

# Notre Dame Leadership Job Descriptions 2018-2019

## ASB School Council

You may only apply for one ASB School Council position.

How Elected: Students submit a 75 word max ballot statement for the Primary Election. Top two candidates form the primary election for each position give a 300 word max speech to the entire student body in the General Election and are then elected by popular vote of the student body.

Positions: 9 students—President, Vice President, Secretary, Athletics Commissioners, Service Commissioner, Publicity, Spirit, Big/Little Sister Coordinator and Student Life Commissioner

Minimum Required GPA: 2.5

Description: ASB (Associated Student Body) School Council is elected to represent their peers and the school. The mission of ASB is to develop a deeper sense of Christian unity, promote the practice of justice and peace within the school and greater community, provide for more efficient execution of student body business, inspire school spirit, and encourage scholastic achievement.

Meetings: Two lunch meetings weekly and two meetings during collaboration monthly.

Highlights: Student Government, campus events, rallies and Spirit Week

### ASB School Council President

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community.
- Oversee all class council and class meetings.
- Prepare and preside at all ASB School Council meetings and all Big ASB meetings.
- Make and distribute agendas for all ASB meetings.
- Listen to the problems of the student body and discuss possible solutions with the appropriate people.
- Liaison between the Administration and the students.
- Oversee that all informational boards are maintained.
- Officially represent Notre Dame at school functions, as well as at functions in the community.
- Assist in taking down the school flag for two month during the school year.

### ASB School Council Vice President

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community
- Work with the President and replace her in her absent.
- Keep all ASB meetings running in an orderly fashion.
- Oversee that the flag scheduling are maintained.
- Club Coordinator which includes being responsible for:

- + Keeping and updating the master schedule of club meetings.
- + Scheduling and updating club spotlight week schedule.
- + Responsible for tracking club attendance reported by club officer.
- Acts as Homeroom Rep for freshman homeroom first semester.
- Assist in taking down the school flag for two month during the school year.

#### ASB School Council Secretary

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community.
- Record minutes of ASB School Council and Friday ASB meetings.
- Post all ASB School Council and Friday ASB meetings minutes on the ASB Moodle page.
- Publish and post the agenda for ASB School Council and Friday ASB meetings on Moodle "ASB Page".
- Responsible for ensuring that all appropriate persons receive meetings minutes prior to the next meeting.
- Ensure that all class agendas and minutes are filed in a timely fashion by the class secretary.
- Take roll at ASB School Council meetings and Friday ASB meetings, and keep a published record of ASB attendance.
- Ensure that a quorum has been established before the commencement of each ASB meeting.
- Acts as Homeroom Rep for freshman homeroom first semester.
- Assist in taking down the school flag for two month during the school year.

#### ASB School Council Publicity/Communications

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community.
- Communicate upcoming Notre Dame events between the students body, other schools and the community at large.
- Update and maintain all bulletin boards on a weekly basis.
- Post ASB Council minutes on ASB Moodle page.
- Update ASB messages on student's Moodle homepage.
- Check to ensure all materials posted on the "Student" bulletin board in the SLC Lounge are appropriate and timely.
- Acts as Homeroom Rep for freshman homeroom first semester.
- Assist in taking down the school flag during the months of August and January.

#### ASB School Council Big/Little Sister Coordinator

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community.
- Keep big/little pairs updated (make sure students have new matches when students leave or are added to the class).
- Help plan and organize three to four big/little sister parties per year (Halloween, New Years, Mardi Gras, Easter & End of Year).
- Junior, Senior & School - Work with Development to keep in touch with Big/Little during freshman and sophomore year of college (Halloween and Valentine cards).
- Provide class with monthly big/Little birthday lists and locker locations.
- Organize end of the year big/little start of school locker notes.
- Prep materials for start of the year Big/Little Sister Reveal.
- Acting as Homeroom Rep for freshman homeroom first semester.

- Assist in taking down the school flag for two month during the school year.

