

STUDENT GOVERNMENT ASSOCIATION

Leadership Packet
2020-2021 School Year



Congratulations on taking the first steps to becoming a leader in the Pope Community. Your journey will be fun and a great educational experience. However, it will be very demanding on your time, require integrity, determination and dedication to do all tasks to the best of your abilities, and a lot of initiative.

Important Dates:

- Tuesday, April 14th- Applications due to Mrs. Kelly in room 118.
If you are a senior applying for a Student Body Officer position, please sign up for an interview time when you turn in your packet.
- Thursday, April 16th, Tuesday, April 21st, Thursday, April 23rd- Student Body Officer (senior) interviews
- Thursday, April 23rd- Teacher evaluation forms due
- Monday, April 27th- Thursday, April 30th- Campaigning (all signs must be down by Friday, May 1st)
- Monday, April 27th - Thursday, April 30th- Officer voting during all lunches
- Friday, May 1st- 2019-2020 Student Body and Class Officers announced

Selection Process:

- Senior Student Body Officers:
1/3 teacher evaluation points + 1/3 interview points + 1/3 student votes
= Candidate with the highest point total for each office will be elected to that office
- Class Officers:
1/3 teacher evaluation points + 2/3 student votes
=Candidate with the highest point total for each office will be elected to that office

SGA Calendar of Events: required to plan and attend by all SGA officers and board members

FALL SEMESTER

Late July

Yearly planning meeting for exec and class officers

August

Greyhound Madness
Student Tailgate/1st game cookout

October

Homecoming:
Hall decorating, Spirit Week, Dance, Court Reception

November

Who's Who set up

December

SWAG

SPRING SEMESTER

March/April

Spring Fling Special Ed. Dance

May

Prom (Juniors)
Graduation- Ushers (Jr. & Soph.)

STUDENT BODY PRESIDENT

(Senior)

***** Prerequisite: To run for this position, you must have been a board member, class officer, or active general member of SGA in a previous year.**

Synopsis of the Office:

The President will have the delicate balance between leading a student organization and encouraging other officers, representatives, and interested students to take leadership responsibilities. He or she must be a dynamic, enthusiastic, attention to detail person, who is dedicated the group's success. The President will lead by example in their actions, dress, and participation in all in-school events held by the Student Government Association and in all out-of-school activities. In short, the president leads and directs the SGA in all its activities. Therefore, the president must commit many hours a week to the success of the organization. This position requires a very special person who wants to serve their school community whole-heartedly.

Duties and Responsibilities:

The President's duties and responsibilities are not limited to the following.

1. Preside over and conduct Officer meetings, Board meetings, and General meetings.
2. Plans, organizes and runs the following events:
 - Student tailgate
 - the Homecoming Dance
 - court reception for Homecoming
 - decorations for Shop with a Greyhound
 - decorations for Spring Fling
3. Prepares cost-benefit analyses of various endeavors
4. Requires A LOT of time and effort after school and on weekends to plan and organize.
5. Represents the SGA at special school functions and events, civic clubs, and other out-of-school organizations.
6. Consults regularly with the sponsors on the progress of the SGA's work (i.e. communicates with Ms. Kelly and Ms. Kitchens regularly)
7. Follows up on all tasks assigned to the group, reports progress to sponsor.
8. Conducts himself/herself at all times in a manner that reflects credit upon the chapter, school, and the community.
9. Has the duties and responsibilities as the President as a top priority under grades.
10. Responsible for school morning announcements along with VP.
11. Required to attend summer meetings to help plan and organize for the upcoming year.
12. Organizes, plans, and manages the 10, 20, 30 year reunions, and others as officers see fit

STUDENT BODY VICE PRESIDENT

(Senior)

***** Prerequisite: To run for this position, you must have been an active member of SGA in a previous year.**

Synopsis of the Office:

The right-hand of the President of SGA. The Vice President will assist the President in the discharge of his/her duties and responsibilities. Assumes the full duties and responsibilities of the President should he or she be absent for a long period of time or leave the SGA permanently. He or she must be a dynamic, enthusiastic, attention-to-detail person, who is dedicated to the group's success. The Vice President will lead by example in their actions, dress, and participation in all school events held by the SGA. The time commitment is many hours or more per week. Requires a very dedicated person who wants to make a difference in our school community.

