



Putnam City North Orchestra Student Council Information



Friday, August 13, 2021
 Monday, August 16, 2021
 Tuesday, August 17, 2021
 Wednesday, August 18, 2021

Packets are available
 Packets and copy of speech are due at 3:30! Late packets will not be accepted.
 Speeches will be recorded during class
 Videos will be shown and voting will take place

All candidates must maintain a 3.0 grade point average this year and have no U's (unsatisfactory) in conduct.

Responsibilities of Office

* **President**

- * Shall Facilitate all meetings
- * Shall Work hand in hand with all other officers throughout the year
- * Shall Maintain the council and is aware of all officers input and requests
- * Shall preside at all class meetings and POPS meetings when requested
- * Shall direct the duties of all other officers
- * Shall report to the advisor all activities of the council
- * Shall know the limits of his/her authority. The director must approve all council activities
- * Shall call council meetings frequently as needed at a minimum of once per 4 weeks

* **Vice-President**

- * Shall assume the duties of the president in his/her absence
- * Shall assume the duties delegated by the president
- * Shall aid in conducting meetings
- * Shall report his/her activities to the president and the director
- * Shall Work with director and POPS board to plan back to school events
- * Shall Work with director and POPS board to plan Trunk or Treat
- * Shall Work with director and POPS board to plan Northpark
- * Shall Work with SUN Vice President and director to organize blacklight performance
- * Shall Work with director and party planning exec team to plan various gatherings throughout the year

* **Secretary**

- * Shall keep an accurate record of all council proceedings (minutes)
- * Shall present such records at the request of any orchestra member, council officer, or director
- * Shall oversee the creation and operation of the student board remind 101 and periodically send announcements throughout the year
- * Shall keep an accurate record of the council budget
- * Shall work directly with all other officers to monitor such budget and accurately report all spendings to director and POPS board when requested
- * Shall report his/her activities to the president and director

- * Shall follow the duties as described by the director

* **Historian**

- * Shall provide approximately 75 quality pictures per nine weeks to the President and director
- * Shall oversee the creation and operation of the orchestra student council google drive
- * Shall periodically upload said photos to such google drive for access by all council officers and director
- * Shall oversee the creation of the end of year slideshow for the orchestra banquet
- * Shall carry out any other duties as directed by the president or director
- * Shall report his/her activities to the president and director

* **Philharmonic Officer**

- * Shall communicate properly the minutes from the student board meeting after every such meeting
- * Shall assume the role of head communicator about all ongoing in the orchestra
- * Shall confirm that all philharmonic orchestra members are in the Student Board Remind101
- * Shall encourage all philharmonic members to participate in after-school orchestra activities such as fundraisers and parties
- * Shall carry out any other duties as directed by the president or director

* **Concert Officer**

- * Shall communicate properly the minutes from the student board meeting after every such meeting
- * Shall assume the role of head communicator about all ongoing in the orchestra
- * Shall confirm that all concert orchestra members are in the Student Board Remind101
- * Shall encourage all concert members to participate in after-school orchestra activities such as fundraisers and parties
- * Shall carry out any other duties as directed by the president or director

Orchestra Student Council Removal Procedure

Any officer may be removed for:

1. Not fulfilling duties of said office
2. Failure to attend meetings and orchestra functions as called by the President or Director
3. Failure to carry out actions at the director's request
4. Failure to maintain proper behavioral conduct and the proper grade point average

Officer will receive one warning or reprimand/probation. This will come from the director and a second warning will result in removal from office. Because of the added responsibility of being a role model and a high visibility profile of the orchestra, if any officer is found with or under the influence of alcoholic beverage, tobacco, or drugs of any kind at school or any school related extracurricular activity, he/she will be automatically dismissed with no probationary period.

Speech Rules:

1. The time limit for all offices is 3 minutes.
2. NO references to any of the following: toilets, bathrooms, controversial national / local personalities, drugs, drinking, etc. This is a formal speech, treat it as one.
3. If your speech varies from what you turned in and had approved, you can and will be removed from office if elected.
4. The purpose of your speech is NOT to entertain the orchestra members. The focus of all speeches is to convey the candidate's ability to fulfill the duties of the office and his/her own qualifications. Therefore, singing, dancing, rapping, etc will not be permitted.
5. The most important rule about campaign speeches: Be yourself! Use your unique style and personality to communicate why you're qualified for office.

Putnam City North Orchestra Student Council Agreement

Candidate's Name _____ class of 20 _____

Office _____

As parent or guardian of _____, I fully understand that being an orchestra Student Council Officer requires some extra-curricular time throughout the year. All officers will be expected to be in attendance at class meetings or activities and will have specific responsibilities there. After reading the duties of office and removal policies, I give my permission and support for my child to seek the above office.

Signature _____

Date ____ / ____ / ____

Cell Phone _____

I, _____, have read this information packet and fully understand the duties of office, speech rules, and removal policies. I agree to abide by all campaign rules and will uphold the duties of office if elected. I understand that I must develop a working relationship with the other officers and the director, and that all proceedings must be cleared by the director.

Candidate Signature _____

Date ____ / ____ / ____