

Executive Council Expectations

ALL Executive Council members are expected to . . .

- Represent the Class of 2015 and the NHS community with the highest standards of personal, professional and ethical conduct. Violations of the NHS Code of Conduct and/or district policies will require disqualification from service, along with any appropriate and necessary school and district consequences.
- Always participate & communicate in a proactive, appropriate and timely fashion.
- Work as a team, officers and council members together.
- Work to build individual skills and group cohesion.
- Be accountable to yourselves, each other, and your class. Follow through!
- Be flexible to assist advisors and help develop student leadership roles over time.

As you work in your **Committee** (and assist other Committees as necessary)...

- Set agenda for student business, lead meetings
- Communicate with staff/faculty, students, administration as necessary (including posting signs and announcements checked by administration)
- Arrange prom ticket sales to outsiders/Dinner Dance tickets to Class of 2015
- Assist advisors with scheduling
- Develop Action Teams to plan for events and issues as they arise

As you work in your **Committee Role**...

- Create and maintain binder of materials for entire council and advisors
- Record notes, etc. of all meetings and scheduling information
- Maintain thumbdrive/spreadsheets and back-up copies of all records

IF you will be asked to assist with Class of 2015 finances...

- Collect dues payments and fill out deposit slips
- Maintain Senior Dues spreadsheet for dues/payments to vendors/other expenses
- Track delinquent payments and communicate with advisors and students

Acknowledgement: I, _____ understand and accept the above expectations as explained to me on this date, _____, and will serve to the best of my abilities. I will communicate proactively. I will follow through.