

# Woodbridge High School Associated Student Body

## Job Descriptions

*There are a total of 28 spots on ASB. Read these job descriptions carefully for specific qualifications required by each position.*

### **Elected Positions:**

**The following ASB positions are determined by a school-wide election in the spring.**

#### ***ASB President (Senior with at least 1 year experience on ASB)***

- Serve as Chief Executive Officer and the official representative of the ASB to all inter-school activities
- Serve as chairman and direct the activities of the ASB Cabinet
- Preside over all meetings of the ASB Cabinet
- Establish the agenda for each weekly meeting
- Ensure all events are well staffed and thoroughly planned
- Appoint committees of ASB Cabinet as necessary
- Work to improve all school communication between students, staff, administration, parents, and community
- Organize special meetings of the ASB Cabinet as deemed necessary
- Serve as the major peer motivator of the ASB cabinet
- Act as liaison between ASB and Activities Director, as well as with other schools
- Check in with ASB members on a regular basis to ensure they are doing their duties
- Preside as IPSF student representative; attend meetings when needed
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

#### ***ASB Vice-President (Junior or Senior with at least 1 year experience on ASB)***

- Run and organize all ASB elections, including but not limited to:
  - Freshman Class Council
  - Homecoming Court
  - Winter Formal Court
  - ASB Elections
  - Class Council Elections
  - Prom Court
- Oversee and carry out all election-related materials and procedures
- Run the ASB meetings in the absence of the President
- Will ascend to presidency in the case that the President can no longer fulfill their duties
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

#### ***Activities Commissioner (Junior or Senior with at least one year of ASB or Class Council Experience)***

- Plan and organize major ASB activities and events, including but not limited to:
  - Homecoming halftime show and coronation ceremony
  - Homecoming dance
  - Spring Dance
  - Lunchtime activities
- Procure all equipment, materials, paperwork, and facilities needed for activities
- If Vice-President ascends to Presidency, will assume the role of Vice-President
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

#### ***Boys' Athletics Commissioner (Junior or Senior Male with at least 1 year on a WHS sports team)***

- Represent all Woodbridge High School sports teams and encourage good sportsmanship
- Work closely with Girls' Athletics Commissioner
- With Girls' Athletics Commissioner, choose and publicize Game of the Week schedule
- Advertise athletics news through publicity; update ASB on athletic-related events
- With Girls' Athletics Commissioner, plan schoolwide tournaments
- With Spirit Commissioner and Girls' Athletics Commissioner, plan and execute all aspects of student section for athletic events
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

Amended 1/29/19

***Girls' Athletics Commissioner (Junior or Senior Female with at least 1 year on a WHS sports team)***

- Represent all Woodbridge High School sports teams and encourage good sportsmanship
- Work closely with Boys' Athletics Commissioner
- With Boys' Athletics Commissioner, choose and publicize Game of the Week schedule
- Advertise athletics news through publicity; update ASB on athletic-related events
- With Boys' Athletics Commissioner, plan schoolwide tournaments
- With Spirit Commissioner and Boys' Athletics Commissioner, plan and execute all aspects of student section for athletic events
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Spirit Commissioner (Junior or Senior)***

- Plan all spirit weeks, including spirit days, class competitions, and lunchtime activities
- Promote good sportsmanship and positive cheering for all Woodbridge athletics programs and other events
- Work to encourage a greater sense of school unity and spirit
- With Boys' and Girls' Athletics Commissioners, plan and execute all aspects of student section for athletic events
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Senior Class President (must have at least 1 year on ASB or Class Council)***

- Preside over and prepare agenda for all regularly held Senior Class Council meetings
- Meet with Senior Class Advisor on a regular basis
- Meet with Senior Class Vice-President on a regular basis
- With Senior Class Vice-President, plan all Senior activities and performances for the school year
- Promote Senior class spirit
- Mentor Freshman Class Council when needed
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Senior Class Vice-President (must have at least 1 year on ASB or Class Council)***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Senior Class Advisor on a regular basis
- Meet with Senior Class President on a regular basis
- With Senior Class President, plan all Senior activities and performances for the school year
- Promote Senior class spirit
- Mentor Freshman Class Council when needed
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Junior Class President (must have at least 1 year experience on ASB or Class Council)***

