are assigned to for that month.
- Help your 11th grade classmates to have a better high school experience by helping them to bond, make new friends, and grow in their walks with the Lord.
- Help Junior class students gain ownership in CMCA by encouraging their participation with ASB in the planning of events at the PaLMs.
- Encourage 11th grade participation at events and meetings by personally inviting them.
- If an office is not filled, perform specific job duties of that office as directed by the Advisor.

AT PLANNING AND LEADERSHIP MEETINGS (PALM)

- Prior to the meeting, contact the 11th grade students to remind and encourage them to come to the meeting.
- Greet and connect with 11th grade students to help them feel welcomed and included. Introduce them to other students and council members.
- Make sure all 11th grade students sign in as they arrive.
- At the meeting, put out an 11th Grade Contact Information Sheet and pen and encourage them to provide direct contact info if they wish. At the end of the night, collect to add to your 11th Grade Contact List. Make a copy and give to the Secretary.
- Get ideas and input from your fellow 11th grade classmates.

FOR FELLOWSHIP NIGHT MEETINGS

- Prior to the meeting, contact the 11th grade students to remind and encourage them to come to the Fellowship Night.
- Greet and connect with 11th grade students to help them feel welcomed and included. Introduce them to other students and council members.
- At the meeting, put out an 11th Grade Contact Information Sheet and pen. At the end of the night, collect to add to your 11th Grade Contact List. Make a copy and give to the Secretary.
- Get ideas and input from your fellow 11th grade classmates.

END OF YEAR

- Evaluate 11th grade attendance at field trips, special events, etc,
- Suggest activities and how to better assist the Junior class for next year.

RESPONSIBILITIES OF THE 12TH GRADE REPRESENTATIVE

The 12th Grade Representative is the voice for the Senior class. Their main goal is to ensure that their classmates develop a close connection to the rest of their class which will help to make their senior year memorable. This is accomplished by being a driving force in welcoming and helping students to meet others, as well as encouraging participation. 12th Grade Representative will also fill in wherever needed as determined by the Advisor.

GENERAL DUTIES

- Learn the various job roles of each officer and assist when directed by the President. If assigned, work with and learn the job of the ASB Council Officer you are assigned to for that month.
- Help your 12th grade classmates to have a better high school experience and senior year by helping them to bond, make new friends, and grow in their walks with the Lord.
- Help Senior class students gain ownership in CMCA by encouraging their participation with ASB in the planning of events at the PaLMs.
- Encourage 12th grade participation at events and meetings by personally inviting them.
- If an office is not filled, perform specific job duties of that office as directed by the Advisor.

AT PLANNING AND LEADERSHIP MEETINGS (PALM)

- Prior to the meeting, contact the 12th grade students to remind and encourage them to come to the meeting.
- Greet and connect with 12th grade students to help them feel welcomed and included. Introduce them to other students and council members.
- Make sure all 12th grade students sign in as they arrive.
- At the meeting, put out a 12th Grade Contact Information Sheet and pen and encourage them to provide direct contact info if they wish. At the end of the night, collect to add to your 12th Grade Contact List. Make a copy and give to the Secretary.
- Get ideas and input from your fellow 12th grade classmates.

FOR FELLOWSHIP NIGHT MEETINGS

- Prior to the meeting, contact the 12th grade students to remind and encourage them to come to the Fellowship Night.
- Greet and connect with 12th grade students to help them feel welcomed and included. Introduce them to other students and council members.
- At the meeting, put out a 12th Grade Contact Information Sheet and pen. At the end of the night, collect to add to your 12th Grade Contact List. Make a copy and give to the Secretary.
- Get ideas and input from your fellow 12th grade classmates.

END OF YEAR

- Evaluate 12th grade attendance at field trips, special events, etc,
- Suggest activities and how to better assist the Senior class for next year.

RESPONSIBILITIES OF THE WORSHIP LEADER

This position is responsible for the planning, building up and oversight of the Worship Team. Works directly with the Vice President to coordinate worship team participation at the Fellowship Nights. Works directly with Event Coordinators if worship is desired at an event.

The Worship Leader is a non-council position and does not attend ASB Council Meetings, but does attend the Planning and Leadership Meetings. However, if a Worship Leader wishes to attend the Council Meetings, they are free to do so. There may be need for the Worship Leader to attend an end of the year wrap up session with the council to review how the year went. This position is an appointed position by the Advisory Team. Applicants will fill out the "Worship Leader Application" and submit to the Advisor for consideration. Advisory Team will prayerfully consider all candidates for this position. We highly encourage that if you do not receive the position of Worship Leader, that you still join the Worship Team. Your talent and heart to serve would be a great addition to the team.

GENERAL DUTIES

- Select the music that will be performed by the Worship Team. Provide a list to the Advisor for approval.
- Recruit members for the Worship Team by encouraging prospective applicants to turn in applications to the Advisor. Once approved, the Worship Leader will be in charge of contacting new members with all pertinent info and helping them to transition onto the team.
- Collaborate with the Worship Team in creating a worship environment appropriate to the venue.
- Direct all rehearsals and performances of the Worship Team.
- Set up consistent rehearsal times in a location easily accessible to all team members. Location must be approved by the Advisor.
- Run all worship team practices efficiently, starting and ending on time.
- Attend the Planning and Leadership Meetings and encourage all Worship Team members to attend the meeting as well.
- Bring all concerns, team problems, or issues directly to the Advisory Team without delay.

AT PLANNING AND LEADERSHIP MEETINGS (PALM)

- Works with the Vice President to schedule Worship Team participation at the Fellowship Nights.
- Work with event coordinators and committee heads to schedule Worship Team participation at events.

FOR FELLOWSHIP NIGHT MEETINGS

- If slides or song sheets are needed: Submit all song lyrics with copyright info for the music slides to the Communications Officer by 5:00 PM the Thursday before the Fellowship Night.
- Ensure all Worship Team members arrive early for set up, stay for the meeting and assist in tear down.
- Train Worship Team members how to set up and take down equipment.
- Lead the Worship portion of the meeting.
- Help to train ASB Council members with any sound/stage needs the Worship Team will need assistance with.

FOR WORSHIP TEAM

- Discuss any individual issues or concerns with the Advisor promptly as needed.
- Students that wish to participate should be committed to practice and desire to serve the Lord through music.
- Plan a consistent practice schedule that works for you and your team members. Clear the times with the Advisor and make sure she is aware of any schedule changes throughout the year.
- Ensure all worship team members know what is expected of them: the importance of practice, requirements for performing, attitude and attendance at ASB functions, etc.

END OF YEAR

- Evaluate the teams participation and how the year went. Meet with council to go over how it went - both good and bad.
- Suggest activities and improvements for next year.