

Woodbridge High School Associated Student Body

Job Descriptions

There are a total of twenty-nine (29) 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, as well as with other schools
- Check in with ASB members on a regular basis to ensure they are doing their duties
- Preside as IPSF student representative; attend meetings when needed

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
- Advertise athletics news through publicity; update ASB on athletic-related events
- With Girls' Athletics Commissioner, plan schoolwide tournaments
- With Spirit Commissioner and Girls' Athletics Commissioner, plan and execute all aspects of student section for athletic events

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
- Advertise athletics news through publicity; update ASB on athletic-related events
- With Boys' Athletics Commissioner, plan schoolwide tournaments
- With Spirit Commissioner and Boys' Athletics Commissioner, plan and execute all aspects of student section for athletic events

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 and performances for the school year
- Promote Senior class spirit
- Mentor Freshman Class Council when needed

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 and performances for the school year
- Promote Senior class spirit
- Mentor Freshman Class Council when needed

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 and performances for the school year
- Promote Junior class spirit
- Plan Prom
- Fundraise
- Mentor Freshman Class Council when needed

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 and performances for the school year
- Promote Junior class spirit
- Plan Prom
- Fundraise
- Mentor Freshman Class Council when needed

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 and performances for the school year
- Promote Sophomore class spirit
- Fundraise
- Choose Prom venue

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 and performances for the school year
- Promote Sophomore class spirit
- Fundraise
- Choose Prom venue

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 Treasurer, plan monthly ASB teambuilding activities

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 (Homecoming Food Fair, Winterfest, etc.) with Clubs Commissioner
- Establish ASB budget (with Activities Director) in beginning of year and update throughout the year
- With Secretary, plan monthly ASB teambuilding activities

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
- Assist Arts departments in planning of Fine Arts Day

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
- Assist Arts departments in planning of Fine Arts Day

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
- With Boys' and Girls' Athletics Commissioners, plan and execute all aspects of student section for athletic events

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
- Read Pledge of Allegiance and announcements every Homeroom
- Update WHS ASB social media on a regular basis with upcoming events
- Maintain ASB presence online

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, awards
- 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
- Partner with clubs to do community service projects
- Plan one service project per quarter

Pep Rally Commissioner (Junior or Senior)

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

Media Director (Junior or 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

Media Producer (Junior or Senior 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
- Serve as liaison between staff and ASB
- Organize Teacher Appreciation Week and Custodial Appreciation Day
- Plan What If? Week with Student Outreach Commissioner

New positions for 2017-2018:

Academics Commissioner (Sophomore, Junior, or Senior)

- Recognize and provide assistance to academic programs on campus
- Publicize academic events, competitions, and student achievements
- Communicate with Golden Arrow and Yearbook
- Serve as Liaison between Counseling Department and ASB
- Support students in academics and balancing mental health (Destress Fest)
- Attend Leadership Team meetings as student representative (Wednesdays, monthly, 3:30 p.m.)

Campus Commissioner (Sophomore, Junior, or Senior)

- Connect ASB to larger community
- Meet with event heads and Publicity to discuss promotional plans for their events
- Update kiosks and displays on campus with important information

Woodbridge High School Associated Student Body Job Descriptions

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 and performances for the school year
- Promote Freshman class spirit
- Fundraise

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 and performances for the school year
- Promote Freshman class spirit
- Fundraise