



Oxford Preparatory Academy ASB Leadership Committee Job Descriptions

Dear Champions,

ASB is an extracurricular opportunity offered to our middle school students. ASB Student Council is about looking within and learning leadership skills. The program is designed to develop personal leadership skills and an understanding of group dynamics. It seeks to foster in students a better understanding of themselves and their capacity for leadership, to create an understanding of the importance of leadership in a democratic society, and to prepare students to assume leadership roles in the school and community.

In addition, ASB is responsible for planning and facilitating school activities and events such as fundraisers, athletics, and other OPA activities. Specifically some of the events we are excited to work on this year are spirit days, dances, pep assemblies, Monday Morning Assembly, and so much more!

Each member of ASB is expected to set an appropriate example for others at all times (both in and out of the classroom). You will be required to promote school spirit and pride, attend all ASB activities, cooperate with others, be positive, and be willing to go the extra mile. Students will be placed on probation for the following reasons: failing to maintain at least a "B" average in academics, receiving below a "B" in behavior and/or homework, or having more than one unexcused absence from the weekly ASB meeting (Tuesday 3:15-4:15).

Student Council is a fun, energetic and active extracurricular, and we are very excited that you want to be a part of it. Student leaders have high expectations, which each member of the Student Council is held accountable for both inside and outside of class. This year, ASB will consist of 10 executive board positions as well as class representatives from each middle school class. Positions will be appointed as follows; President, Vice President, Director of Spirit and Athletics, and Treasure & Director of Fundraising will be appointed by the student body through an elections process (Must give a speech). The remaining executive positions will be appointed by their submitted application, an interview, and teacher recommendations (No speech). We look forward to this year's ASB and cannot wait to see what you can accomplish as an OPA student leader.

-Professor Vickers and Professor Whitley

Executive Board Job Descriptions

The following positions(*) will require a speech to present to your student body, completed application, and an interview.

- ❖ ***President (8th):** The President is the leader of ASB. The President must lead, but should also encourage other officers and members to take on leadership responsibilities. He or she runs the ASB meetings and the Monday Morning Assemblies. The President also works closely with the Executive Board, ASB Advisors, and Honour Society. Important duties of the president:
 - Collaborates on weekly ASB agenda
 - Leads weekly ASB meetings
 - Serves as the spokesperson for the entire student body
 - Leads the assemblies on Monday mornings
 - Communicates with the Director of Digital Media of important information to be included in the Monday Morning Assembly
 - Serves on the School Site Council
 - Presents weekly PSA Announcements

- ❖ ***Vice President (7th/8th):** The Vice President is the assistant leader of the ASB. The Vice President must lead, but should also encourage other officers and members to take on leadership responsibilities. The Vice President will serve as the leader in the absence of the president. Important duties of the vice president:
 - Is prepared to assume the responsibilities of the President at any time
 - Creates weekly PSA Announcements
 - Edits and assists with the Monday Morning Assembly Slides
 - Actively participates in all components of ASB

- ❖ ***Director of Spirit & Athletics (7th/8th):** The role of the Director of Spirit and Athletics is to promote spirit at OPA. Important duties of the Director of Spirit and Athletics:
 - Communicates with Coach Barton about athletics (ex. Noon League)
 - Promotes Spirit Days and events on campus
 - Organizes class voting
 - Enhances student involvement and school spirit
 - Records and announces weekly university winners

- ❖ ***Treasurer and Director of Fundraising (7th/8th):** The duties of the Treasurer and Director of Fundraising are to monitor ASB funds and to direct fundraising events and service projects.
 - Counts money after fundraisers
 - Leads fundraising events and service projects
 - Contributes creative fundraising ideas and assist with the execution

The following positions will include a completed application and an interview with ASB Professors.

- ❖ **Secretary and Director of Publicity (7th/8th)**: The duties of the Secretary and Director of Publicity are to accurately record the council's meetings, attendance, and to inform the student body important information. Important duties of the Secretary and Director of Publicity:
 - Maintains relevant information in the front display case
 - Keeps an accurate record of the minutes of the ASB meetings
 - Takes attendance at all meetings
 - Creates visually appealing posters to relay information to the students
 - Is responsible for taking care of publicity supplies

- ❖ **Director of Recognition and Campus Grounds (2 Students) (6th/7th/8th)**: The role of the Director of Recognition and Campus Grounds is to find creative ways to shine a spotlight on specific students and staff members throughout the entire year to provide recognition and appreciation. Important duties of the Director of Recognition and Campus Grounds:
 - Creates ways to recognize OPA Champions and Staff members (ex: staff member of the week, Student of the Month, Athlete of the Month, Most Spirited Class, Trophy Troopers, etc)
 - Promotes and assists with the recycling program at school
 - Works closely with ASB, Advisors, and Professors
 - Assists with publicity duties

