Student Council Positions



Available Positions

President (1)	Yearbook Sales Manager (1)
Vice President (1)	Yearbook Layout Editor (2-4)
Secretary (1)	Indigenous Student Representative (1)
Treasurer (1)	Athletic Representative (1)
Social Media Manager (1)	Grade 10 Representative (2)
Yearbook Editor-in-Chief (1)	Grade 11 Representative (2)
Deputy Yearbook Editor-in-Chief (1)	Grade 12 Representative (2)
	*General Members (unlimited)

Position Requirements

- Attend a weekly 1-hour Zoom meeting with **camera on** and be fully engaged
- Prioritize your education by maintaining good academic standing
- Collaborate respectfully with others and value diverse ideas and perspectives
- Be committed to building a positive school community, promoting belonging and school spirit

Roles and responsibilities:

President (1 Available Position)
The Student Council President is the leader and representative of the student body. This role involves guiding the overall direction of the council, helping to build its structure, and ensuring effective teamwork among members. The President is responsible for leading all formal meetings

using Robert’s Rules of Order to maintain professionalism and order. Key duties include preparing meeting agendas, supporting council initiatives, representing the school at events, and working closely with staff advisors. A strong commitment to leadership, organization, communication, and school spirit is essential for this role.

Primary Responsibilities:

- Leadership and formal meetings
- Vision and direction
- Team coordination and accountability

Vice President (1 Available Position)
The Student Council Vice President supports the President in leading the council and helps ensure the smooth operation of all activities and meetings. The Vice President assists with organizing events, facilitating communication among members, and helping structure council work. They step in to lead meetings and represent the council when the President is unavailable. Strong teamwork, organization, and leadership skills are essential for this role, along with a commitment to supporting the student body and promoting a positive school environment.

Primary Responsibilities:

- Meeting leadership and facilitation
- Leadership and council support
- Initiative and committee oversight

Secretary (1 Available Position)

The Secretary plays a crucial role in ensuring clear, organized and accurate communication within the council. As the central record-keeper, the Secretary is responsible for maintaining details accounts of meetings, distributing information to council members, and assisting with administrative duties necessary for the council's operations.

Primary Responsibilities:

- Meeting minutes documentation
- Communication and organization
- Record keeping and follow up (attendance, archiving)

Treasurer (1 Available Position)

The Treasurer is responsible for managing the council’s finances with accuracy and transparency. Duties include keeping detailed records of all financial transactions, reporting regularly to the council, and helping to create and maintain the annual budget. The Treasurer leads the Fundraising Committee, oversees financial aspects of yearbook production, and assists in managing funds related to the Lynza Henke Memorial Bursary. This role requires strong organizational skills, attention to detail, and a commitment to responsible financial stewardship.

Primary Responsibilities:

- Financial reporting and accountability
- Fundraising coordination
- Budget management and financial planning

Social Media Manager (1 Available Position)

The Social Media Manager is responsible for gathering information and images each week to feature in the Student Council Chronicle. This role involves coordinating with council members to highlight events, activities, and achievements. Strong writing skills are essential for creating engaging and accurate posts. The representative should be organized, detail-oriented, and able to meet weekly deadlines to ensure timely updates.

Primary Responsibilities:

- Content gathering and communication
- Social Media and Promotion
- Council Chronicle and storytelling

Yearbook Editor-in-Chief (1 Available Position)
The Yearbook Editor-in-Chief responsible for leading the development, design, and production of the school's annual yearbook. This position oversees a team of editors, writers, and photographers, ensuring that all deadlines are met and that the yearbook captures the highlights of the school year. The Editor-in-Chief will coordinate page layouts, edit submissions, and work closely with layout editors, the yearbook advisor and student council. Strong leadership, time management, creativity, and attention to detail are key skills for this role. Previous experience is an asset.

