

## Home Oriented Meaningful Education Student Leadership Team Positions and Job Descriptions

### **Positions:**

- Each position is a one-year term. Students desiring to serve more than one year on the Student Leadership Team must reapply each year and will serve in a different position than the previous year.
- Meetings are typically held, but not limited to, twice a month at a central location to all team members.
- Student leaders must be able to attend a one-day team building/vision workshop. This workshop will help train leaders in the details of their particular position in order to enable each leader to serve effectively. The workshop will also promote camaraderie among the leadership team. Dates to be determined once positions are filled.

### **President**

Description includes but is not limited to:

- Assure that H.O.M.E. teen activities fall within the Statement of Faith and support the mission.
- Call, send email reminders and direct board meetings using Robert's Rules of Order.
- Create an agenda and email it out prior to the meeting for feedback. Follow the agenda for the meetings.
- Provide structure, coordination and direction along with advisors for the yearly planning and execution of H.O.M.E. Student Leadership activities.
- Follow up on action items from meeting minutes.
- Follow up on 'post-mortem' report progress.
- Provide encouragement and promote unity among team members while giving support to others in following through with their responsibilities.
- Make or assign occasional public announcements at Homeschool Connections lunch.
- Contribute to the preparation of each event.
- Attendance of H.O.M.E. Teen events is essential to the success of our team.
- Develop and maintain a notebook of information pertinent to your job on the Student Leadership Team providing recommendations to pass on to subsequent HOME Student Leadership Teams.
- Be a willing and helpful team player!

### **Vice President**

Description includes but is not limited to:

- Attend H.O.M.E. Student Leadership Team meetings and actively communicate thoughts and ideas.
- Fill in for the president in his or her absence. The vice president must be familiar with the president's job description and willing to carry out the position's duties if needed.
- Gather 'post-mortem' forms from advisors and give 'post-mortem' report at next team meeting (should be completed within 2 weeks).

- Oversee the process of securing needed chaperones for each event and be responsible for the confirmation of chaperones. This includes providing the chaperones with an email explaining what will be expected of them and following up with the secretary to make sure a thank you email, letter, or gift is sent.
- Check with Homeschool Connections dates for drama, band concerts, breaks, and Grad/Parent meetings and Sr. activities when planning event dates.
- Contribute to the preparation of each event.
- Attendance of H.O.M.E. Teen events is essential to the success of our team.
- Develop and maintain a notebook of information pertinent to your job on the H.O.M.E. Student Leadership Team providing recommendations to pass on to subsequent H.O.M.E. Leadership Teams.
- Be a willing and helpful team player!

### **Secretary:**

Description includes but is not limited to:

- Attend H.O.M.E. Student Leadership Team meetings and actively communicate thoughts and ideas.
- Serve as a recorder for all H.O.M.E. Student Leadership meetings. Current secretary will meet with incoming secretary to hand off minutes binder and give a tutorial.
- Maintain, record, and distribute meeting notes to the H.O.M.E. Student Leadership Team and parent advisors in a timely manner (within 2 weeks).
- Send thank you notes on behalf of the entire H.O.M.E. Student Leadership Team to host facilities.
- Contribute to the preparation of each event.
- Attendance of H.O.M.E. Teen events is essential to the success of our team.
- Develop and maintain a notebook of information pertinent to your job on the H.O.M.E. Student Leadership Team providing recommendations to pass on to subsequent H.O.M.E. Leadership Teams.
- Be a willing and helpful team player!

### **Treasurer**

Description includes but is not limited to:

- Attend H.O.M.E. Student Leadership Team meetings and actively communicate thoughts and ideas.
- Create a budget for events and maintain information in a H.O.M.E. Student Leadership Team ledger.
- Create a 'post-mortem' financial report for each event (income and expenses) with detailed line items for expenses.
- Contribute to the preparation of each event.
- Attendance of H.O.M.E. Teen events is essential to the success of our team.
- Develop and maintain a notebook of information pertinent to your job on the H.O.M.E. Student Leadership Team providing recommendations to pass on to subsequent H.O.M.E. Student Leadership Teams.
- Be a willing and helpful team player!

### **Publicity Coordinator:**

Description includes but is not limited to:

- Attend H.O.M.E. Student Leadership meetings and actively communicate thoughts and ideas.
- Create flyers and posters to publicize upcoming events. Cover information that the Team and parents will want to know while making the advertising attractive to students.
- Gather event information for posters: theme, date, time, location, cost, etc.
- Send poster to the team for approval before printing.
- Post poster to the H.O.M.E. Student Leadership Facebook page and Instagram.
- Submit posters to the H.O.M.E. Newsletter Editor. Deadline for the newsletter is 7 days before the end of the month.
- Flyers need to be printed and ready to distribute at Connections, by the team, prior to the event.
- Be responsible to post and remove posters each week at Connections or assign someone responsible to do this in an absence. Only post posters on the front doors of Mon. and Wed. Connections, back to back so they can be read from the inside and the outside. Use a bit of blue putty from the Connections supply box under the hall table.
- Also place a poster on the bulletin board and a stack of flyers, remove remaining flyers at the end of the day.
- Contribute to the preparation of each event.
- Attendance of H.O.M.E. Teen events is essential to the success of our team.
- Develop and maintain a notebook of information pertinent to your job on the H.O.M.E. Student Leadership Team providing recommendations to pass on to subsequent H.O.M.E. Student Leadership Teams.
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### **Communications Coordinator**

Description includes but is not limited to:

- Attend H.O.M.E. Student Leadership Team meetings and actively communicate thoughts and ideas.
- Create interest for events and maintain Instagram and Facebook accounts (post and answer questions via Messenger).
- Take or acquire photos at all events.
- Post pictures on FB, Instagram and email H.O.M.E. Newsletter with a recap of all events.
- Regularly check H.O.M.E. Student Leadership email and answer questions or forward to appropriate team member.
- May be called on to make brief announcements at lunch for upcoming events.
- Contribute to the preparation of each event.
- Attendance of H.O.M.E. Teen events is essential to the success of our team.
- Develop and maintain a notebook of information pertinent to your job on the H.O.M.E. Student Leadership team providing recommendations to pass on to subsequent H.O.M.E. Student Leadership Teams.
- Be a willing and helpful team player!