

President

The President oversees all of the Associated Student Body officers and activities. In order to serve as President, a student must have one year of Associated Student Body Experience with a successful review by the Leadership Director and Vice Principal of Student Affairs. Students wishing to run who do not have one year of experience with ASB must write a formal letter of appeal to the Leadership Director and Vice Principal of Student Affairs one month prior to elections. It is the responsibility of the President to:

1. Serve as the primary student representative at Bishop Manogue Catholic High School.
2. Serve as the primary liaison to the Leadership Director and the Administration of Bishop Manogue Catholic High School.
3. Serve as the student supervisor on all school activities, events, and projects.
4. Develop a year long timeline and plan for all activities and events at Bishop Manogue Catholic High School.
5. Plan the ASB Summer Retreat and the Before School Work Week.
6. Assist the Campus Minister and the New Student Advocate with overall planning for the Freshman Welcome Retreat and Orientation Day.
7. Author the ASB Insight for the Weekly Wire.
8. Provide an agenda and lead the weekly ASB Executive Meeting and ASB Extended Meeting with Representatives.
9. Coordinate all Officers and Representatives, assigning their duties and assisting with timelines and implementation.
10. Provide Orientation to all Officers.

[Application for President.](#)

Vice - President

The Vice-President of the Associated Student Body is responsible for assisting the President in the coordination of all officers, representatives, and activities. In order to serve, the Vice-President must have one year of Associated Student Body experience with a successful review by the Leadership Director and the Vice Principal of Student Affairs. Students wishing to run who do not have one year of experience with ASB must write a formal letter of appeal to the Leadership Director and Vice Principal of Student Affairs one month prior to elections. It is the responsibility of the Vice-President to:

1. Support the President in the role of student representative at Bishop Manogue Catholic High School.
2. Serve as the secondary liaison to the Leadership Director and the Administration of Bishop Manogue Catholic High School.
3. Serve as the second student supervisor on all school activities, events, and projects.
4. Coordinate the Freshmen Connect program and author all communication.
5. Develop the monthly calendar for the ASB website publication and the Freshman Connect.
6. Assist the President in planning the ASB Summer Retreat and the Before School Work Week.



7. Assist the President, Campus Minister, and New Student Advocate in planning for the Freshman Welcome Retreat and Orientation Day.
8. Coordinate all Class Representatives and Representative Class Meetings.
9. Develop agendas for all Representative Class Meetings.
10. Provide Orientation to all Class Representatives.

[Application for Vice-President.](#)

Recording Officer

The Recording Officer of the Associated Student Body is responsible for keeping all records and publications of the Associated Student Body. It is the responsibility of the Recording Officer to:

1. Keep all ASB Executive and ASB Extended meeting minutes on the ASB Google Drive.
2. Keep all ASB weekly and monthly communications on the ASB Google Drive.
3. Manage the ASB email, the Remind texts for all students, the ASB Website, and the ASB Twitter Account.
4. Keep the ASB History Book (can be digital), a collection of photos and descriptions of the officers, representatives, and events for the year.
5. Submit the copy of the Miner TV Information to the President.
6. Organize and run the application and election process in March of each school year.

[Application for Recording Officer.](#)

Treasurer

The Treasurer is responsible for keeping accurate financial records for the Associated Student Body. The Treasurer works with the Director of Finance to develop a yearly budget for ASB as well as a budget for each event sponsored by ASB. It is the responsibility of the Treasurer to:

1. Develop a yearly budget with the Director of Finance.
2. Develop an event budget with the President and Vice-President for each ASB sponsored event.
3. Report financials monthly and as needed at the ASB Executive meeting.
4. Manage all electronic voting and report results to the President (courts, elections, student surveys).
5. Create and distribute an annual student satisfaction and interest survey regarding ASB events, communication, and projects.
6. Collect and accurately account for all money from ASB sales.
7. Create a money collection team from Class Representatives.
8. Approve all ASB purchases with the President and Vice-President.

[Application for Treasurer.](#)

Commissioners

Commissioner of Clubs:

1. Collect all club applications in accordance with the requirements of the Vice Principal of Student Affairs.



2. Manage all club fundraising requests and events with the Treasurer and Vice Principal of Student Affairs.
3. Organize a Club Fair at the beginning of each school year.
4. Manage the Club Page of the ASB Webpage.
5. Collect, approve and manage all Club advertisements and communications.
6. Organize the Club tables for the annual Open House.
7. Hold a quarterly Club forum to get feedback from Club Moderators and Officers.
8. Create and distribute an annual club satisfaction and interest survey.

Commissioner of Events:

1. Coordinate Welcome Back, Homecoming, and Winterfest at the direction of the President.
2. Recruit and manage all volunteers for each event week (including non-student body members).
3. Define all responsibilities, all timelines for responsibilities, and any committees required for the events.
4. Work with the Treasurer to understand the budget for each event.
5. Work with the Director of Operations for all facility and custodial needs for each event.
6. Work with the Recording Officer for all publication regarding the event.

Commissioner of Recognition:

1. Manage the ASB Recognition Page on the ASB Website.
2. Create a bi-weekly "Student to Know" for the Weekly Wire (interview, photo).
3. Manage the Students Helping Students Succeed and the Google Forms for Miner Alerts and Miner Congrats.
4. Work with the Vice-President to support Freshman Connect.
5. Work with the New Student Advocate to make Freshmen and New Students part of the BMCHS Family.
6. Recruit and organize student tutors and publish on the Students Helping Students Succeed page.
7. Coordinate annual faculty recognition.

Commissioner of Rallies:

1. Plan, prepare, and execute the Welcome Back, Homecoming, Winterfest, and any additional rallies (state champions, academic champions).
2. Provide a script for all rallies to the Vice Principal of Student Affairs one week prior to the event.
3. Recruit and coordinate all rally participants one month in advance of the rally.
4. Produce opening video, game videos, and highlight videos for all rallies.
5. Recruit and organize volunteers (including non-student body) for rally set-up, clean-up, and management.



Commissioner of Service:

1. Coordinate all Service Projects at BMCHS - including club initiatives in conjunction with the Commissioner of Clubs and Campus Ministry Service in conjunction with the Campus Ministry Team.
2. Recruit and coordinate volunteers for service (collection, distribution, advertisement).
3. Work with the Recording Officer to publish service opportunities and drives.
4. Manage the Service Page on the ASB Webpage.
5. Manage the Service Request Form on the ASB Webpage.

[Application for Commissioner.](#)

Class Representative

Two Class Representatives are elected by their peers annually. Class Representatives are responsible for holding quarterly class meetings to discuss student activities, student involvement, opportunities for involvement, and to hear student needs and concerns. Class Representatives are responsible for documenting all class meeting minutes and presenting the findings to the entire Associated Student Body. Class Representatives serve in the various volunteer rolls required by commissioners and help recruit classmates to serve as well. Class Representatives are responsible for obtaining a faculty advocate for their class to serve their entire four years.

[Application for Class Representative.](#)

At Large Members

Three at large members will be appointed annually to support ASB and all of its functions. At large members will be appointed from applications received for other ASB, Commissioner, and/or Class Representative positions.