Primary Responsibilities:

- Leadership and editorial direction
- Content oversight and quality control
- Project management and accountability
- Setting up e-Design, planning the theme, front cover and ladder of the yearbook
- Marketing for photos and sales in years without Yearbook Sales and Marketer

Deputy Editor-in-Chief (1 Available Position)

The Deputy Editor-in-Chief supports the Editor-in-Chief in leading and coordinating the yearbook team, helping ensure editors and contributors stay organized, engaged, and on task. The Deputy will assist with reviewing content, layouts and photography to maintain quality, accuracy and consistency throughout the yearbook. They also monitor deadlines, follow up on outstanding tasks, and a step into the Editor-in_chief role when needed to keep the project moving forward. Previous experience is recommended.

Primary Responsibilities:

- Leadership support and team coordination (overseeing editorial team)
- Editorial review and quality assurance
- Project oversight

Yearbook Sales and Marketer (1 Available Position)

The Yearbook Sales and Marketer is responsible for promoting and managing the sales of the school yearbook. This role involves creating marketing campaigns, organizing sales events, assisting with purchase tracking, and working closely with the yearbook team to boost awareness and excitement. Strong communication and design skills, creativity, and a positive attitude are essential. The goal is to ensure every student knows about the yearbook and encourage maximum participation and sales.

Yearbook Layout Editor (2-4 Available Position)

The Layout Editor will have the opportunity to work closely with the Editor-in-Chief and committee members to design and organize the pages of the yearbook. The layout editor is responsible to creatively arrange photos, stories, and captions to capture the spirit of the school year, ensuring a cohesive and visually appealing final product. Previous experience is preferred.

Primary Responsibilities:

- Page design and layout
- Consistency and branding
- Content coordination and quality control (working with the Editor-in-Chief)

Indigenous Representative (1 Available Position)

The Indigenous Representative serves as a voice for Indigenous students within the student council and the wider school community. This role includes leading a committee dedicated to promoting awareness and appreciation of Indigenous cultures, traditions, and histories. The Representative is responsible for organizing events, celebrations, and educational activities that highlight Indigenous heritage, with a focus on the rich and diverse cultures of British Columbia. Working closely with students, staff, and community members, the Indigenous Representative helps create an inclusive environment where Indigenous perspectives are respected, celebrated, and shared.

Primary Responsibilities:

- Student voice and advocacy
- Communication and connection with grade level peers
- Engagement and community building
- Cultural voice and awareness

Athletic Representative (1 Available Position)
The Athletic Representative serves as the voice of the athletic community within the Student Council. This role involves gathering feedback from athletes, and supporting athletic initiatives. A key responsibility includes overseeing the creation and distribution of the school’s sports

newsletter, highlighting team achievements, upcoming games, and athletic spotlights. Ideal candidates are enthusiastic, organized, and passionate about promoting school athletics.

Primary Responsibilities:

- Student athletic voice and advocacy
- Sports news and updates
- Student engagement and promotion
- Athletic community and initiatives

Student Inclusion Representative (1 Available Position)

The Student Inclusion Representative serves as the voice of the neurodiverse community within the student council. This role encompasses promoting understanding, fostering belonging, and advocating for an inclusive school community where every student feels seen, heard, valued, and supported. The representative helps bring awareness to the diverse ways students learn, communicate, interact, and experience school while encouraging empathy, acceptance, and meaningful connections among peers.

Primary Responsibilities:

- Student voice and advocacy
- Communication and connection with grade level peers
- Engagement and community building
- Belonging and accessibility

Grade 10-12 Representative (2 Available Positions per grade)

The Grade Representatives serve as the voice of their classmates in the Student Council. They are responsible for gathering feedback from their grade, bringing forward ideas and concerns, and helping plan and run school events. Representatives are expected to attend regular meetings, actively contribute to discussions, promote school spirit, and lead by example through positive behavior and leadership.

Primary Responsibilities:

- Student voice and advocacy
- Communication and connection with grade level peers
- Engagement and community building

General Members are not a part of regular council classes and would not gain course credit, but are welcome to attend our monthly formal meetings or join committees throughout the year. Formal meetings take place the third Thursday of each month. Why join a committee?

- To contribute to the HCOS student culture.
- To provide voice and choice in the school.
- To gain volunteer hours

Interested in becoming a member of student council? Please complete the**expression of interest form**

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