- Preside over and prepare agenda for all regularly held Junior Class Council meetings
- Meet with Junior Class Advisor on a regular basis
- Meet with Junior Class Vice-President on a regular basis
- With Junior Class Vice-President, plan all Junior activities and performances for the school year
- Promote Junior class spirit
- Plan Prom
- Fundraise for Junior Class
- Mentor Freshman Class Council when needed
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Junior Class Vice-President (must have at least 1 year experience on ASB or Class Council)***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Junior Class Advisor on a regular basis
- Meet with Junior Class President on a regular basis
- With Junior Class President, plan all Junior activities and performances for the school year
- Promote Junior class spirit
- Plan Prom
- Fundraise for Junior Class
- Mentor Freshman Class Council when needed
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Sophomore Class President***

- Preside over and prepare agenda for all regularly held Sophomore Class Council meetings
- Meet with Sophomore Class Advisor on a regular basis
- Meet with Sophomore Class Vice-President on a regular basis
- With Sophomore Class Vice-President, plan all Sophomore activities and performances for the school year
- Promote Sophomore class spirit
- Fundraise for Sophomore Class
- Choose Prom venue
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Sophomore Class Vice-President***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Sophomore Class Advisor on a regular basis
- Meet with Sophomore Class President on a regular basis
- With Sophomore Class President, plan all Sophomore activities and performances for the school year
- Promote Sophomore class spirit
- Fundraise for Sophomore Class
- Choose Prom venue
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

**Appointed Positions:**

**The following ASB positions are determined by an interview process in the spring.**

***ASB Secretary (Sophomore, Junior, or Senior)***

- Take minutes at ASB business meetings and keep organized records for audit
- Take notes during non-meeting sessions, such as brainstorming ideas, committee lists, etc.
- Secure a substitute secretary in case of absence to read minutes and take minutes at Wednesday business meeting
- Organize communication within ASB
- Recognize and celebrate ASB Cabinet member birthdays
- With Treasurer, plan monthly ASB teambuilding activities
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***ASB Treasurer (Sophomore, Junior, or Senior)***

- Sign and date all ASB financial disbursements, checking for proper signatures; pull out any questionable disbursements and check with the ASB Accountant
- Organize any ASB fundraisers
- Promote and organize ticket sales for all ASB events
- Keep an up-to-date inventory of ASB supplies
- Coordinate deposit process of club funds for large fundraisers (such as food fairs) with Clubs Commissioner

- Establish ASB budget (with Activities Director) in beginning of year and update throughout the year
- With Secretary, plan monthly ASB teambuilding activities
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Performing Arts Commissioner (Junior or Senior with at least 1 year experience in a WHS Performing Arts Program)***

- Work closely with Visual and Technical Arts Commissioner to promote all arts on WHS campus
- Recognize important performing arts achievements
- Serve as liaison between ASB and performing arts teachers
- Communicate with WHS organizations about performing arts accomplishments
- Assist Arts departments in planning of Fine Arts Day
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Visual and Technical Arts Commissioner (Junior or Senior with at least 1 year experience in a WHS Visual or Technical Arts Program)***

- Work closely with Performing Arts Commissioner to promote all arts on WHS campus
- Recognize important visual/technical arts achievements
- Serve as liaison between ASB and visual/technical arts teachers
- Communicate with WHS organizations about visual/technical arts accomplishments
- Assist Arts departments in planning of Fine Arts Day
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Clubs Commissioner (Junior or Senior)***

- Communicate with all WHS clubs
- Preside over the Inter-Club Council
- Oversee yearly club application process and end-of-year re-charter
- Maintain an up-to-date list of WHS clubs
- Collect minutes from all clubs on a regular basis
- Inform ASB of club activities
- Organize Club Drives and Food Fairs
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Publicity Commissioner (Junior or Senior)***

- Coordinate and direct all online publicity for ASB activities
- Advertise major school events through a variety of channels
- With Campus Commissioner, regularly meet with event leaders to discuss promotional plans
- Read Homeroom of Allegiance and announcements every Homeroom
- Update WHS ASB social media on a regular basis with upcoming events
- Maintain ASB presence online in a professional manner
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***School Board Representative (Junior or Senior)***

