

General Responsibility of Each Office

I. President:

- Shall be responsible for conducting each class.
- Is responsible for each and every activity, and for making sure that all assignments are understood and carried out.
- Is a member of the School/Community group, and will attend those meetings.
- Is responsible for bringing all assemblies to order and conducting when needed.
- Is the representative student to all guests.
- Will be responsible, along with the Vice President in all voting matters.
- Is responsible for keeping track of SBO finances...i.e. keeping track of what money has been spent, where it has been spent, and acquiring needed Purchase Orders (P.O.s).

II. Vice President:

- Will be responsible for organizing and conducting Student Council. Thus, you would be responsible for setting the dates and scheduling the Tech Atrium, and contacting each 5th period teacher to request a representative for these meetings. You will also be responsible for keeping roll of which teachers actually sent representatives; and get the information covered in the meetings to the teachers not in attendance.
- Will be responsible for scheduling rooms/buildings for all SBO sponsored activities. For example: scheduling that the auditorium doors be unlocked on the mornings that we have assembly rehearsals.
- Will be responsible, along with the President, in all voting matters.

III. Service Vice:

- Is responsible for the organization of school wide fundraiser . Some duties might include contacting the Utah Food Bank to set up a pick up time for all food Jordan High collects, getting together envelopes to pass out to teachers for money collection and placing them in their boxes, creating pick up routes for the other SBO's and Class Officers to better expedite collections.
- Will be responsible, along with the Class Officer Service Vices, in making sure we do one Student Government service project per quarter.

IV. Secretary:

- Will keep and present minutes from each class.
- Will keep records of attendance of the SBO's to JHS activities.
- Will be responsible for recording all correspondences relating to Student Government.
- Will assist the Vice President in keeping roll at all Student Council meetings.
- Will assist the Media Vice in communication with media outlets (i.e. local radio, tv, and newspapers), in highlighting Jordan High School accomplishments and activities.

V. Historian:

- Will be at as many school functions as possible to take pictures for the school scrapbook and Year End Video assembly.
- Will be responsible to putting together Jordan High's scrapbook. Examples can be found in Jordan's archives.
- Will be in charge of the Digger News display case, located in the Commons by the ATM machine.

VI. Media Vice:

- Is responsible for any SBO video announcement. No video will be shown until first previewed by the advisor.
- It is the responsibility of the Media Vice to insure that each video stays within the bounds of school policy, dress code, good taste, etc.
- Is responsible for making sure we have all video/sound equipment needed for each activity.
- Will be in charge of the Student Facebook page, Twitter, and Instagram accounts.
- With the assistance of the Secretary, will communicate with media outlets (i.e. local radio, tv, and newspapers), in highlighting Jordan High School accomplishments and activities.

VII. Spirit Vice:

- Has the responsibility of involving everyone in the activities of Jordan High School.
- With the help of the rest of the SBO's and Class Officers, the planning of activities should be done so that all groups with the school will feel a part of the school and its activities.
- Is responsible for the obtaining of sugar beets to top at the opening assembly.
- Will head all tailgate parties and any other activity that boosts school pride.
- Will work with the Sports Marketing classes when doing Pep Rallies.

VIII. Marketing Vice

- Will be in charge of all banners needed in promoting Student Government run activities.
- Will make sure all needed and correct information for activities will be given to the Media Vice for JHS activities to be promoted on the Student Facebook page, Twitter, and Instagram accounts.
- Will attend all Student Council meetings to meet with any school club, team, or organization representative to help them in promoting their activities on the JHS Social Media accounts.

Appointed Position

I. Artist:

- Create posters for student government and sports events
- Create Digital designs for student government social media and work with media and marketing vice.
- Help historian with end of year video

II. Cultural/Community Liaison

- Bridge between community and school
 - Student representative to School Community Council
- Bridge between students and parents
 - Work with PTSA and counseling center
- Work with Advocate position on listening sessions bi-weekly.
- Bridge between Student Gov. and school cultural groups

III. Advocate

- Linking students with school resources
- Hosting a listening session with students bi-weekly to bring student concerns to student government.
- Implement student council solutions
- Work with Vice President on organizing student council

All Officers

1. You are the first to show up and the last to leave all student government functions.
2. You will actively seek out jobs that need to be done and will take the initiative to complete them.
3. You will hold all leaders and student government members accountable to uphold the "Student Government Honor Code."
4. You will attend all student government meetings.
5. You will be actively involved in promoting school spirit and school unity.
6. You are responsible to make sure the SBO room and/or Mr. Rowley's room is clean.
7. You will serve the school by representing the student voice.
8. You will assume any and all duties as requested by the advisor and/or administration.
9. You will work in the Student Government/Leadership class as both leader and learner.
10. You will support all Student Government activities and endeavors, including social events, fundraisers and meetings.
11. You will provide input and assistance on all Class projects.
12. You will report to the Student Government Advisor.
13. You will be a positive role model on and off campus.