- ❖ **Director of Activities (6th/7th/8th)**: The role of the Director of Activities is to coordinate engaging activities for grade levels. This position requires organization and creative ideas. Important roles of the Director of Activities:
 - Coordinates lunchtime and recess activities for all grade involvement
 - Leads dances and other after school events
 - Assists Director of Fundraising
 - Contributes creative ideas to promote student involvement
 - Organizes "Spiffy Student" competition once a month

- ❖ **Director of Digital Media and Communications (6th/7th/8th)**: The role of the Director of Digital Media is to keep the student body informed in a digital way. This position will also serve as a Yearbook representative and be responsible for taking pictures at main school events. Important roles of the Director of Digital Media:
 - Updates information on the new ASB school website
 - Compiles weekly Morning Monday Assembly Slides
 - Operates media system for Monday Morning Assemblies
 - Creates digital flyers of events for display and to be emailed
 - Creates mini movies to inform the student body
 - Creates playlists for student activities

ASB Agreement & Expectations

Full Name: _____ Grade: _____

Desired Executive Board Position: _____

___ I agree to conduct myself in a way that evokes respect from my Professors, other school staff, peers, and the community both during and outside of school.

___ I understand that members must have and maintain a record of good citizenship throughout the entire term of office which includes maintaining at least a "B" for classroom and playground behavior.

___ I understand this position is for the term of one academic school year and commit to the entire year.

___ I understand that ASB will have additional duties and responsibilities to complete throughout the week.

___ I understand that I must currently have and maintain at least a "B" academically.

___ I understand my executive board position and its roles.

___ I understand that these are the expectations of ASB and if I am unable to abide by the above agreements, I may be put on probationary status.

___ I understand that student leadership **REQUIRES** before (Monday-8:10 am) and after school meetings (Tuesday- 3:30-4:15).

_____, hereby accept the responsibility of
(candidate full name)
becoming an official representative of Oxford Preparatory Academy, SOC and will act accordingly.

X _____ Date _____
(candidate signature)

I, _____, have read and understand the above
(parent/guardian full name)
agreements. I also understand that the Leadership **REQUIRES** before and after school attendance and give approval for my son/daughter to apply for this extracurricular.

X _____ Date _____
(parent signature)

**Parents if you have any concerns or questions please feel free to contact me, before the application deadline, at
charlee.vickers@oxfordchampions.com**

Application Requirements

1. Professor Recommendations:

Each candidate running for executive board will be required to have 2 ASB Candidate Recommendation Forms completed by their current professor and another professor who is familiar with them on campus. The professors will submit them.

ASB Candidate Recommendation Forms were submitted to the following professors:

Current Professor: _____

Professor who is familiar with you on campus: _____

2. Questionnaire:

Complete the following questions on a separate sheet of paper or create a Google Doc to share with Miss Vickers before the deadline.

- What makes you unique?
- Why is ASB important at OPA?
- What are three examples you have shown leadership in the last year?
- Why do you want to be apart of OPA's ASB?

3. Speeches:

If the position you are running for requires a speech(ASB President, Vice President, Treasurer and Director of Fundraising, and Director of Spirit and Athletics), speeches will be due with your application on Tuesday, August 22nd. Speeches should be no longer than 3 minutes.

*****If application is submitted on time, you will receive an interview time with the ASB Advisors.*****

Important Upcoming Dates:

Application Due: **Tuesday, August 22nd**

Interviews: **August 24th- August 30th**

Speech Day: **Monday, August 28th**

Campaign Week: **August 28th -September 1st**

Voting Day: **Friday, September 1st**

All Winners will be announced on **Friday, September 1st**

1st ASB Meeting will be on **Tuesday, September 5th 3:30-4:15**

ASB on campus retreat will be **Saturday, September 9th 9am-12am**

ASB PROFESSOR RECOMMENDATION FORM

Candidate's Full Name _____

The above named candidate is being considered for ASB. Advisors will use this form to help determine ASB positions. Please complete the survey to the best of your ability. If you have questions or comments, please contact Prof. Vickers or Prof. Whitley. **Please place this form in Professor Vickers' mailbox no later than Wednesday, August 30th.**

Thank you in advance,

Professor Vickers & Professor Whitley

Professor completing form _____

Please rate the student using the scale provided. For responses of 2 or lower, please comment.	1= poor 3= average 5= excellent	Comments
Attitude		
Acts Responsibly		
Attendance		
Social Skills		
Respectfulness		
Initiative		
Ability to keep commitments/meet deadlines		
Punctuality		
Leadership Potential		
Results Oriented		
Maturity		

Overall impression of candidate: (please circle one)

Highly recommend Recommend Recommend with reservation Do not recommend

Signature _____ Date _____