

Home Oriented Meaningful Education Student Leadership Team Positions and Job Descriptions

- 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 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.
- Create event timeline for all events. Then send both the timeline and chaperone names to the Secretary for the creation of the lanyard inserts.
- Check with Homeschool Connections dates for drama, band concerts, breaks, and Grad/Parent meetings and Sr. activities when planning event dates.
- Give updates during each Student Leadership meeting.
- 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 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 1 week of the meeting.
- Bring copies of the completed meeting minutes to pass out at the next meeting. Read the minutes aloud to be approved by the team.
- Work with the Vice President to create and print chaperone lanyard inserts before each event.
- Send thank you notes on behalf of the entire H.O.M.E. Student Leadership Team to host facilities and chaperones.
- Give updates during each Student Leadership meeting.
- 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 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 and present a proposed budget for each upcoming event based on the post-mortems.
- Manage the budget for each event and maintain information in an event ledger.
- Each budget should include income and expenses with detailed line items of how much was purchased of each item. Give updates during each Student Leadership meeting.
- After each event budget is finalized and approved by the team, send it to the Vice President to attach to the events post-mortem.
- 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 leadership teams.
- Be a willing and helpful team player!

Communications Coordinator:

Description includes but is not limited to:

- Attend HOME 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 HOME Newsletter with a recap of all events.
- Regularly check HOME Student Leadership email and answer questions or forward to appropriate team member.
- Make brief announcements at lunch for upcoming events.
- Contribute to the preparation of each event.
- Attendance of HOME Teen events is essential to the success of our team. If unable to attend you must notify the team before hand.
- Develop and maintain a notebook of information pertinent to your job on the HOME Student Leadership team providing recommendations to pass on to subsequent 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, sign up deadline, etc.
- Send poster to the team for approval before printing.
- Post poster to the H.O.M.E. Student Leadership Facebook page, Connections Facebook page and Student Leadership Instagram.
- Submit posters to the H.O.M.E. Newsletter Editor. Deadline for the newsletter is the last week 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 Monday and Wednesday Connections, back to back so they can be read from the inside and the outside.
- Use a bit of blue putty from the Advisors file folder to hang flyers on Monday. On Wednesday only use blue tape, also from the Advisors file folder.
- 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. If unable to attend you must notify the team before hand.
- 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 leadership teams.
- Be a willing and helpful team player!