#### ASB School Council Athletics Commissioner

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community.
- Post and publish calendars of all athletic events.
- Post and publish the current standings of all intramural and school teams.
- Organize and coordinate intramural lunchtime tournaments.
- Responsible for announcing upcoming sporting events and opportunities, and encouraging attendance.
- Update and maintain the Athletic bulletin board in the gym entryway across from the cafeteria.
- Acts as Homeroom Rep for freshman homeroom first semester.
- Assist in taking down the school flag for two month during the school year.

#### ASB School Council Spirit Commissioner

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community
- Responsible for building positive spirit at ND and for creating opportunities for students to actively get involved.
- Encourage participation in, and recruit volunteers to help with on ASB school event committees:
  - + Back to School and Spring Mixer Committee
  - + Homecoming
  - + Winter Ball Committee
  - + Prom Committee
- Responsible for ensuring that all ASB members take an active role in planning and executing Spirit Week.
- Acts as Homeroom Rep for freshman homeroom first semester.
- Assist in taking down the school flag for two month during the school year.

#### ASB School Council Service Commissioner

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community.
- Work with the TASC Service to publicize and encourage school wide participation in community service.
- Work with the PMLT Justice to publicize and encourage school wide participation in ministry.
- Lead Notre Dame in community drives, activities and events, including but not limited to:
  - + Mag Drive
  - + Homecoming/Yancolo
  - + Put a Dollar In Your Pocket
  - + Lenten Campaign
  - + Spirit Week Community Outreach Component
  - + Immersion Trips
- Recognize individual or group that has exemplified outstanding spirituality, community service and social justice.
- Acts as Homeroom Rep for freshman homeroom first semester.
- Assist in taking down the school flag for two month during the school year.

### ASB School Council Student Life Commissioner

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community.
- Improve student life at ND and provide a forum where voices can be heard.
- Listening to and reporting on school wide issues and concerns through the use of:
  - + Mid Semester Town Hall meetings
  - + End of Semester Student Surveys
- Policy input for:
  - + Student Privileges
  - + Food Service
  - + Uniform
- Acts as Homeroom Rep for freshman homeroom first semester.
- Assist in taking down the school flag for two month during the school year.

## **ASB Class Council**

You may only apply for one ASB Class Council position.

How Elected: Students submit a 75 word ballot statement for the Primary Election. Top two vote candidates from the Primary Election for each position gives a 300 word max speech to their entire class in the General Election and are then elected by popular vote of the student body.

Positions: 6 students per class—President, Vice President, Secretary/Publicity, Athletics/Spirit, Big/Little Sister Coordinator and Student Life Commissioner of

Description: Class Councils are elected to represent their class. The mission of the Class Council is to develop a deeper sense of Christian unity, promote the practice of justice and peace within the class and greater community, provide efficient communication of student body business, inspire class/school spirit, and encourage scholastic achievement.

Minimum Required GPA: 2.5

Meetings: Two lunch meetings weekly and two meetings during collaboration monthly.

Highlights: Student Government, campus events, rallies and Spirit Week

### ASB Class Council President:

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community
- Works closely with ASB School Council Pres/VP
- Writes and/or approves agenda with the guidance of the moderators
- Facilitates (runs) class council meetings
- Promote class spirit and morale
- Attends and participates in all class activities
- Provides welcoming remarks at class activities, or speaks on behalf of the class where appropriate

- Assist in taking down the school flag for two month during the school year

#### ASB Class Council Vice President

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community
- Works closely with ASB School Council Pres/VP
- Calls class council meetings to order
- Adjourns class council meetings
- Ensure meeting productivity, including time keeping
- Acts as president in the absence of the President
- Oversees and coordinates sub-committee work as required by the class (ie Spirit Week, etc.)
- Collects and communicates class concerns to the moderators and class council as appropriate
- Provides a report out from all Big ASB meeting
- Assist in taking down the school flag for two month during the school year

#### ASB Class Council Secretary/ Publicity

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community
- Works closely with ABS School Council Secretary and Commissioner of Publicity
- Takes minutes and attendance at class council meetings
- Sends meeting minutes from class council meetings to moderators and class council
- Sets the calendar and events to be published monthly on calendar on class floor
- Communicates any class business electronically as needed as requested by moderator
- Manages and maintains class files and graphic designs (class graphics, t shirt designs, gym decs, theme ideas, feedback from class reps, line drawings, etc.)
- Assist in taking down the school flag for two month during the school year

#### ASB Class Council Big/Little Sister Coordinator

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community
- Works closely with ABS School Council Big/Little Sister Coordinator
- Keep big/little pairs updated (make sure students have new matches when students leave or are added to the class).
- Help plan and organize three to four big/little sister parties per year (Halloween, New Years, Mardi Gras, Easter & End of Year)
- Junior, Senior & School - Work with Development to keep in touch with Big/Little during freshman and sophomore year of college (Halloween and Valentine cards).
- Provide class with monthly big/Little birthday lists and locker locations
- Organize end of the year big/little start of school locker notes
- Prep materials for start of the year Big/Little Sister Reveal
- Assist in taking down the school flag for two month during the school year

#### ASB Class Council Athletics/Spirit Commissioner

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community
- Works closely with ASB School Council Athletics and Spirit Commissioner.
- Provides a weekly report to class council on ASB spirit activities, class spirit activities and lunch time activities (intramurals)

- Communicates with class cheerleaders regarding dates and deadlines and practice spaces and schedules, communicating back to moderators on their progress
- Monitors decorations and spirit items on class floor
- Helps to coordinate and collect participants for intramural sports and lunch time activities
- Works with ASB commissioner of Spirit to collect Spirit week sign ups and submits participants to ASB director/moderator
- Assist in taking down the school flag for two month during the school year

#### ASB Class Council Student Life Commissioner

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community
- Works closely with ASB School Council Student Life Commissioner
- Improve student life at ND and provide a forum where voices can be heard
- Listening to and reporting on school wide issues and concerns through the use of:
  - + Mid Semester Town Hall meetings
  - + End of Semester Student Surveys
- Policy input for:
  - + Student Privileges
  - + Food Service
  - + Uniform
- Acts as Homeroom Rep for freshman homeroom first semester
- Assist in taking down the school flag for two month during the school year

## **ASB Homeroom Rep**

Positions: 1 position per homeroom

How Elected: Students submit 75 word max ballot statement and are elected by popular vote of their homeroom student body.

Description: ASB Homeroom Representatives are elected to represent their homeroom. The mission of the Homeroom Representative is to develop a deeper sense of unity among the students in your homeroom, sisterhood with your big/little sister homeroom, and provide efficient communication of student body business and inspire homeroom/class/school spirit.

Minimum Required GPA: 2.5

Meetings: One lunch meeting weekly and two meeting during collaboration monthly.

Highlights: Student Government, campus events, rallies and Spirit Week

Homeroom Representative Responsibilities:

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community
- Serves as liaison for your homeroom with Class Council and ASB

- Acts as your homeroom's Big/Little Sister Liaison - knows each big/little sister group in your homeroom as well as all big or little sister locker numbers
- Facilitate discussion on school wide issues in homeroom
- Inform homeroom of school wide events and inform through activities:
  - + Read homeroom announcements
  - + Takes notes at Big ASB meetings and report back to your homeroom
- Attend class council meeting to help plan and organize class events
- Attend all biweekly Homeroom Rep meetings and all bimonthly big ASB meetings. If more than two unexcused absences occur within the semester there may be grounds for dismissal. Absences must be cleared with moderators
- Communicates any homeroom business electronically as needed as requested by moderator
- Participate in ASB and Class sub-committees for event planning
- Assist in taking down the school flag for two month during the school year

## **ASB Class Cheerleader**

Positions: 7 students per class

How Elected: Students submit 75 words max ballot statement and prepare and perform a dance routine/cheer. The routine can be no longer than 2 minutes and should be at least 1 minute. Cheerleaders are elected by popular vote of their class student body.

Description: Class Cheerleaders are elected to represent their class and the entire school. The mission of the Class Cheerleader is to develop unity among the class and the school, promote the practice of good sportsmanship and inspire class/school spirit.

