



# General tasks and objectives of the elected members of the Student Council

[www.studentcouncil.ch](http://www.studentcouncil.ch)



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## Application process

Carefully go through this booklet, where you find the general tasks and objectives for the Student Council Presidency (President and Vice President) and Committee Heads.

Students in grades BSS9, SG3-5 and IS9-11, can apply to run for Student Council positions. To run for the position of President, students must have been active members of the Student Council already.

Elected Committee Heads then define specific objectives for their committees and are responsible for these objectives to be met. Elected Student Council Committee Heads can appoint a maximum of two Deputy Heads for sub-committees, who are responsible for specific objectives of the committee. The overall responsibility for the tasks being completed, however, lies with the Committee Heads.

The overall responsibility of the Student Council fulfilling their tasks lies with the Presidency.

If you think that you are suited for the position, complete the application form on [www.studentcouncil.ch](http://www.studentcouncil.ch) before the stated deadline.

Once your application has been accepted by the Presidency and the Student Council advisor, you are asked to before the stated deadline:

- prepare an election poster and send this to the Student Council advisor who will approve and print the poster for you to hang up.
- prepare and video record a maximum 1-minute speech presenting yourself for the student community why they should vote for you.

You are required to complete at least one of the steps above to be allowed to run, as the students voting must know for whom they vote and for what you stand.



## President\*

→ your character: the visionary leader, who inspire others.

### The President

- is the liaison person between the Student Council and the School Leadership.
- sets the agenda for the meetings.
- assures that minutes and absences are taken.
- actively communicate the work completed and in progress by the Student Council to the school community.
- is responsible for the Student Council budget.
- leads and keeps order of the meetings.

### The President and Vice President together

- assure that all sections voices are heard by the Student Council, directing concerns to the relevant committees or addresses them themselves.
- are the faces of the Student Council.
- assure that the Committees and Subcommittees actively achieve their objectives.
- assure that the Student Council's webpage is kept updated by the Committee Heads.
- develop the Student Council, improving its school presence and visibility.
- actively motivate Committee Heads and Committee Members.
- encourage students to join the Committees as members to actively contribute to the students' concerns being heard.
- encourage students to join run for the Presidency and Committee Head positions.
- assure a smooth transition between the sitting Student Council and the elected Student Council and present the new Student Council at the MSA.
- approve applicants that have applied to run for President / Vice President / Committee Heads (together with the Advisor).
- present the Student Council to the school community at the first school assembly.
- are in charge of the feedback mailbox and email address inbox.
- address concerns regarding the school rules.

\*only experienced Student Council members are eligible to run for President. The President and Vice President must run together as a team.



## Vice President\*\*

→ your character: sees the benefits of being “number two”.

- takes minutes from the meetings and make these available for the Student Council members and the advisor.
- takes the attendance of the meetings.
- steps in for the President if the President is absent and delegates the task of taking minutes to another member of the Student Council.
- prepares and brings voting slips for votes during Student Council meetings.

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\*\* The President and Vice President must run together as a team.



## Events Committee

➔ Your character: the organizer

- Is empowered by the school to coordinate any student organised events (also charity events) to assure:
  - that there are no clashes with academic schedules, the four annual events of the Events Committee or other events.
  - that new events are introduced at the request of students.
- Plans, organizes and promotes the four annual events of Events Committee, namely Halloween Party, Christmas Ball, Valentine's Day rose sale, and MSA (Montana Student and Teachers Awards).

## Grotto & Kiosk Committee

➔ Your character: the entrepreneur

- Is responsible for the student café Grotto (promotion, procurement, operations and accounting).
- Is responsible for the Student Council Kiosk (promotion, procurement, operations and accounting).

## Student Life Committee

➔ Your character: the caring boarder

- Addresses concerns regarding school facilities, co-curricular activities, sustainability, pauses and meals both from boarding and day students.
- Addresses the concerns of boarding students in the different boarding houses.

## Charity Committee

➔ Your character: the organized office worker

- Is empowered by the school to coordinate charities actively on campus.
- Keeps track on the receipts of charities on campus and ensure that the donations reach the beneficiaries by cross-checking payment slips.
- Has the overview of funds raised by charities on campus.

## Organisational Chart of the Student Council