- Attend all IUSD School Board meetings (Bi-weekly on Tuesdays, 6:30 p.m. at district office)
  - Report to Board on WHS activities, awards
- Act as WHS Liaison to other IUSD meetings as needed
- Find suitable replacement when unable to attend a meeting
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Community Service Commissioner (Sophomore, Junior or Senior)***

- Plan and execute campus-wide community service activities or charity drives
- Work with service-oriented WHS clubs to help promote their activities
- Partner with clubs to do community service projects
- Plan one schoolwide service project per quarter
- Leadership Class is required

- Participate in all ASB Activities
- Actively participate on various ASB committees

#### ***Pep Rally Commissioner (Junior or Senior)***

- Organize and execute all aspects of pep rallies, including but not limited to:
  - Coordinating with performance groups and film class
  - Planning all logistics for pep rally set up and clean up
  - Holding auditions for and working with pep rally hosts
  - Involving the student body, such as pep rally games
  - Run rehearsals in days leading up and morning of pep rally
- Write pep rally scripts and plan pep rally minute-by-minute
- Communicate with all advisors involved in each rally
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

#### ***Media Commissioner (Junior or Senior concurrently enrolled in Warrior TV, with a year of previous experience in Warrior TV)***

- Work to support the vision of Warrior TV
- Communicate between Warrior TV and ASB
- Work closely with FilmEd Academy of the Arts
- Participate in the Film Production Class
- Regularly update content on the “Students” pages of the WHS Website
- Help create graphics and videos for ASB events
- Meet deadlines for videos as needed by ASB and Activities Director
- Serve as ASB liaison to other student media, including Golden Arrow and Yearbook
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

#### ***Student Outreach Commissioner (Junior or Senior)***

- Organize and implement the freshman/new student orientation program (involves planning over the summer)
- Organize, select, and train orientation leaders
- Organize social events throughout the year to encourage new student involvement
- Promote unity on campus among all students
- Develop ways to reach all parts of the student body
- Advocate for the voices of new students
- Give tours of campus for new students (as needed)
- Plan school unity event and/or week with Human Relations Commissioner
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

#### ***Human Relations Commissioner (Sophomore, Junior, or Senior)***

- Promote unity on campus among all students
- Develop ways to reach all parts of the student body
- Promote cultural clubs on campus
- Serve as liaison between staff and ASB
- Organize Staff Appreciation Week and other staff appreciation activities
- Plan school unity event and/or week with Student Outreach Commissioner
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

#### ***Academics Commissioner (Sophomore, Junior, or Senior)***

- Recognize and provide assistance to academic programs on campus
- Publicize academic events, competitions, and student achievements
- Serve as Liaison between Counseling Department and ASB
- Support students in academics and balancing mental health (such as Destress Fest)
- Attend Leadership Team meetings as student representative (Wednesdays, monthly, 2:30 p.m.)
- Leadership Class is required
- Participate in all ASB Activities

- Actively participate on various ASB committees

***Campus Commissioner (Sophomore, Junior, or Senior)***

- Coordinate and direct all on-campus publicity for ASB activities
- With Publicity Commissioner, regularly meet with event leaders to discuss promotional plans
- Update kiosks and displays on campus with important information
- Connect ASB to larger community
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

**Freshman Positions:**

**The following ASB positions are determined by an interview process in the spring.**

***Freshman Class President***

- Preside over and prepare agenda for all regularly held Freshman Class Council meetings
- Meet with Freshman Class Advisor on a regular basis
- Meet with Freshman Class Vice-President on a regular basis
- With Freshman Class Vice-President, plan all Freshman activities and performances for the school year
- Promote Freshman class spirit
- Fundraise for Freshman class
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

***Freshman Class Vice-President***

- Shall assume office of President in case of President's absence or impeachment
- Meet with Freshman Class Advisor on a regular basis
- Meet with Freshman Class President on a regular basis
- With Freshman Class President, plan all Freshman activities and performances for the school year
- Promote Freshman class spirit
- Fundraise for Freshman class
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees