

ASB Positions Elected

If you are interested in running for or applying for an ASB position, here are a few things for you to consider. 1) Are you willing to devote hours of time to create a fabulous school environment at PVHS? 2) Do you have the drive to keep thinking of creative, innovative and memorable activities for our school? 3) Do you love PVHS?

If you answered, “Yes” to these questions you are the perfect candidate for an ASB position

Below you will find a list of the offices and the expectations that go along with each. Please read carefully and note these are the minimum requirements for these offices. If you really want to be great you will go above and beyond!!

Executive Board Positions

ASB President

The ASB President oversees all aspects of the Associated Student Body at Palos Verdes High School. This job requires someone who is able to multi-task, organize events and motivate people. This person must be positive, creative, a dedicated worker and a leader to all. This person must be willing to devote many hours to ASB and Palos Verdes High School. The ASB president takes on the responsibility of all the activities at PVHS and constantly seeks to better the programs and activities that are currently in place. (Must be a Senior and have had one year of ASB experience prior to running for office)

Duties:

- Oversee all aspects of the Associate Student Body at PVHS
- Manage all officers on the ASB Council
- Plan and run all ASB meetings
- Create plans to achieve goals for all offices
- Insure that ASB operates within the allocated budget for the year
- Manage spending of the ASB account via communication and time spent in the student store
- Be present at ALL ASB activities
- Create rewards program for ASB and implement new programs to create a “community” within ASB at PVHS

ASB Vice President

The ASB Vice President is in charge of assisting the ASB President in their duties. The Vice President like the President, must be able to multi-task, organize events and

motivate people. The Vice President assumes the role of President should a vacancy occur.

(Must be a Junior or Senior with one year of ASB experience prior to running for office)

Duties

- Assumes the role of President should the vacancy occur
- Helps to plan and run ASB meeting
- In charge of inter-ASB events (including: retreats, mixers, t- shirts, holiday party, end of the year banquet, inner ASB recognition, ASB breakfasts etc...)
- Oversees officers and activities planned by ASB
- Be present at ALL ASB activities
- Plan and oversee PVHS ASB Mixer(hosted by PVHS) with other south bay schools
- In charge of all Class Officers

ASB Secretary

The ASB Secretary must be a meticulous person. This person must be motivated and work to ensure all proper documents are in order for ASB. This person must be able to meet deadlines and, remember to turn in minutes regularly.

(Must be a Junior or Senior with one year of ASB experience prior to running for office)

Duties:

- Assist with planning for ASB meetings
- Takes minutes to record the happenings at ASB meetings
- Types minutes and gives minutes to Mrs. Huber after meeting
- Creates binder to show documentation of events in ASB
- Assists with any necessary correspondence
- Be present at ALL ASB activities
- In charge of half of the commissioners

ASB Treasurer

The ASB Treasurer needs to be a student that is highly organized. The treasurer needs to understand the ASB budget and make sure that ASB is working towards it. The ASB Treasurer must be someone who can motivate others. It is important that the ASB Treasurer be able to spend time in the Student Store each week. These hours may occur during 0 period or at lunch.

(Must be a Junior or Senior with one year of ASB experience prior to running for office)

Duties

- With the help of Mrs. Camp and Mrs. Huber, develop a working budget for the school year.
- Monitor spending of organizations/activities
- Present requisition reports to the ASB to be voted on
- Sign financial requests in the Student Store
- In charge of half of the commissioners
- Be an active part of the PVHS ASB Exec Board helping to plan meetings

- Be present at ALL ASB activities

Class Officer Positions

Class President (Sophomore, Junior, Senior)

The Class President must be someone who is highly motivated, organized and represents the wishes of their class. The person should be comfortable leading meetings and speaking in front of people. A high degree of organization is required of this person

Duties:

- Act as the representative of your class to ASB
- Organize and run bi monthly class council meetings
- Fundraise for your class putting on class events with class council
- Assist ASB in planning of specific events

Class Vice President (Sophomore, Junior, Senior)

The Class Vice President must be someone who is highly motivated and organized. Should a vacancy occur in the office of Class President, the VP would step up. The VP must be able to delegate and speak in front of people.

Duties

- At as a representative of your class to ASB
- Organize and help run bi monthly class council meetings
- Fundraise for your class
- Assist ASB in planning of events

ASB Positions Appointed

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Commissioner Positions

Historian

A good candidate for ASB Historian is someone who is creative, able to attend nearly all events and, is technology savvy.