Duties and Responsibilities:

The Vice President's duties and responsibilities are not limited to the following.

1. Works as the liaison to the Freshmen Committee by holding separate meetings after General meetings (especially helping during homecoming).
2. Assist the President in the planning, organizing, and implementation of the group meetings. See President's duties
3. Plans events within allotted budget along with President
4. Required to attend summer meetings to help plan and organize for the upcoming year
5. Presides over general and executive meetings in the absence of the president
6. Assists the president in following through on all SGA operations
7. Responsible for school morning announcements along with President.
8. Has the duties and responsibilities as the Vice President as a top priority under grades
9. A lot of after school and weekend planning and organizing.
10. Organizes, plans, and manages the 10, 20, 30 year reunions, and others as officers see fit

STUDENT BODY PR REPRESENTATIVE

(Senior)

***** Prerequisite: To run for this position, you must have been an active member of SGA in a previous year.**

Synopsis of the Office:

The PR Representative is a vital link to the school climate. He or she must be a dynamic, enthusiastic, attention-to-detail person, who is dedicated to the moral of the group and leading our school pride. This position works closely with the board to promote Pope High School by communicating the work of the SGA to the student body in order to build school unity and school pride. Requiring a lot of time, effort, and dedication in order to make all activities a success, he/she will lead by example in their actions, dress, and participation in all school events held by the SGA.

Duties and Responsibilities:

The VP of Publicity and Spirit duties and responsibilities are not limited to the following.

1. Writes a monthly newsletter for all organizations to place in bathroom stalls, above water fountains, and on facebook- The Flush
2. Design and manage SGA Board. The expectation is for it to be changed monthly.
3. Schedules SGA students to help collect money when necessary
4. Plans and manages spirit days during Homecoming
5. Chairperson over fundraisers
6. Creates signs for every event
7. Required to attend summer meetings to help plan and organize for the upcoming year
8. Organizes, plans, and manages the 10, 20, 30 year reunions, and others as officers see fit

STUDENT BODY ADMINISTRATIVE ASSISTANT

(Senior)

***** Prerequisite: To run for this position, you must have been an active member of SGA in a previous year.**

Synopsis of the Office:

The Administrative Assistant (secretary) takes notes and prepares adequate minutes of each regular and called meetings. Prepares and maintains all necessary chapter files. Coordinates minutes and attendance records with all class administrative assistants. Handle all official correspondence for the

officers and sponsors. He or she must be a person who pays attention to detail, who is dedicated to the group's success, and is a team player. The Administrative Assistant will lead by example in their actions, dress, and participation in all school events held by the SGA.

Duties and Responsibilities:

The AA duties and responsibilities are not limited to the following.

1. Notifies members of upcoming meetings through mass e-mails.
2. Prepares list of all members and the committees assigned
3. Takes roll of attendees at meetings, either verbal or written, and keeps permanent records of who attended
4. Takes minutes of the proceeding of all meetings, including date and place of meeting, who was presiding, and business conducted
5. Maintains contact numbers, addresses, and e-mail addresses of all members and makes sure an updated directory is given to all officers and sponsors
6. Responsible for all e-mails to General Members, i.e. meeting time and place (work with President on this)
7. Write notes of courtesy, thank you, congratulations, and birthday wishes to members, teachers, administrators, and support members
8. Required to attend summer meetings to help plan and organize for the upcoming year
9. Organizes, plans, and manages the 10, 20, 30 year reunions, and others as officers see fit

CLASS PRESIDENT

(Freshman, Sophomore, Junior)

Synopsis of the Office:

The President will have the delicate balance between leading the class and encouraging other officers, representatives, and interested students to take leadership responsibilities. He or she must be a dynamic, enthusiastic, attention-to-detail person, who is dedicated to the class's success. The President will lead by example in their actions, dress, and participation in all school events held by the SGA and the class. In short the president leads and directs the class in all its activities and supports all class and SGA activities. The Class President is the key element in building school pride and is expected to be at all class and SGA activities. Requires a very dedicated and committed person who wants to make a difference in the school.

