



# BISHOP MANOGUE CATHOLIC HIGH SCHOOL

EDUCATING THROUGH FAITH, LEADERSHIP, KNOWLEDGE, AND COMPASSION<sup>SM</sup>

## ***Associated Student Body Officer*** Application & Election Requirements

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### *Application Requirements*

**Due Friday 2/28/20 at 3:00 pm - Must be a Senior to run for these ASB positions**

1. **Application** - [President Application](#), [Vice-President Application](#), [Secretary Application](#), [Treasurer Application](#), [Historian Application](#)
2. [Teacher Recommendation](#)
3. [GPA and Discipline Verification Form](#)

*All forms are Google Drive links.*

*Approved candidates will be notified by email no later than Sunday 3/1/20. If approved as a candidate, please follow the election timeline & requirements below.*

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### *Election Timeline & Requirements*

- **Approved Candidates** - notified by email by **Sunday 3/1**
  - **Election Week** - Monday 3/2 - Friday 3/6
    - **Posters:** Can be hung up starting in the morning on Monday 3/2. Limit of 10 posters
      - Must be appropriate. *Any signs that are deemed inappropriate will be taken down and the candidate may be dismissed from the election.*
      - All posters must be taken down on Friday 3/6.
    - **Speeches:** Thursday 3/5 during Miner Block (schedule TBA)
      - A copy of your speech is due to Ms. Gamble by Tuesday 3/3 - email to [shelly.gamble@bishopmanogue.org](mailto:shelly.gamble@bishopmanogue.org)
      - Speeches are limited to one minute and must dress professionally
    - **Voting:** Will take place on Friday 3/6 during Miner TV
      - \*\* Any other election week ideas must be approved by Ms. Gamble \*\***
  - **Election Winners** - Notified and Announced on **Monday 3/9**
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**Selection Criteria:** Student Vote - 40%, Application - 30%, Teacher Recommendation, 10%, Speech - 10%, Prior ASB/Leadership Experience & Involvement - 10%



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## ***Associated Student Body Officer Job Descriptions***

**\*\* Must be a Senior to run for these ASB positions\*\***

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### **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 Student Council advisor and Vice Principal of Student Affairs.

It is the responsibility of the President to:

- Serve as the primary student representative at Bishop Manogue Catholic High School.
- Serve as the primary liaison to the Student Council advisor and the Administration of Bishop Manogue Catholic High School.
- Serve as the student supervisor on all school activities, events and projects.
- Develop a year long timeline and plan for all student activities and events at Bishop Manogue Catholic High School.
- Plan the ASB Summer Retreat and the Before School Work Week
- Assist with Admissions Office with planning for the Freshman Welcome Retreat and Orientation Day
- Author the ASB Insight for the Weekly Wire
- Provide an agenda and lead weekly ASB Executive Meeting & ASB Extended Meeting with Representatives
- Provide Orientation to all Officers
- Coordinate all Officers & Representatives, assigning their duties and assisting with timelines and implementation

### **[Application for President](#)**

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### **Vice - President**

The Vice- President of the Associated Student Body is responsible for assisting the President in coordination of all officers, representatives and activities. In order to serve as Vice- President, a student must have one year of Associated Student Body experience with a successful review by the Student Council advisor and Vice Principal of Student Affairs.

- Support the President in the role of student representative at Bishop Manogue Catholic High School.
- Serve as the secondary liaison to the Student Council advisor and the Administration of Bishop Manogue Catholic High School.
- Serve as the second student supervisor on all school activities, events and projects.
- Coordinate the Freshman Connect program and author all communication

- Develop a monthly calendar for the ASB website publication & the Freshman Connect.
- Assist the President in planning the ASB Summer Retreat and the Before School Work Week
- Assist the President , Admissions Director and New Student Advocate with planning for the Freshman Welcome Retreat and Orientation Day
- Provide Orientation for all Class Representatives
- Coordinate and provide an agenda for all Class Representatives & Representative Class Meetings

### [Application for Vice - President](#)

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## **Secretary**

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

- Keep all ASB Executive and ASB Extended meeting minutes on ASB Google Drive
- Keep all ASB weekly & monthly communications on the ASB Google Drive
- Manage the ASB email, the remind texts, the ASB Website & the ASB social media accounts (Twitter & Instagram)
- Submit a copy of Miner TV information to the President
- Organize and run the application & election process in February / March of each school year

### [Application for Secretary](#)

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## **Treasurer**

The Treasurer is responsible for keeping accurate financial records for the Associated Student Body. It is the responsibility of the Treasurer to:

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

### [Application for Treasurer](#)

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## **Historian**

The Historian is responsible for keeping all records and publications of the ASB. It is the responsibility of the Historian to:

- Keep the ASB History Book (can be digital), a collection of photos & descriptions of the officers, representatives & events for the year
- Document all ASB activities, events or projects with photos
- Create a yearly scrapbook that is submitted to the NASC
- Keep accurate records of each event in binders for future use in ASB

***Application for Historian***



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## BMCHS ASB Elections - GPA and Discipline Verification Form

*Please print this form and return it to Ms. Shelly Gamble*

Candidate Name: \_\_\_\_\_ Candidate Grade: \_\_\_\_\_

Applying for ASB Position: \_\_\_\_\_

1. Cumulative Grade Point Average: \_\_\_\_\_

2. Last Semester Grade Point Average: \_\_\_\_\_

3. Discipline History: \_\_\_\_ Yes \_\_\_\_ No

**\*If yes, please describe:**

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GPA Verified: \_\_\_\_\_ Date: \_\_\_\_\_

*Ms. Michels - BMCHS Registrar Signature*

Discipline History Verified: \_\_\_\_\_ Date: \_\_\_\_\_

*Mr. Lazarek - BMCHS Assistant Principal of Student Affairs Signature*