

BCE Student Council Offices

President: (Fifth graders only)

Runs all meetings
Meets with advisors and writes agendas
Assists Mrs. Best

Vice President: (4th)

Assists president
Takes over in absence of president
Coordinates information for primary rooms
Assists treasurer with financial duties

Secretary: (4th)

Takes and reads minutes of meetings
Takes attendance at each meeting
Writes correspondence letters

Treasurer: (5th)

In charge of sales at student council fund raisers
Keeps track of account balance
May need to sign off on purchases

Historian: (5th)

Attends school functions
Brings school camera, or uses own camera, to all events and takes pictures
Aids in gathering photos for BCE yearbook

Homeroom Representatives: (K-5)

Attends monthly student council meetings
Takes notes about meeting
Report meeting notes back to homeroom

Student Council Coach: (Clusters A & B only)

Pick up K or 1st grade student and escort to meeting once announcement of meeting is made by Mrs. Best. During meeting, sit next to K/1 buddy and assist them as they take notes. At the end of the meeting, escort buddy back to classroom. Assist student in sharing what was discussed in meeting. If right after the meeting doesn't work, please coordinate with teacher a convenient time to assist buddy.