Minimum Required GPA: 2.5

Meetings: One lunch meeting weekly and two meeting during collaboration monthly.

Highlights: Student Government, campus events, rallies, sporting events and Spirit Week

### **Cheerleader Responsibilities**

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community
- Must show enthusiasm class spirit and willingness to support and abide by school rules
- Work with the ASB Class Athletics/Spirit Commissioner regarding dates and deadlines and practice spaces and schedules, communicating back to moderators on their progress
- Work with other captains to develop chants/cheers to teach the crowd at sporting events

## **Teaching Advising and Serving the Community - Justice**

Application and Selection: Students submit 250 words max written petition statement of qualifications and goals. Selection is made by the Campus Ministry Team and confirmed by the Vice Principal of Student Affairs.

Minimum Required GPA: 2.5

Positions: 8 students - All grades

Meetings: One lunch meeting weekly and two meeting during collaboration monthly.

Description: TASC Justice educates and advocates for justice in the Notre Dame community; they also promote Campus Ministry's Social Justice and Immersion programs. TASC Justice Leaders offer opportunities to participate in justice campaigns, education, philanthropy, and advocacy events which focus on serving and celebrating our local and global communities. As student advisers to Campus Ministry, members will play a very active role in Campus Ministry events and programs throughout the year.

Highlights: Advocacy, justice education/awareness, philanthropic efforts

## **Teaching Advising and Serving the Community - Service**

Application and Selection: Students submit a 250 words max written petition statement of qualifications and goals. Selection is made by the Campus Ministry Team and confirmed by the Vice Principal of Student Affairs.

Minimum Required GPA: 2.5

Positions: 8 students - All grades

Meetings: One lunch meeting weekly and two meeting during collaboration monthly.

Teaching Advising and Serving the Community - Service

Application and Selection: Students submit a 250 word max written petition statement of qualifications and goals. Selection is made by the Campus Ministry Team and confirmed by the Vice Principal of Student Affairs.

Description: TASC Service empowers students in their service-learning experiences and encourages a spirit of service and solidarity. They provide service experiences for the Notre Dame Community and lead drives to support local community partners. As student leaders in Campus Ministry, members will work with CM homeroom reps to play a very active role in Campus Ministry events and programs throughout the year. Expect to work hard and play hard if you join this team!

Highlights: Service events like Make a Difference Day and Kids Carnival, peer mentoring (Service Fair, CSL and x2VOL coaching), philanthropic work.



## **Peer Ministry Leadership Team**

Application and Selection: Students submit written 250 words petition statement of qualifications and goals. Selection is made by the Campus Ministry Team and confirmed by the Vice Principal of Student Affairs.

Positions: 8 students - All grades - Previous participation in Campus Ministry or faith community youth ministry programming is encouraged. Students of all faith traditions are encouraged to apply.

Minimum Required GPA: 2.5

Meetings: One lunch meeting weekly and two meeting during collaboration monthly.

Description: The Peer Ministry Leadership Team seeks to lead, inspire and invite the Notre Dame community to the experience of faith. Encouraged by the values of spirituality, community, and ministry, the Peer Ministry Leadership Team will offer love, companionship and hospitality to the community so that all students can explore their spirituality with openness and encouragement. Peer ministers commit to serving the spiritual needs of the Notre Dame community. As student advisers to Campus Ministry, members will play an active role in Campus Ministry events and programs throughout the year.

Highlights: Liturgies, prayer, retreats, ongoing spiritual development and hospitality.

## **Campus Ministry (CM) Homeroom Representative**

Positions: 1 position per homeroom

How Elected: Students submit 75 words max ballot statement and are elected by popular vote of their homeroom student body.

Minimum Required GPA: 2.5

Description: Campus Ministry (CM) Homeroom Representatives are elected to lead and invite their classmates to experiences in spirituality, service and justice. The mission of the CM Homeroom Representative is to keep their homeroom informed of ministry and service opportunities, foster solidarity and prayer in the homeroom community, and provide support to a variety of CM programs. CM Homeroom Reps will also play an active role in Campus Ministry events and programs throughout the year.

