



**PINCKNEY COMMUNITY SCHOOLS**

*celebrating lifelong learning*

# **Class Council President**

## **Pinckney Community High School Job Description**

**\*\*\*PLEASE READ ALL RESPONSIBILITIES\*\*\***

1. Schedule and preside all class council meetings.
2. Prepare the agenda for all class council meetings.
3. Stay in continuous contact with advisors and other officers.
4. Coordinate and facilitate the construction of a class float for the Homecoming parade.
5. Plan, coordinate, and implement activities sponsored by your class.
6. Be in compliance with the schools co-curricular code of conduct.
7. Uphold all school rules and be a positive role model for the student body. Set a positive example for all Pinckney High School students.
8. Be accurate, efficient, trustworthy, dependable, and prompt regarding all Class activities.
9. Listen to other students who share their ideas at meetings.
10. **\*\*SENIORS and JUNIORS\*\*** Have previously held a class council or student government position.
11. Responsibilities:
  - a. Senior – Graduation activities & Class reunions
  - b. Junior – Prom
  - c. Sophomore – Fundraising for Prom and Senior Activities
  - d. Freshmen – Fundraising for Prom and Senior Activities

**\*\*\*I have read the above job description. I understand the requirements of the position and wish to be considered for this position\*\*\***

**Student Name (PRINT):** \_\_\_\_\_

**Current Grade (CIRCLE ONE):**                      9<sup>th</sup>                      10<sup>th</sup>                      11<sup>th</sup>

**Student Contact Phone Number:** \_\_\_\_\_

**Student E-mail Address:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**



## **Election Information Packet**

All students that desire to run for class office or Student Government must fill out the appropriate forms, have parental or guardian signatures, have a 2.0 GPA and not have received any level 3 or 4 discipline referrals.

Each grade will elect a President, Vice President, Secretary, and Treasurer and eight class council members. They will also elect four Student Government representatives. Each grade will also have two Student Government representatives that are appointed.

The Vice President and Secretary of each grade serve on Student Government. This is to ensure good communication between each class and Student Government.

Our school also has two positions and two alternates to the KLAA. These are two-year positions open to all underclassmen. These are appointed positions.

**EACH CANDIDATE MUST FILL OUT AND RETURN  
FORMS TO MRS. HARRIS**

**THESE FORMS ARE DUE NO LATER THAN 2:49PM  
EASTERN STANDARD TIME -*check due date on  
website***

# **Pinckney Community High School**

## **Student Government / Class Council Election Procedures**

The following positions will be elected:

- Class President
- Class Vice President
- Class Treasurer
- Class Secretary
- Class Council Representatives (8 Per Grade)
- Student Government Representatives (4 Per Grade)

If you aren't elected to any office you can apply to be appointed after review by faculty:  
Student Government Representatives (2 Per Grade) - See Mrs. Maurer or Mr. Kroll  
at the beginning of your freshmen year.

The Class Council Board Representatives will be the leadership for each grade. They will attend Class Council Board and committee meetings as established by the officers and advisors. The Vice President and Secretary will be members of Student Government. Any positions not filled through election procedures will be filled through an application process with the advisors and officers making the selections.

Student Government Representatives will represent their class as members of Student Government. They will participate in Student Government meetings, committee meetings, and activities.

### **Campaign Rules:**

- All posters must be placed in appropriate places in the building i.e. bulletin boards (*NOT ON DRYWALL, COLUMNS, OR BRICK*) - *Check Poster map.*
- All posters and campaign materials must be appropriate and meet school guidelines and be approved by Principals or Mrs. Harris
- All posters and signs must be removed by the end of the day

Posters and campaign materials that belittle opponents will result in termination of your candidacy. Campaign signs and materials cannot refer or address opponents in any form.

**NO SOCIAL MEDIA CAMPAIGNING WILL BE ALLOWED.**  
**NO CAMPAIGNING IN CLASSROOMS ON ELECTION DAY**

Failure to adhere to these rules will result in the termination of your candidacy.

**Pinckney  
School  
Student**



**High**

**Government and Class Council  
Elections**

I, \_\_\_\_\_, have read the election information packet and understand and agree to follow all the procedures outlined in the packet.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_