

SKYBROOKE K8 STUDENT GOVERNMENT

POSITION DESCRIPTIONS

PRESIDENT (EXECUTIVE BOARD) - 7th Grade only

Leads the whole student government with the sponsor, assists the sponsor with managing events, communicates with all members, assists with leading meetings.

VICE PRESIDENT (EXECUTIVE BOARD) - 6th or 7th Grade

Assists the president and sponsor with running student government, assists with managing events, communicates with all members, assists with leading meetings.

SECRETARY (EXECUTIVE BOARD) - 6th or 7th grade

In charge of recording minutes and taking notes during meetings. This position will take attendance and review prior meeting notes at the beginning of each meeting.

COMMITTEE MANAGER - 6th or 7th grade

Responsible for placing members on committees, delegating tasks to the different committees, and ensuring committees are completing tasks assigned.

SPIRIT MANAGER - 6th or 7th grade

In charge of leading student government in planning pep rallies, spirit weeks, and other school spirit events. Communicates with administration in charge of events.

PUBLICITY MANAGER - 6th or 7th grade

In charge of promotion of student government events: ex: directing the making of flyers or posters, writing social media posts, writing communications for school news.

CLASS REPRESENTATIVES 6TH GRADE (HOUSES)

There will be a representative from each house. Class representatives are the voice for all 6th graders by asking for their input and sharing their views. Assist with events, projects, and ideas for the whole student government and 6th grade.

CLASS REPRESENTATIVES 7TH GRADE (HOUSES)

There will be a representative from each house. Class representatives are the voice for all 7th graders by asking for their input and sharing their views. Assist with events, projects, and ideas for the whole student government and 7th grade.

SKYBROOKE K8 STUDENT GOVERNMENT

APPLICATION CHECKLIST

1

CHOOSE YOUR POSITION

Review the available positions and select which one you would like to run for. Class representatives will need to put their house on the application.

2

COMPLETE YOUR APPLICATION - DUE BY SEPT. 10

See Ms. Batista at lunch for an application paper! There are two parts to return - the paper signature page and the online application questions. Both are due by 4pm on Wednesday, September 10th.

3

WAIT FOR APPROVAL

Once your application is submitted and approved, you will be notified and given campaign instructions. Do not post or share anything until you are notified.

4

CAMPAIGN FOR YOUR POSITION

Once you are approved and notified, you may follow the campaign instructions! You may campaign from September 15th - September 18th. Voting will take place on Friday, September 19th and winners will be announced at the end of the day.

6TH GRADE AVAILABLE POSITIONS

Class Representative (6 houses), Executive Board Vice President, Executive Board Secretary, Committee Manager, Spirit Manager, Publicity Manager

7TH GRADE AVAILABLE POSITIONS

Class Representative (6 houses), Executive Board President, Executive Board Vice President, Executive Board Secretary, Committee Manager, Spirit Manager, Publicity Manager

Questions?
Need Help?

Contact: Ms. Batista - Sponsor
Email: wbatista@pasco.k12.fl.us
Stop by my office
See me at lunch!