Duties:

- Document all ASB events for the school year
- Create a scrapbook or DVD of the year for record keeping
- Create the end of the year ASB slideshow to be shown at the ASB banquet
- Provide photos when necessary to newspaper, yearbook etc
- Create class picture board once a month with all new photos
- Manage ASB materials such as tape, staples, paper, staple guns, inkers etc... (keep orderly in storage and buy new as needed with ASB funds)
- Update and manage the school web page with ASB activities

Clubs

A strong candidate for Commissioner of Clubs is highly organized with the ability to oversee multiple organizations on campus. This person must have good people skills, be willing to talk in front of a group, be organized, and creative.

Duties:

- Change necessary information for Club Packet Forms (summer)

- Distribute Club Packet Forms (first day of school)
- Organize Club Approval Meeting in September
- Facilitate Club Rush in Senior Park (make signs, sign ups etc)
- Monitor clubs on campus through review of verification forms and attendance at monthly meetings
- Hold a mid year review with clubs to terminate inactive organizations if needed
- Hold monthly club council meetings with club presidents
- Create weekly calendar for club board in main hallway to indicate when meetings will be held
- Put meeting dates, times and room numbers in announcements each week
- Create a minimum of 1 campus wide event for clubs to participate in per year
- Attend one exec meeting a month (Monday's 3-3:30) to update exec on what clubs are doing around campus.

Internal Public Relations

Internal Public Relations is a position that would best suit a highly conscientious student. This student is in charge of creating a welcoming and inviting community on campus. A person with attention to detail, outside the box thinking, a strong sense of organization and deadlines as well as, an eye for graphic design would best be suited for this position.

Duties:

- Organize, and facilitate Freshman Orientation in Aug
- Organize volunteer organizations and ASB to assist at Back to School Night
- Write "Thank You" notes to teacher and staff on campus for all events
- Organize and facilitate Teacher Appreciation in April
- Organize "Teacher Birthdays" throughout the year
- Recognize teachers in creative ways for PVHS regularly.

External Public Relations

External Public Relations is position that deals with creating positive news and advertisement for PVHS in the larger Palos Verdes Peninsula Community. This job requires someone comfortable with contacting various adults, an outside the box thinker, someone with an eye for graphic design and a strong voice in writing.

Duties:

- Create advertisement opportunities for PVHS sponsored events to the community
- Write and submit articles to local media regarding PVHS activities
- Create partnership with local elementary schools and intermediate schools in order to create their interest in PVHS activities.
- Submit write ups regarding upcoming events to intermediate school and elementary schools for PTSA newsletters
- Write "The Wave" update each month for ASB
- Assist Internal PR in all activities planned (see internal PR duties)

- Coordinate Volunteer Fair with PTSA in the Spring
- Distribute information regarding possible volunteer opportunities to student body
- In charge of all 8th grade recruitment activities, and publicity

Spirit

The Commissioner of Spirit is in charge of all the spirit related events that happen at Palos Verdes High School. This person must be highly energetic, an out of the box thinker and a constant motivator. It is necessary for this person to be able to devote themselves to ASB as their position is very extensive. This person must have a strong personal presence in front of a crowd. This person must love PVHS and have a strong desire to support and promote all aspects of the school. They must be creative and internally motivated, good at delegation and strong in organization.

Duties:

- Plan, organize and oversee all lunch activities and rallies
- Plan organize and oversee Class Comp and
- Oversee Night Rally
- Plan organize and oversee all aspects of spirit weeks (Homecoming and PV vs. Pen)
- Create ways to foster school spirit at PVHS on an ongoing basis
- Implement Class Competitions to lunch programs throughout the year
- Plan games, write scripts and organize all spirit activities

Sound

The Commissioner of Sound is in charge of all sound related projects for Palos Verdes High School. This person should have a technical background, and knowledge about types of music that students enjoy. This person must be able to work well with others.

Duties:

- Create mixes to be played at lunch 2 times a week
- Create music to accompany lunch time activities and rallies
- Run the sound operation at all ASB functions
- Check sound equipment prior to events to ensure working order
- Find and screen bands to play at lunch

Elections

The Commissioner of Elections is in charge of all school wide elections that take place. This person must be highly organized and able to communicate well with students and adults. Basic computer knowledge of Word and Excel are a plus.

