Duties of ASB Executive Officers and Commissioners

For Detailed Duty Descriptions, see ASB Constitution

PRESIDENT

- Attend Superintendent's Monthly Meeting
- Stay in constant contact with the ASB advisor on all aspects of ASB's operation.
- Conduct business portion of ASB Class
- Keep track of progress of all events and routines
- Must have 1 year ASB experience

VICE PRESIDENT

- Attend Superintendent's Monthly Meeting
- Assist President
- Logistics
- Selection of Student Senate Representatives
- Must have 1 year ASB experience
- Leadership Camp
- Golden Apple Awards Chairperson
- Airband

TREASURER

- Keep Accurate record of all ASB accounts
- Make sure expenditures are reflected in ASB minutes as required by law
- Sign checks daily
- Fill out proper forms immediately upon request by council
- Make sure all receipts are brought to Finance Office

SECRETARY

- Take accurate minutes of all ASB Actions
- Fill out Master Calendar Forms and file with MSF
- Post all work schedules
- Keep accurate ASB Calendar in ASB Room
- Make sure all events are well publicized in bulletin.

COMMISSIONER OF ACADEMICS

- Works with Vice Principal in charge of Academics
- Heads the Academic Letter Committee
- Plan and organize Academic Recognition
- Plan and organize Academic Competitions
- Assist with organizing schoolwide Leadership Conference

COMMISSIONER OF ACTIVITIES/SPIRIT

- Plan and present lunch time activities in quad and on campus
- Really Loud Gold Crowd=Organize Publicize & Motivate
- Order and distribute spirit items.

COMMISSIONER OF ASSEMBLIES

- Plan and present all sport assemblies
- Homecoming Assembly with Commissioner of Student Affairs
- Plan and present all other school assemblies

COMMISSIONER OF ATHLETICS

- Publicize athletic events
- Makes rosters for all athletic teams
- Gathers all athletic information and school records
- Updates and cleans trophy case in gym foyer

COMMISSIONER OF ELECTIONS

- Freshman Class Elections
- Find quality candidates
- Registration
- Primary Elections
- Class Elections
- ASB Elections

COMMISSIONERS OF PUBLICITY – 2 PEOPLE

- Organize committees to handle all aspects of publicity
- Write interesting bulletins for the Daily Bulletins
- Publicize events with posters and banners, etc

COMMISSIONER OF PUBLIC RELATIONS

- Attend PTSA Meetings when necessary
- Student and Staff Relations
- Teacher Appreciation
- Staff Potato Feed
- Door Decorating Contest
- Clean Campus Campaign
- Bulletin boards and marquee

COMMISSIONER OF RECORDS/HISTORIAN

- Maintains current records of school activities
- Keeps written document of activities
- Prepare student scrapbook of years' activities
- Keeps copies of all student publications

COMMISSIONERS OF SALES – 2 PEOPLE

- Help with Registration at beginning of year
- Sell spirit items at athletic events
- Arrange for tickets at athletic events
- Purchase & stock gym snack bar
- Schedule workers for snack bar

COMMISSIONERs OF STUDENT AFFAIRS – 2 people

- Homecoming
- Battle of Sexes & Singled Out
- Homegoing

COMMISSIONER STUDENT/COMMUNITY RELATIONS

- Attend Lakeside Teen Advisory Council
- Multicultural Week
- Human Relations Day
- Mix it Up Events
- Adopt a Family
- Red Ribbon and Tobacco Free Week
- Blood Drive

COMMISSIONER OF TECHNOLOGY

- DJ all gym dances
- Provide music at lunch activities
- Run sound at all assemblies & special events
- Maintain ASB web site
- Upkeep of ASB equipment