



St. Bernard Student Council

Officer Division of Responsibilities

President

- School leader
- Leads all student council meetings
- Oversees all officers and classroom representatives
- Meets with advisors to discuss future meetings and coordinate activities
- Attends **all** designated events

Vice President

- Oversees deadlines
- Meets with advisors to discuss future meetings and coordinate activities
- Attends **all** designated events
- Assumes President's job, if President is unavailable

Treasurer

- Monitors all funds spent
- Counts money from fundraisers
- Meets with advisors to discuss future meetings and coordinate activities
- Attends **all** designated events

Secretary

- Takes minutes on all meetings
- Takes attendance and maintains all attendance records
- Prints notes for advisor at all meetings
- Oversees all correspondence, poster making and other signage
- Meets with advisors to discuss future meetings and coordinate activities
- Attends **all** designated events