

# **Acalanes Leadership Board Descriptions**

## **Elected Positions:**

### **ASB President**

The President is the voice of the campus. He/she regularly meets with the leadership advisors, administrators as well as the parent community, oversees committees in leadership, coordinates homecoming and the talent show. In addition, he/she runs formal meetings on Thursdays in class and thus needs to be familiar with Parliamentary Procedure and must be able to represent the student body in school and community meetings and activities.

### **ASB Vice President**

The VP helps run the class if and when the president is absent. He/she is in charge of all elections, coordinates the fall and spring club day, coordinates club registration in the fall, oversees and supports committees, coordinates homecoming and the talent show. In addition, he/she must be able to meet regularly with the leadership advisors and the ASB team.

### **ASB Secretary**

The secretary captures all leadership and ASB business. He/she is in charge of taking minutes at formal meetings, working on the organization of using google drive for the class and ensuring that all boards take, upload and update their bi-monthly minutes. In addition, he/she will oversee and support committees, coordinate homecoming, talent show and meet regularly with the leadership advisors and the ASB team.

### **ASB Treasurer**

The treasurer is in charge of all board budgets and works closely with the school finance technician to ensure that all boards stay within their budget limits. He/she processes all payments, signs off on reimbursements and check requests and tracks spending throughout the year. This position will also help to oversee and support committees, coordinate homecoming, and the talent show. In addition, he/she must be able to meet regularly with the leadership advisors and the ASB team.

### **ASB Social Secretary**

The social secretary helps to support the leadership class. He/she is in charge of the on-campus texting service and social media accounts. In addition, the social secretary coordinates all leadership bonding activities. This position will also help to oversee and support committees, coordinate homecoming and the talent show as well as meet regularly with the leadership advisors and the ASB team.

### **Class Officers (President, Vice-President, Secretary, Treasurer)**

Class officers are active members of the leadership class representing the entire student body. All four officers work as a team, meeting weekly with parent and administrative advisors to plan and organize for their class. Overall responsibilities include: homecoming, class trips or special events, 4-6 fundraisers, participation in class competitions, planning of ball and prom among other things.

## **Committee Descriptions:**

### **Community Outreach:**

Members of the community outreach board make sure that Acalanes is well involved with the surrounding community. The board is responsible for coordinating Adopt-A-Family in December, maintaining our relationship with our sister school and holding 3 events per year, organizing one school wide volunteer

event per quarter (Canned Food Drive, clothing drive, etc), organizing the Blood Drive and working to implement the Cancer Awareness Week in the fall.

**Diversity:**

Members of the Diversity board create a year-long program, in conjunction with the district Diversity Committee that encourages understanding of and tolerance for differences in the Acalanes community. In addition, the diversity board will organize, manage and execute C.A.R.E. Week in the fall. In the spring, diversity will plan and execute International Week including International Night and an all-school rally.

**New Crew:**

Members of the New Crew board design and implement Freshman Orientation in August, coordinate classroom visits in Freshman classrooms 3 times a year, work with all New Crew leaders on fun & engaging lunchtime activities, as well as plan activities for our transfer students. In addition, New Crew is charged with supporting our freshman board within leadership. Lastly, New Crew will be working with the leadership advisors to design and implement a mentoring program on campus.

**Rallies:**

Members of the Rally board organize and run quarterly spirit rallies & spirit weeks for the school (Welcome Back, Homecoming, 2nd semester showdown and May spirit week). In addition, the rally board will organize 4 lunchtime rallies/activities throughout the year . Lastly, members are charged with planning other lunchtime activities to enhance the Acalanes community and will work in conjunction with the spirit board to coordinate dress-up days and spirit weeks.

**Spirit:**

Members of the spirit board coordinate publicity to increase spirit and encourage student attendance at Acalanes. In addition, students will work with parent groups (Boosters, Parents Club, etc) to coordinate spirit efforts at various extra-curricular events such as athletics, performing arts & music. In addition, the spirit board will design, implement and publicize dress-up days in conjunction with the rally board. Lastly, spirit will update the marquee weekly, leadership bulletin boards monthly and work on the Weekly Flush.

**Student life:**

Members of the student life board are responsible for all on-campus dances and managing and supporting all of the on-campus clubs. They will also coordinate Battle of the Bands. In addition, the board will plan 4 lunchtime meetings with the principal (Sittin' with Silvestri).

**Student support:**

Members of the student support board are charged with promoting positive physical, mental, and emotional health habits for all students throughout the school year. Board members will meet and communicate regularly with the school nurse as a means to collaborate throughout the year. In addition, the board is responsible for implementing student recognition programs in order to recognize every student at Acalanes. Student support will plan, implement and oversee finals prep weeks, plan lunchtime activities to promote physical, mental & emotional healthy habits, PROM Wise week, the carpool program and when necessary, condolence and support cards for members of the Acalanes community.

**Tech/Multi-Media:**

Members of the tech/multi-media board are responsible for all communication videos throughout the academic year. Students will write, produce, film and edit the videos. In addition, the board is responsible for sound at all leadership events including rallies. Lastly, the tech/multi-media board is charged with documenting leadership's events throughout the year through pictures and videos.