

# Woodbridge High School Associated Student Body

## Job Descriptions

*There are a total of twenty-seven (27) spots on ASB this year. Please read these job descriptions carefully for specific qualifications required by each position.*

### **Elected Positions:**

**The following ASB positions are determined by a school-wide election in the spring.**

#### ***ASB President (Senior with at least 1 year experience on ASB)***

- Serve as Chief Executive Officer and the official representative of the ASB to all inter-school activities
- Serve as chairman and direct the activities of the ASB Cabinet
- Preside over all meetings of the ASB Cabinet
- Establish the agenda for each weekly meeting
- Ensure all events are well staffed and thoroughly planned
- Appoint committees of ASB Cabinet as necessary
- Work to improve all school communication between students, staff, administration, parents, and community
- Organize special meetings of the ASB Cabinet as deemed necessary
- Serve as the major peer motivator of the ASB cabinet
- Act as liaison between ASB and Activities Director

#### ***ASB Vice-President (Junior or Senior with at least 1 year experience on ASB)***

- Run and organize all ASB elections, including but not limited to:
  - Freshman Class Council
  - Homecoming Court
  - Winter Formal Court
  - ASB Elections
  - Class Council Elections
  - Prom Court
- Oversee and carry out all election-related materials and procedures
- Run the ASB meetings in the absence of the President (will ascend to presidency in the case that the President can no longer fulfill his/her duties)

#### ***Activities Commissioner (Junior or Senior with at least one year of ASB or Class Council Experience)***

- Plan and organize major ASB activities and events, including but not limited to:
  - Homecoming halftime show and coronation ceremony
  - Homecoming dance
  - Spring Dance
  - Lunchtime activities
- Procure all equipment, materials, paperwork, and facilities needed for activities
- If Vice-President ascends to Presidency, will assume the role of Vice-President

#### ***Boys' Athletics Commissioner (Junior or Senior Male with at least 1 year on a WHS sports team)***

- Represent all Woodbridge High School sports teams and encourage good sportsmanship
- Work closely with Girls' Athletics Commissioner
- With Girls' Athletics Commissioner, choose and publicize Game of the Week schedule
- Act as liaison between Student Athletic Advisory Council and ASB
- Advertise athletics news through publicity; update ASB on athletic-related events
- With Girls' Athletics Commissioner, plan WHS Annual Dodgeball Tournament

#### ***Girls' Athletics Commissioner (Junior or Senior Female with at least 1 year on a WHS sports team)***

- Represent all Woodbridge High School sports teams and encourage good sportsmanship
- Work closely with Boys' Athletics Commissioner
- With Boys' Athletics Commissioner, choose and publicize Game of the Week schedule
- Act as liaison between Student Athletic Advisory Council and ASB
- Advertise athletics news through publicity; update ASB on athletic-related events
- With Boys' Athletics Commissioner, plan WHS Annual Dodgeball Tournament

# Woodbridge High School Associated Student Body Job Descriptions

## Elected Positions (continued)

The following six ASB positions are determined by a class-wide vote in the spring.

### ***Senior Class President (must have at least 1 year on ASB or Class Council)***

- Preside over and prepare agenda for all regularly held Senior Class Council meetings
- Meet with Senior Class Advisor on a regular basis
- Meet with Senior Class Vice-President on a regular basis
- With Senior Class Vice-President, plan all Senior activities for the school year
- Promote Senior class spirit

### ***Senior Class Vice-President (must have at least 1 year on ASB or Class Council)***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Senior Class Advisor on a regular basis
- Meet with Senior Class President on a regular basis
- With Senior Class President, plan all Senior activities for the school year
- Promote Senior class spirit

### ***Junior Class President (must have at least 1 year experience on ASB or Class Council)***

- Preside over and prepare agenda for all regularly held Junior Class Council meetings
- Meet with Junior Class Advisor on a regular basis
- Meet with Junior Class Vice-President on a regular basis
- With Junior Class Vice-President, plan all Junior activities for the school year
- Promote Junior class spirit

### ***Junior Class Vice-President (must have at least 1 year experience on ASB or Class Council)***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Junior Class Advisor on a regular basis
- Meet with Junior Class President on a regular basis
- With Junior Class President, plan all Junior activities for the school year
- Promote Junior class spirit

### ***Sophomore Class President***

- Preside over and prepare agenda for all regularly held Sophomore Class Council meetings
- Meet with Sophomore Class Advisor on a regular basis
- Meet with Sophomore Class Vice-President on a regular basis
- With Sophomore Class Vice-President, plan all Sophomore activities for the school year
- Promote Sophomore class spirit

### ***Sophomore Class Vice-President***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Sophomore Class Advisor on a regular basis
- Meet with Sophomore Class President on a regular basis
- With Sophomore Class President, plan all Sophomore activities for the school year
- Promote Sophomore class spirit

# Woodbridge High School Associated Student Body Job Descriptions

## Appointed Positions:

The following ASB positions are determined by an interview process in the spring.

