

Duties of the Executive Board Officers

Executive Board President

- Must meet with Moderator prior to all meetings to put together meeting agendas
- Must meet with Executive Board and Moderator first Monday of the month immediately after school
- Must preside over all Student Council Meetings
- Must attend all Student Council scheduled events (Back to School Night, etc.)
- Must attend all Open Houses
- Responsible for assisting with setup for scheduled Student Council Events
- Responsible for assisting with Bonfire Setup
- Responsible for assisting with ND MiniTHON (committees and team groups)
- Responsible for keeping a logbook for all scheduled events
- Responsible for direct communication with all members of the Student Council
- Responsible for forwarding minutes from all meetings to Moderator (with two days of the meeting)
- Responsible for assigning individuals to make announcements each month (morning and evening)
- Attend various Bonding Events
- Assist with school and church visits throughout the school year
- Must maintain grades/attendance/discipline as a leader of the school

Executive Board Vice President

- Must meet with Moderator prior to all meetings to assist president with meeting agendas
- Must meet with Executive Board and Moderator first Monday of the month immediately after school
- Must preside over all Student Council Meetings when president is absent
- Must attend all Student Council scheduled events
- Must attend all Open Houses
- Responsible for assisting with setup for scheduled Student Council Events
- Responsible for assisting with Bonfire Setup
- Responsible for assisting with ND MiniTHON (committees and team groups)
- Attend various Bonding Events
- Assist with school and church visits throughout the school year
- Must maintain grades/attendance/discipline as a leader of the school
- Must assist Moderator when president is not present at meetings/events

Executive Board Secretary

- Must meet with Executive Board and Moderator first Monday of the month immediately after school
- Must attend all Student Council scheduled events
- Must attend all Open Houses
- Responsible for assisting with setup for scheduled Student Council Events
- Responsible for keeping a logbook of attendance for all scheduled events
- Responsible for taking minutes at all Student Council and Executive Board meetings and forwarding minutes to President and Moderator (within 2 school days)
- Attend various Bonding Events
- Assist with school and church visits throughout the school year
- Must maintain grades/attendance/discipline as a leader of the school
- Must assist Moderator when president is not present at meetings/events
- Other duties necessary as assigned by the moderator or president

Executive Board Treasurer

- Must meet with Moderator prior to all meetings to assist president with meeting agendas
- Must meet with Executive Board and Moderator first Monday of the month immediately after school
- Must attend all Student Council scheduled events
- Must attend all Open Houses
- Responsible for assisting with setup for scheduled Student Council Events
- Responsible for keeping a logbook of all paid events (T-shirt sales, Sweats, dances, etc.)
- Responsible for making all deposits to the school after scheduled Student Council Events
- Attend various Bonding Events
- Assist with school and church visits throughout the school year
- Must maintain grades/attendance/discipline as a leader of the school
- Must assist Moderator when president is not present at meetings/events

Historians

- Must meet with Executive Board and Moderator first Monday of the month immediately after school
- Must preside over all Student Council Meetings
- Must attend all Student Council scheduled events
- Must attend all Open Houses
- Responsible for assisting with setup for scheduled Student Council Events
- Attend various Bonding Events
- Assist with school and church visits throughout the school year
- Must maintain grades/attendance/discipline as a leader of the school
- Must assist Moderator when president is not present at meetings/events
- Must meet with Moderator to schedule event calendar in which photos and videos will be taken for website, Facebook, twitter and Instagram of all ND events
- Responsible for updating all Student Council information boards in café and in the halls on a monthly basis.

Bonding Coordinators

- Must meet with Executive Board and Moderator first Monday of the month immediately after school
- Must attend all Student Council scheduled events
- Must attend all Open Houses
- Responsible for assisting with setup for scheduled Student Council Events
- Responsible for direct communication with Mrs. Fenton and all Partner Schools
- Responsible for setup of church visits at various churches during the month of Sept and October
- Assist with all Bonding Events
- Assist with all correspondence with Partner Schools
- Meet and greet all visiting students in the AM
- Must maintain grades/attendance/discipline as a leader of the school
- Must assist Moderator when president is not present at meetings/events