



Student Council Officer Positions Descriptions

President: The president is the chief governing officer overseeing all council events. It is the responsibility of the president to set the agenda for all the meetings with the advice of the student engagement specialist and be prepared for those meetings in advance.

Vice President: The vice president is the second governing officer overseeing all council events. The vice president will act in place of the president in the event of the president's absence. The vice president is in charge of maintaining and overseeing all council activities.

Secretary: The secretary is responsible for taking accurate notes (minutes) at all meetings and reporting those minutes to the council before, during or after the meetings.

Historian: The historian is responsible for documenting the important events for the student council; this may involve taking photographs or taking notes and keeping a journal. Additional duties may include helping maintain and update the student council social media platforms.