

# So you want to be on the SRC.....

## What you need to know

### ROLES AND RESPONSIBILITIES OF THE SRC EXECUTIVE

The Student Representative Council executives include: the President, Vice-President, Junior Vice President, Treasurer, Secretary and Junior Secretary. Some of the duties include:

- Bi-Weekly meetings (agendas, minutes & website updates)
- Finances & Budget
- Final awards assembly
- Spring elections
- Carnival (with help from a teacher outside of SRC)
- Annual fundraising campaign (optional)
  - Financial Support –For all clubs and committees
- Social Committee (DJ for dances, Song lists, Workers for doors and Canteen, Deposit of Dance money, posters/decorations, canteen supplies, staff supervision schedule)
- Assist with fundraising campaigns
- Announcements
- Hosting assemblies

Each position has specific duties (see reverse side) but the SRC generally operates as a team. Members should be capable of **collaboration** and demonstrate **strong interpersonal skills**.

SRC executives need to convey **enthusiasm and school spirit** and should be **positive role models** to other students.

SRC executives should be **organized, responsible** and capable of **independent** work. This means they **meet deadlines** and complete tasks with a high degree of care with minimal adult intervention.

<p style="text-align: center;"><b>DUTIES OF SRC PRESIDENT:</b></p> <ul style="list-style-type: none"> <li>- Shall preside over all meetings of the council.</li> <li>- Shall call extra meetings when necessary.</li> <li>- Shall vote only in the case of a tie.</li> <li>- Shall attend all meetings unless it is absolutely impossible.</li> <li>- Shall promote good public relations between the student body and the general public.</li> <li>- Shall be expected to be a good role model as well as a leader within the school.</li> <li>- Shall organize with the help of other executive members, Winter/Spring Carnival activities.</li> <li>- Shall help various SRC sub-committees such as Global George committee, Social committee &amp; Renaissance.</li> <li>- Shall prepare an agenda for all meetings</li> </ul>	<p style="text-align: center;"><b>DUTIES OF SRC SECRETARY &amp; JR SECRETARY:</b></p> <ul style="list-style-type: none"> <li>- Shall keep an accurate record of all business in the meeting.</li> <li>- Shall assist the president by reading the exact wording of a motion, or by giving information about unfinished business or action already taken by the meeting.</li> <li>- Shall be the custodian of the minutes and correspondence.</li> <li>- Shall take attendance and keep a record of the attendance and the class representative's names and in the absence of the President and Vice-President call the meeting to order.</li> <li>- Shall notify any class of the necessity of electing a new representative.</li> <li>- Shall attend all meetings</li> <li>- Shall promote good public relations between the student body and the general public.</li> <li>- Shall be expected to be a good role model as well as a leader within the school.</li> <li>- Shall organize with the help of other executive members, Winter/Spring Carnival activities.</li> <li>- Shall help various SRC sub-committees such as Global George committee, Social committee &amp; Renaissance.</li> </ul>
<p style="text-align: center;"><b>DUTIES OF SRC VICE-PRESIDENT &amp; JR. VICE PRESIDENT:</b></p> <ul style="list-style-type: none"> <li>- Shall render valuable aid to the President at all times and be ready at any time to take the President's place.</li> <li>- Shall be expected to be a good role model as well as a leader within the school.</li> <li>- Shall organize with the help of other executive members, Winter/Spring Carnival activities.</li> <li>- Shall promote good public relations between the student body and the general public.</li> <li>- Shall attend all meetings unless it is absolutely impossible.</li> <li>- Shall help the treasurer by counting money and making deposits on a regular basis.</li> <li>- Shall help various SRC sub-committees such as Global George committee, Social committee &amp; Renaissance.</li> </ul>	<p style="text-align: center;"><b>DUTIES OF SRC TREASURER:</b></p> <ul style="list-style-type: none"> <li>- Shall keep a detailed record with the help of the teacher advisor of all sums received and expended and be ready to make a brief financial report at every meeting.</li> <li>- Shall attend all meetings unless it is absolutely impossible.</li> <li>- Shall be ready to count money and make deposits on a regular basis.</li> <li>- Shall promote good public relations between the student body and the general public.</li> <li>- Shall be expected to be a good role model as well as a leader within the school.</li> <li>- Shall help various SRC sub-committees</li> </ul>