Student Council Positions



Available Positions

- President (1)
- Vice Principal (1)
- Secretary (1)
- Treasurer (1)
- Social Media Manager (1)
- Indigenous Student Representative (1)
- Sports Representative (1)
- Yearbook Editor and Chief (1-2)
- Yearbook Sales and Marketer (1)
- Yearbook Layout Editor (2-4)
- Grade 10 Rep (1-2)
- Grade 11 Rep (1-2)
- Grade 12 Rep (1-2)

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:

> Please note all students who hold a council role must adhere to the HCOS Code of Conduct or be subject to removal from the course. They must also be a full-time student at HCOS in good academic standing.

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.

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.

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
- Attendance tracking
- Archiving records

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.

Social Media Representative (1 Available Position)

The Social Media Representative 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.

Yearbook Editor-in-Chief (1-2 Available Position)
The Yearbook Editor-in-Chief is 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 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.

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.

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.

Sports Representative (1 Available Position)
The Sports 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.

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.

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**

Revision #23
Created 9 September 2023 18:56:40 by Allison Miles
Updated 26 September 2026 02:26:19 by Allison Miles