Duties and Responsibilities:

The President's duties and responsibilities are not limited to the following.

1. Preside over and conduct class meetings.
2. Organize and execute plan for homecoming, particularly hall decorating.
3. Must be available during lunch whenever necessary to collect money or pass out information
4. Assist the Student Body President in planning events
5. Represent the class at special school functions and events, civic clubs, and other out-of-school organizations
6. Encourages participation for all SGA and Class functions
7. Committed to the success and follow through of all SGA projects and class projects
8. Determines the need for and calls all necessary special class meetings
9. Promotes energetic activity on the part of class members through the display of his/her own enthusiasm
10. Conducts himself/herself at all times in a manner that reflects credit upon the class, school, and the community
11. Has the duties and responsibilities as the President as a top priority under grades. The expectation is that the President will be at all class functions and SGA functions
12. Organizes, plans, and manages the 10, 20, 30 year reunions, and others as officers see fit

****Junior class officers are responsible for planning Prom.**

CLASS VICE PRESIDENT
(Freshman, Sophomore, Junior)

Synopsis of the Office:

The right-hand of the Class President. The Vice President will assist the President in the discharge of his/her duties and responsibilities. Assumes the full duties and responsibilities of the President should he or she be absent for a long period of time or leave the SGA permanently. He/she must be a dynamic, enthusiastic, attention-to-detail person, who is dedicated to the class's success. The Class VP will lead by example in their actions, dress, and participation in all school events held by the SGA and the class.

Duties and Responsibilities:

The Vice President's duties and responsibilities are not limited to the following.

1. Assist the President in the planning, organizing, and implementation of the group meetings.
See President's duties and organizations
2. Presides over meetings in the absence of the president
3. Works with other officers to make homecoming a success
4. Assists the Student Body Vice President in his/her duties
5. Must be available during lunch whenever necessary to collect money or pass out information
6. Committed to the success and follow through of all SGA projects and class projects
7. Promotes energetic activity on the part of the members through the display of his/her own enthusiasm
8. Conducts himself/herself at all times in a manner that reflects credit upon the SGA, school, and the community
9. Has the duties and responsibilities as the VP as a top priority under grades. The expectation is that the VP will be at all class functions and SGA functions.
10. Assist in the organization, planning, and management of the 10, 20, and 30 year reunions, and others as officer's see fit

****Junior class officers are responsible for planning Prom.**

CLASS ADMINISTRATIVE ASSISTANT
(Freshman, Sophomore, Junior)

Synopsis of the Office:

The Administrative Assistant (secretary) takes notes and prepares adequate minutes of each regular and called meetings. Prepares and maintains all necessary files. Coordinates minutes and attendance records with all class administrators. Prior to each meeting presents past meeting notes and the agenda. Repeat all motions before the final vote in meetings. Handle all official correspondence for the class and sponsors. Assists in the SGA monthly newsletter. Assists in the monthly newsletter, The Flush. He/she must be a person who pays attention to detail and who is dedicated to the class's success. The class administrative assistant will lead by example in their actions, dress, and participation in all school events held by the SGA and the class.

Duties and Responsibilities:

The Administrative Assistant's duties and responsibilities are not limited to the following.