Duties:

- Create, and distribute all ASB election packets
- Create with help of Marketing Chair a theme for all elections
- Facilitate sign ups for elections

- Coordinate with Live From 205 for election speeches
- Run Candidate pre election meeting and oversee the election process
- Organize and oversee elections in classrooms
- Coordinate and oversee FR elections, Homecoming Elections, Prom Elections and ASB Elections

Communication

The Commissioner of Communications is in charge of ensuring communication between ASB, the student body and the staff at PVHS. The Communications Chair must be able to multi task, and work well with others. The communication chair must be a self-starter and creative.

Duties:

- Update morning announcements each week with ASB info
- Update Live from 205 each week with ASB info
- Create innovative ways to do the morning announcements that will grab attention of students
- Make all flyers, letters to teachers etc as directed by other ASB officers
- Weekly Flush newsletter
- Monitor email for announcements

Special Events

The Commissioner of Special Events is in charge of all major special events that the PVHS ASB puts on. These include but are not limited to Homecoming, Winter Formal, and Prom. This person must be organized, creative, and willing to go the “extra step” to ensure that all aspects of these events are wonderful. This person must be able to delegate and multitask.

Duties:

- Plan, organize and oversee all aspects of Homecoming, Winter Formal and Prom (this is everything from the decorations of the school to the invitations)
- Work with members of ASB to create flawless events
- Create one new “Special Event” for our school
- Oversee ticket sales for all special events and schedule student workers

Fundraising

This position will require someone who is a creative thinker and can make the most of every dollar! This person will be in charge of creating fundraising events for ASB as well as assisting the grade level presidents in their fundraising efforts.

Duties:

- Find interesting fundraising events for students
- Project income for these events
- Work with marketing chair to promote efforts
- Create a fundraising goal for each class and ASB as a whole

- Oversee fundraising efforts for ASB

Community Service

This officer will work to promote the school selected Community Service Focus for the school year. They will oversee all aspects of our projects to support the selected cause PVHS has chosen to support. In addition, they will work to foster a greater desire for PVHS students to participate in Community Service.

Duties

- Provide ideas for possible causes to give to
- Educate student body on selected cause and update them on progress of community service through publicity and live from 205 at least once a month
- Run Community Service Committee
- In charge of everything for community service events from publicity, to planning to follow up with thank you notes etc...

Marketing

This person must be highly creative with the ability to think outside the box. The Commissioner of Publicity must be organized, a self starter, able to work on a timeline and good at delegation. This person must be able to work well with all the ASB officers. It is highly important that this person be a motivator and leader to others!

(It is highly suggested this person be a Junior or Senior)

Duties:

- Create ad campaigns for all ASB activities on campus and oversee their implementation
- Create staging for major spirit weeks
- Delegate to others duties to publicize events
- Create timelines so that publicity is effective for events
- Develop innovative and creative ways to advertise events on campus

Athletics

This position is in charge of all the student athletes at PVHS. The Commissioner of Athletics must be involved in athletics and knowledgeable about the various sports on campus. This person must work closely with the Commissioner of Spirit in order to increase school support for athletics on campus.

Duties:

- Assist Spirit with planning of rallies
- Be the liaison between sport teams and ASB
- Organize CIF cake ceremonies
- Make posters for current games at school

PV PRIDE

Three people are needed for this position (10th, 11th and 12th grader) These people are in charge of our Student Recognition Program here at PVHS called PV PRIDE. This is an extensive program with various awards, timelines etc. These people will implant this program at our school following though on these already created activities. In addition they need to be constantly thinking of ways to recognize students on campus. These people must be highly creative and organized. In order to interview for this position you need to know what this program entails – visit the PV PRIDE tab on our web site for more information

Duties

- Monitor Daily, Monthly, Quarter and Semester activities for PV PRIDE
- Create new ways to recognize students
- Be eyes and ears on campus to bring recognition to students
- Create, monitor and post lists for student who achieve PV PRIDE
- Coordinate all activities around STAR testing

Internal ASB Relations

This person needs to be a connector. Requirements of this job are to bring together the members of ASB providing ways for us to interact and get to know each other. From birthdays to dinners and other ASB only events this person is in charge of creating a “family” atmosphere among ASBers