

Woodbridge High School Associated Student Body Job Descriptions

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 chairperson 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' ASBs
- 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
- Speaking role in Senior Graduation ceremony
- 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 and appointments, including but not limited to:
 - Freshman Class Council Appointed Interviews
 - Homecoming Court
 - Winter Formal Court
 - ASB Elections and Appointed Interviews
 - Class Council Elections and Appointed Interviews
 - Prom Court
- Oversee and carry out all election- and appointed-related procedures; update all candidate materials
- Communicate with Activities Director and candidates
- 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
 - Clash of the Classes
 - Spring dance
 - Regular lunchtime activities; with Spirit Commissioner, plan lunchtime activities during spirit weeks
- 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 with at least 1 year on a WHS Boys' 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 and Athlete of the Month recognition
- 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 1/23/23

Girls' Athletics Commissioner (Junior or Senior with at least 1 year on a WHS Girls' 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 and Athlete of the Month recognition
- 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 and class competitions. With Activities Commissioner, plan spirit week 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; assist with Freshman Class Council appointed processes
- Speaking role in Senior Graduation ceremony
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

Senior Class Vice-President

- 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; assist with Freshman Class Council appointed processes
- 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 with Junior Class Council
- 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

- 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 with Junior Class Council
- 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
- With Class Advisor and Activities Director, 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
- With Class Advisor and Activities Director, 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 ASB business meeting
- Organize communication and reminders within ASB
- Maintain attendance records of ASB Cabinet members at ASB and school events
- 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)

- Lead Treasurer's Report at weekly ASB meetings, with ASB Accounts Technician
- Become familiar with proper ASB accounts procedures and help to educate ASB Cabinet (e.g., internal controls, improper spending, etc.)
- Review, sign, and date all ASB financial paperwork, checking for proper signatures; identify any questionable activity, and consult with the ASB Accounts Technician
- 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 (Sophomore, 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, including Artists of the Month
- 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 (Sophomore, 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, including Artists of the Month
- 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 (Sophomore, 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 a current, public list of WHS clubs
- Collect minutes from all clubs on a regular basis
- Inform ASB of club activities
- Organize Club Drives and Food Fairs; encourage student involvement in clubs
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

Publicity Commissioner (Sophomore, Junior, or Senior)

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

School Board Representative (Sophomore, 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, with report approved by Activities Director and/or Administration
- Act as WHS Liaison to other IUSD meetings and committees 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 (Sophomore, 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
- With Media Commissioner, communicate regarding technical aspects of planning and execution of rallies; communicate closely with Warrior TV for rallies
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

Media Commissioner (Sophomore, Junior, or Senior. Previous experience with WHS Media including Warrior TV, Golden Arrow, and/or Yearbook is preferred but not required)

- Work to support the vision of all WHS media groups, including but not limited to Warrior TV, Golden Arrow, and Yearbook
- Develop systems to communicate regularly between media groups and ASB
- Regularly update content on the "Students" pages of the WHS Website
- Help create graphics and videos for ASB publicity and events, working closely with ASB Publicity and Campus Commissioners
- Conduct quarterly Media Committee meetings with media student leaders and advisors
- Work with Pep Rally Commissioner in the technical aspects of planning and execution of rallies; communicate closely with Warrior TV for rallies
- Learn how to run ASB-owned audio/visual equipment (e.g., projector, portable audio systems, gym microphones, etc.); set up and clean up audio/visual equipment when needed; train others and find suitable replacement when absent
- Leadership Class is required
- Participate in all ASB Activities
- Actively participate on various ASB committees

Student Outreach Commissioner (Sophomore, Junior, or Senior)

- Promote unity and connections on campus among all students
- Advocate for the voices of new students
- Organize weekly connection activities for ASB Cabinet to engage with student body (i.e., during break, lunch, Homeroom, before school), including but not limited to music, lunch buddies, small handouts, informal surveys, etc.
- When needed, communicate with Link Crew Advisor and Super Crew, including attending meetings
- Create regular opportunities for students to share opinions with ASB Cabinet, including but not limited to surveys and forums
- 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)

- Advocate for diversity, equity, and inclusion on campus
- Support and promote all students' personal belonging and connections on campus
- Develop connections with clubs and other campus organizations whose mission statements promote diversity, equity, and inclusion; quarterly check-ins with said organizations; help publicize their efforts to larger student body
- Promote activities of cultural clubs on campus; support the development of schoolwide cultural competency
- When needed, serve as student representative on school committees related to diversity, equity, and inclusion
- Serve as liaison between staff and ASB; regularly communicate ASB activities and news to staff and administration
- 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 and teams on campus
- Publicize academic events, competitions, and student achievements
- Support students' academic performance
- When needed, serve as liaison between Counseling Department and ASB
- Support students in balancing academics and mental health, by planning activities including but not limited to Distress 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 and Media Commissioners, regularly meet with event leaders to discuss promotional plans
- Update kiosks and displays on campus with important information
- 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