### ***ASB Secretary (Sophomore, Junior, or Senior)***

- Take minutes at ASB business meetings and keep organized records for audit
- Take notes during non-meeting sessions, such as brainstorming ideas, committee lists, etc.
- Secure a substitute secretary in case of absence to read minutes and take minutes at Wednesday business meeting
- Organize communication within ASB
- Recognize and celebrate ASB Cabinet member birthdays (with Human Relations Commissioner)

### ***ASB Treasurer (Sophomore, Junior, or Senior)***

- Sign and date all ASB financial disbursements, checking for proper signatures; pull out any questionable disbursements and check with the ASB Accountant
- Organize any ASB fundraisers
- Promote and organize ticket sales for all ASB events
- Keep an up-to-date inventory of ASB supplies
- Coordinate deposit process of club funds for large fundraisers (Oktoberfest, Winterfest, etc.) with Clubs Commissioner
- Establish ASB budget (with Activities Director) in beginning of year and update throughout the year

### ***Performing Arts Commissioner (Junior or Senior with at least 1 year experience in a WHS Performing Arts Program)***

- Work closely with Visual and Technical Arts Commissioner to promote all arts on WHS campus
- Recognize important performing arts achievements
- Serve as liaison between ASB and performing arts teachers
- Communicate with WHS organizations about performing arts accomplishments
- Co-chair Fine Arts Day with Visual/Technical Arts Commissioner

### ***Visual and Technical Arts Commissioner (Junior or Senior with at least 1 year experience in a WHS Visual or Technical Arts Program)***

- Work closely with Performing Arts Commissioner to promote all arts on WHS campus
- Recognize important visual/technical arts achievements
- Serve as liaison between ASB and visual/technical arts teachers
- Communicate with WHS organizations about visual/technical arts accomplishments
- Co-chair Fine Arts Day with Performing Arts Commissioner

### ***Clubs Commissioner (Junior or Senior)***

- Preside over the Inter-Club Council, communicate with all WHS clubs, and distribute information
- Oversee yearly club application process
- Maintain an up-to-date list of WHS clubs
- Collect minutes from all clubs on a regular basis
- Inform ASB of club activities
- Organize Club Drives and Food Fairs

### ***Spirit Commissioner (Junior or Senior)***

- Plan all spirit weeks, including spirit days, class competitions, and lunchtime activities
- Promote good sportsmanship and positive cheering for all Woodbridge athletics programs and other events
- Work to encourage a greater sense of school unity and spirit
- Work in conjunction with Athletics, Student Outreach, and Human Relations Commissioners to promote school spirit

### ***Publicity Commissioner (Junior or Senior)***

- Oversee all ASB promotional activities; advertise major school events
- Meet with event heads to discuss promotional plans for their events
- Update kiosk outside ASB with important information
- Read Pledge of Allegiance and announcements every Homeroom
- Update WHS ASB social media on a regular basis with upcoming events

### ***School Board Representative (Junior or Senior)***

- Attend all school board meetings (Bi-weekly on Tuesdays, 6:30 p.m. at district office); report to board on WHS activities and awards
- Attend Leadership Team meetings as student representative (Wednesdays, monthly, 3:30 p.m.)
- Preside as IPSF student representative; attend meetings when needed
- Attend all Continuous Improvement Council Meetings
- Act as WHS Liaison to IUSD meetings as needed
- Find suitable replacement when unable to attend a meeting

# Woodbridge High School Associated Student Body

## Job Descriptions

### ***Community Service Commissioner (Sophomore, Junior or Senior)***

- Plan and execute campus-wide community service activities or charity drives
- Work with service-oriented WHS clubs to help promote their activities
- Serve as liaison between ASB and WHS community

### ***Pep Commissioner (Junior or Senior)***

- Organize all aspects of pep rallies
- Write pep rally scripts and plan minute-by-minute
- Communicate with all advisors involved in each rally

### ***Executive Media Director (Senior concurrently enrolled in Advanced Video Production, with a year of previous experience in Advanced Video Production)***

- Develop an overarching vision for Warrior TV
- Work closely with FilmEd Academy of the Arts
- Oversee the production of the DVD Yearbook
- Oversee the Film Production Class and help assign projects
- Direct Warrior TV episodes from start to finish
- Meet deadlines for videos as needed by ASB and Activities Director

### ***Executive Media Producer (Junior concurrently enrolled in Advanced Video Production, with a year of previous experience in Advanced Video Production)***

- Assist Executive Media Producer in the production of Warrior TV
- Oversee the Film Production Class and help assign projects
- Direct weekly Warrior TV episodes from start to finish
- Meet deadlines for videos as needed by ASB and Activities Director
- Oversee weekly Warrior TV scripts; coordinate reports from Sports and Arts
- Coordinate schedules of anchors for filming

### ***Student Outreach Commissioner (Junior or Senior)***

- Organize and implement the freshman/new student orientation program (involves planning over the summer)
- Organize, select, and train orientation leaders
- Organize social events throughout the year to encourage new student involvement
- Promote unity on campus among all students; develop ways to reach all parts of the student body; advocate for the voice of new students
- Give tours of campus for new students (as needed)
- Plan What If? Week with Human Relations Commissioner

### ***Human Relations Commissioner (Sophomore, Junior, or Senior)***

- Promote unity on campus among all students; develop ways to reach all parts of the student body; promote cultural clubs on campus
- Recognize Academic Team accomplishments
- Promote communication between ASB and WHS staff members
- Organize Teacher Appreciation Week and Custodial Appreciation Day
- Plan What If? Week with Student Outreach Commissioner
- Recognize and celebrate ASB Cabinet member birthdays (with ASB Secretary)

## **Freshman Positions:**

**The following ASB positions are determined by an interview/election process in the fall.**

### ***Freshman Class President***

- Preside over and prepare agenda for all regularly held Freshman Class Council meetings
- Meet with Freshman Class Advisor on a regular basis
- Meet with Freshman Class Vice-President on a regular basis
- With Freshman Class Vice-President, plan all Freshman activities for the school year
- Promote Freshman class spirit

### ***Freshman Class Vice-President***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Freshman Class Advisor on a regular basis
- Meet with Freshman Class President on a regular basis
- With Freshman Class President, plan all Freshman activities for the school year
- Promote Freshman class spirit