Meetings: One lunch meeting weekly and two meeting during collaboration monthly.

Highlights: Community building, prayer, reflection and communication, school-wide and grade level events (liturgies, service-learning, justice education, philanthropy), and hospitality

#### Homeroom Representative Responsibilities:

- Upholds and exemplifies the Hallmarks of a Notre Dame Learning Community
- Serves as liaison for your homeroom with Campus Ministry
- Lead prayer and facilitate reflection on service and justice in homeroom
- Inform homeroom of Campus Ministry events and opportunities for ministry and service (on and off campus)
- Lead the Sister Project Spirit Week drive
- Attend weekly Campus Ministry meeting to help plan and organize school events/projects
- Attend all biweekly Campus Ministry large group meetings
- Participate in CM and Class sub-committees for event planning
- Works closely with Campus Ministry in collecting money/items for philanthropy projects

## Lighthouse

Application and Selection: Students submit 250 words max written interest statement of qualifications and goals. All applications will be reviewed and selected by Ms. Valentine.

Minimum Required GPA: 2.5

Positions: 5 students - All grades

Description: Lighthouse is a leadership club whose mission is to raise awareness for mental health topics and issues as well as supporting and encouraging the importance of overall wellness of all students. Members will learn more about relevant topics and help facilitate conversation and awareness among Notre Dame Students. Members are encouraged to choose topics they find relevant and work with the moderator for support. Members will facilitate discussions and presentations for the Notre Dame community during lunch times in the “Tackling Taboo Topics” series. Topics may include suicide, media messaging, sexual assault, drug/ alcohol awareness, mental health awareness, etc.

Another aspect of the club is to promote self-care and the general emotional wellbeing of students. One way this will be facilitated is through self-care and educational events during lunches throughout the school year for the Notre Dame community.

Meetings: One lunch meeting weekly and additional lunchtime events may be held for Lighthouse events.

Highlights: Holding “Tackling Taboo Topics” discussions on campus for ND students and holding events that promote positive mental health/ self-care.

## Facing History Student Leadership Group

Application and Selection: Students submit 250 words written interest statement of qualifications and goals. All applications will be reviewed and selected by Ms. DeSilva.

Minimum Required GPA: 3.0

Positions: 10 students - All grades

Description: Notre Dame is part of the Innovative Schools Network sponsored by Facing History and Ourselves. Educators and students from the schools in the Bay Area work together and are united by the common commitment to the Facing History themes of justice and being an upstander. The goal of the Facing History Student Leadership Groups (FH SLG) is to develop a network of students who meet regularly for academic and social opportunities, facilitate inter-school exchanges between different and diverse schools within the ISN and develop leaders who are a cohort of activists. Members of the FH SLG commit to:

- 1) Engaging in academic work and dedication to scholarship outside of the classroom.
- 2) Facilitating discussions and events that focus on current issues of social justice.
- 3) Working with students, teachers, and scholars of diverse backgrounds.
- 4) Participating in required off-campus meetings and events that would take place during school, weekends or after school.
- 5) Developing the skills required to be an upstander and advocate in your community.

Meetings: Two lunch meetings a month and up to four after school and weekend commitments.

## **Freshman Link**

Application and Selection: Students submit 250 words written interest statement of qualifications and goals. All applications will be reviewed and selected by Ms. Pandori & Admissions.

Minimum Required GPA: 2.5

Positions: 10 Students - All grades

Meetings: Two Tuesday lunch meetings a month. Additional meetings as needed to plan Freshman Orientation and Freshman Sleepover.

Description: The Freshman Link Leadership Team's mission is to plan and implement creative ways to ensure our freshman feel connected and part of the Notre Dame community from the first day of school through their entire freshman year. As positive role models the team will work with compassion and kindness to ensure the freshman feel safe and confident to make connections and get involved. The team will coordinate with, and help take the lead in both the Freshman Orientation and Freshman Overnight.

Highlights: Freshman Orientation, Freshman Overnight and activities around all major holidays.

