

KAMEHAMEHA MIDDLE SCHOOL
Kapālama
Associated Students of Kamehameha Middle School

Position Descriptions for Class Council Elected Officers and Pū'ulu Representatives

"Jesus called the Twelve and said, "If anyone wants to be first, he must be the very last, and the servant of all." (Mark 9:35)

Ke Ali'i Bernice Pauahi Bishop envisioned students who would be "servant leaders" to their class, school and community. Those who participate in Student Government will develop their leadership potential by serving others. To serve, students must remain in good behavioral and academic standing. Listed below are the various positions and job descriptions.

Class Council

President

- Set the agenda for all class meetings
- Preside over all meetings
- Appoint committee chairpersons
- Act as the "link" between students and advisor
- Attend committee meetings
- Responsible for the overall management of the class council
- Participate in planning, organizing, and implementing class activities
- Attend required Leadership Class during Activity Period
- Attend Student Council meetings
- Attend planned community service projects, and other student activities/workshops
- Assist with New Student Orientation

Vice-President

- Attend all class council meetings
- Assume responsibilities of the President in his/her absence
- Assist the President in all class matters
- Responsible for gathering committee reports and activity proposals
- Participate in planning, organizing, and implementing class activities
- Attend required Leadership Class during Activity Period
- Attend Student Council meetings
- Attend planned community service projects, and other student activities/workshops
- Assist with New Student Orientation

Secretary

- Attend all class council meetings
- Record and distribute class meeting minutes in a timely fashion
- Maintain reports and records of all class business
- Submit minutes and other required written reports to the Student Activities Office
- Receive class correspondence
- Distribute correspondence to appropriate recipients
- Review all activity planning documents (i.e. AV, Food Service, Facilities Use, etc) for accuracy prior to submitting to the Class Advisor for signature
- Participate in planning, organizing, and implementing class activities
- Attend required Leadership Class during Activity Period
- Attend Student Council meetings
- Attend planned community service projects, and other student activities/workshops
- Assist with New Student Orientation

Treasurer

- Attend all class council meetings
- Maintain records of class finances, budgets, appropriations, and expenditures
- Review contracts for accuracy prior to submitting to the Class Advisor for signature
- Co-sign financial transactions
- Prepare annual financial report for submission to the Student Activities Coordinator
- Participate in planning, organizing, and implementing class activities
- Attend required Leadership Class during Activity Period
- Attend Student Council meetings
- Attend planned community service projects, and other student activities/workshops
- Assist with New Student Orientation

Director of Communications

- Attend all class council meetings
- Work with ASKMS Director of Communications to plan and organize the annual ASKMS and Class elections and installation of new officers in the spring of each school year
- Publicize all class sponsored activities
- Post all information regarding class activities
- Decorate and post current information on all class bulletin boards and other designated areas; remove outdated information
- Submit Daily Bulletin announcements through proper channels to advertise all events
- Make necessary (PSA) Public Service Announcements, Videos, etc.
- Attend required Leadership Class during Activity Period
- Attend Student Council meetings
- Attend planned community service projects, and other student activities/workshops
- Assist with New Student Orientation

Sustainability Officer

- Attend Class Council Meetings
- Ensure that each activity has a sustainability component – recycle or re-use
- Participate in planning, organizing, and implementing student body activities
- Attend required Leadership Class during Activity Period
- Perform other duties as assigned
- Attend planned community service projects, and other student activities/workshops
- Assist with New Student Orientation

Sergeant-at-Arms

- Attend Student Council meetings
- Keep order and make certain that seating arrangements are appropriate to the class' activity for the day
- Organize and oversee security and safety for all student body activities
- Report security and safety issues to the Student Council for action
- Act as ombudsman – person who investigates complaints brought to the council
- Assist Student Council members as needed
- Attend required Leadership Class during Activity Period
- Perform other duties as assigned
- Attend planned community service projects, and other student activities/workshops
- Assist with New Student Orientation

Pū'ulu Representative – (Two Positions Per Team) – To be elected in the Fall Elections

- Attend all class council meetings
- Participate in discussions and planning activities
- Represent team students to the class councils
- Provide input and feedback from team students
- Attend required Leadership Class during Activity Period
- Attend planned community service projects, and other student activities/workshops
- Assist with New Student Orientation