1. Notifies members of upcoming meetings
2. Takes roll of attendees at meetings, either verbal or written, and keeps permanent records of who attended
3. Takes minutes of the proceeding of all meetings including date and place of meeting, who was presiding, and business conducted

4. Works with other officers to make homecoming a success
 5. Assists the Student Body Administrative Assistant in his/her duties
 6. Must be available during lunch whenever necessary to collect money or pass out information
 7. Committed to the success and follow through of all SGA projects and class projects
 8. Maintains contact numbers, addresses, and e-mail addresses of all members
 9. Contacts those who are not involved and, with the other officers, tries to get them involved or start the procedure for them to be dropped from the program
 10. Assist in the organization, planning, and management of the 10, 20, and 30 year reunions, and others as officer's see fit
- **Junior class officers are responsible for planning Prom.**

CLASS PR REPRESENTATIVE (Freshman, Sophomore, Junior)

Synopsis of the Office:

The Class Correspondent serves a vital link in overall class communication between class officers and the entire class population. He or she must be a dynamic, enthusiastic, and organized person. Making sure that the student body is knowledgeable and participating in SGA events is the major focus of this position.

Duties and Responsibilities:

The Class Correspondent's duties and responsibilities are not limited to the following.

1. Consistent communication through twitter, facebook page, e-mails, etc. Any and all means necessary to provide information.
2. Assists the Student Body PR Rep in distribution of The Flush, creating and hanging signs, and the SGA board
3. Works with other officers to make homecoming a success
4. Assists the Student Body PR Representative in his/her duties
5. Must be available during lunch whenever necessary to collect money or pass out information
6. Committed to the success and follow through of all SGA projects and class projects
7. Assist in the organization, planning, and management of the 10,20, 30 year reunions, and others as officer's see fit

****Junior class officers are responsible for planning Prom.**

Student Government Association Officer Application 2020-2021

Name: _____

Cell Phone: (_____) _____

Email: _____

Circle the class you will be in the 2020/21 school year: Senior Junior Sophomore

Please rank the positions in the order in which you would like to run (if there is a position you do not want, leave it blank without ranking it):

_____ President

_____ Vice President

_____ Administrative Assistant

_____ Public Relations Representative

Essay: **Type** your response to the topics listed below and attach to the application.

1. Explain how you contributed to the SGA in previous years.
2. Explain why you seek this specific position.
3. Explain why you would be the best for this position.

Promise:

I do solemnly promise that if I am elected as a Student Government Association Officer, I will perform all of the duties assigned to me to the best of my ability. I know that this job will require a lot of hours each week and I am willing to devote the time needed to do my job right.

I understand that as an officer I am expected to uphold the integrity of the Pope SGA and to use good judgment and behavior while representing Pope High School and the Student Government Association in school and outside of school grounds at all times.

Student Signature

Date

Parents please review the job description your child has chosen and discuss with them the commitment they are embarking. If you agree, please sign below. Thank you for being a part of this process.

Parent Signature

Date

SGA Teacher Evaluation Form

Student _____

Teacher _____

Are you a current teacher of this student _____

Subject Taught to Student: _____

Each candidate for class office must furnish a recommendation from **all current** teachers to be eligible to run for office. Please fill out this form candidly, because your input does make a difference!

Please use the rating scale below and write a number on the blank to answer the questions:

0 = never; 1 = rarely; 2 = occasionally; 3 = sometimes; 4 = usually; 5 = always

_____ **Classroom Behavior and Attitude**

(Is this student cooperative and attentive in class? Does he/she follow class guidelines?)

_____ **Attendance/Punctuality**

(Does this student attend class regularly? Is this student punctual?)

_____ **Dependability**

(Does this student turn work in on time? Does this student have self-discipline? Does this student make up work from an absence in a timely manner?)

_____ **Maturity**

(Does this student accept constructive criticism? Has this student exhibited integrity? Does this student accept responsibility for his/her words and actions?)

_____ **Character**

(Has this student shown respect to you, other students and other staff members? Is this student willing to listen to opinions of other people?)

Teacher's Signature _____

Date _____

*****Teachers, please return this page for each candidate by Thursday, April 23rd, to Jessica Kelly in room 118 or place in her mailbox.**

***** Please do not return a completed evaluation to a student. Thanks for your cooperation!**

If there is a reason you feel this student should not represent Pope High School as a student leader, please include your comments on the back.

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