

Student Council Offices

NorthStar Academy

Purpose

The purpose of this document is to outline the responsibilities and expectations of each member within the student council. This document shall at all times reflect the current standing of each position and project as representations of the council.

Universal Responsibilities

Overall Conduct

All SC members must conduct themselves in an appropriate and edifying manner in accordance with the guidelines instituted by the governing documents and the Bible, being leaders and examples for the rest of the student population to follow.

Job-Related Conduct

All incoming StuCo members are required to read the StuCo's governing documents at the beginning of the year. StuCo members are required to review all relevant discussions in the StuCo Team in Microsoft Teams at least once per week, though more frequently is encouraged; all members are also expected to reply to council-related emails in their personal mailboxes within two business days of it being sent. Guidelines for members' reports on accomplishments, progress, and goals will be set by the StuCo administration, but it is recommended that every member report at least monthly to the administration in some capacity. Furthermore, officers responsible for StuCo projects are expected to give the president (and, if applicable, the entire council) regular updates regarding their project(s). Members may miss no more than two meetings per semester; excused absences occur when the president permits or the member states prior to scheduling that he/she is unable to attend. All StuCo members must give the StuCo prior notice of an anticipated absence of longer than one week, during which time these and other various time-related requirements outlined in the governing documents will not apply. Further guidelines regarding absences are detailed in the constitution. All members should maintain healthy relationships with council members, advisors, technical support, and the NSA administration.

Individual Responsibilities

President

The president's primary responsibilities are to oversee and guide all StuCo operations. The president grants final approval of projects, delegates responsibilities as necessary, and ensures that the StuCo remains efficient in executing its responsibilities. The president will assist the school administration in monitoring public teams; he/she may delegate this responsibility to other StuCo members. The president or his/her delegate must directly report any questionable situations or comments to the NSA administration. The president is accountable to the StuCo advisors and NSA administration and is encouraged to seek their advice in leading the council. Additionally, the president sends monthly updates to the NSA office, plans and leads StuCo meetings, and assists members as necessary in executing their positions. If necessary, the president may amend the governing documents according to the appropriate procedures. The president works closely with the vice president and assists in leading the student advisory committee.

Vice President

The vice president's primary responsibilities are to assist the president in his/her duties and function as the "head of officers;" if for any reason the president or another officer is unable to fulfill his/her duties due to an absence or excessive workload, the vice president will assume the neglected responsibilities. In collaboration with the communications director, the vice president also maintains the StuCo's relationship with the student body, keeping communication open and ensuring that the student body's opinion of the StuCo remains positive. The vice president therefore oversees the student advisory committee, communicating with the committee as necessary and optimizing the program's efficiency within the council. The vice president is accountable to both the president and the StuCo advisors.

Secretary

The secretary primarily functions as the head of representatives. He/she leads representatives and ensures that emails and meetings are executed regularly by representatives; the secretary also collaborates with the officers to provide equal opportunities for representatives to serve under officers. The secretary as head of representatives must meet with representatives quarterly via Teams or Zoom. Furthermore, if a representative is unable to fulfill their position for any reason, the secretary may temporarily assume the neglected responsibilities. The secretary is also responsible for the maintenance of the governing documents and all components of the StuCo log, including job reviews (to be completed once per semester) and election promises. He/she, with the

guidance of the president, will also release meeting transcripts, take attendance, and maintain a calendar of events for the council.

Special Projects Coordinator

The special projects coordinator is responsible for the organization of contests, celebrations, and other events hosted by the student council throughout the year. He/she will also lead any StuCo events not delegated to another member by the president or this document. The special projects coordinator should communicate actively with the student body to receive feedback and input for future events.

Welcome Committee Leader

The welcome committee leader oversees the welcome committee and all subsequent projects and activities. He/she functions as the “director of first impressions,” ensuring that new and returning students are welcomed and assimilated into NSA’s online community. The welcome committee leader also directs the NSA siblings program and maintains the welcome committee’s channels and the NSA newbies team. The welcome committee leader should remain active in communicating with the welcome committee members, team leaders associated with the welcome committee, and, if necessary, new students and participants in the NSA siblings program.

Communications Director

The communications director oversees the student council’s communication with the student body and other student organizations, advocating for the student council in these relationships and functioning as a point of contact. He/she primarily executes this responsibility through advertisements to the student body throughout Teams and in collaboration with NSA staff whenever possible. He/she reviews posters, emails, and documents before their release to the student body, ensuring that communication is regular and professional. The communications director also manages the Council Connection channel, any assigned social media accounts, and quarterly newsletters to the NSA population at the discretion of the StuCo administration.

Spiritual Life Leader

The spiritual life leader maintains the integrity of NSA’s spiritual community while encouraging Christ-like conduct within the student council and the student body. He/she is responsible for devotional groups, the online mission team, spiritual life resources, prayer meetings, and anything else necessary to the wellbeing of NSA students. The spiritual life leader will also work with the StuCo advisors to plan a spiritual emphasis event at least once during the year and to oversee the annual Christmas fundraiser.

Service Coordinator

The service coordinator represents the National Honor Society (NHS) and associated interests of community projects and service activities. As a representative of the NHS, he/she is required to host a meeting and send a newsletter to the NHS each month to promote engagement, activity, and awareness through the updates. The service coordinator also participates in the student council by arranging opportunities and promoting student engagement in their virtual and physical communities. The service coordinator is elected from NHS members and is accountable to both the StuCo and NHS advisors.

Representatives

As their title implies, representatives represent the interests of their grade(s) within the student council. Representatives are required to send monthly newsletters to the grade(s) they represent promoting the student council and its projects unless pardoned by the secretary; they are also encouraged to set up regular meetings with their grade(s) via Teams or Zoom. Representatives are accountable to the secretary, the head of representatives, and are required to attend quarterly meetings with him/her. Finally, the representatives must assist StuCo officers in all projects or events assigned to them by the president or his/her delegate.

Amendments

Amendments to this document must be presented to the StuCo administration; if the suggested amendment affects no more than two members, the president may immediately accept or decline the suggestion. If more than two members will be affected, the amendment must be approved by the council through a two-thirds majority vote as outlined in the constitution. This document shall be assessed annually prior to elections under direction of the president or the designated member, but amendments may be made at any time.