

## Executive Board Officers Duties

**President:** The President is the head of the Executive Board. He/She is responsible for leading meetings and discussions and for delegating responsibilities as necessary. For Homecoming and the surrounding events, the President shall designate committees and committee heads among the class councils. The President works closely with faculty and advisor(s) to carry out special projects and to ensure their successful completion. With regard to monthly newspaper articles, the president has the power to delegate responsibility to any of the other three Executive officers in a particular month, maintaining the power to revise articles as necessary. The President must attend at least some of the Wake County Student Government Officers meetings, and ensure that some officer is present at each to represent Wakefield.

**Vice President:** The Vice President is the President's primary resource. He/She is responsible for implementing the president's requests and for helping lead meetings/events in the President's absence. For Homecoming, the Vice President is especially accountable for the tasks of coordinating school-wide announcements to advertise Spirit Week, facilitating ticket sales, poster orders, presiding over the activities of councils, and directing Homecoming Court. The Vice President should expect to attend some county meetings and write newspaper articles.

**Secretary:** The Secretary's main task is to ensure proper records keeping and communication among council members. At every meeting, the Secretary should take detailed notes of the proceedings and publish them on the Blackboard site in a timely manner. The Secretary is responsible for leading discussion boards and relaying information between advisors and club members. Composition of some monthly articles should be expected. The Secretary must be prepared to attend special events and shall keep an accessible calendar of events as a resource for the Executive Board.

**Communications Director:** The Communications Director directly responds to the President's orders for implementing plans to fulfill tasks at hand. This position is responsible for taking the lead on fall and spring semester community service projects. The Communications Director must communicate with the arts departments (drama, dance, orchestra, band, art) when necessary, such as for the Homecoming pep rally. Writing some newspaper articles may be expected.