

2021-2022 RMHS Commissions

Elected Positions

The **ASB President** shall oversee all aspects of the Associated Student Body at Rancho Mirage High School. He / She shall fulfill all duties required by the ASB Advisor to include but not limited to:

- Manage all officers on the ASB Council
- Take on the role of ASB officers who are negligent in their job
- Create plans to achieve goals for all officers
- Present a student report at the School Board meetings
- Work with members of ASB to create flawless events
- Serve as the primary student representative for Rancho Mirage High School.
- Serve as Chairperson for all ASB Student Council business meetings.
- Prepare the agenda for all A.S.B. Student Council business meetings according to their personality and directional theme.
- Determine and communicate to the council the process for agenda requests.
- Understand and use the privileged “veto” power effectively.
- Serve as an assistant on the creation of the yearly activity calendar.
- Must be ready not only to delegate but to lead on all ASB projects and events.
- Conduct ASB grade checks, and make sure all ASB students are eligible to stay in ASB

The **ASB Vice-President** is in charge of assisting the ASB President in their duties. He / She shall fulfill all duties required by the ASB Advisor to include but not limited to:

- Assume the role of President should the vacancy occur
- Help plan and run ASB meetings
- In charge of inter-ASB events
- Oversees class officers and activities planned by ASB
- Supervise all activities of class officers
- Oversee and control all school elections (Freshman Officers, ASB, Class Elections, Winter Formal, and Prom)
- Organize and hold class officer informational meetings
- Ensure all publicity arrangements for elections including setting up for voting and supervisors
- Serve as Chairperson for all Spirit Week activities
- Organize and coordinate all school-wide pep rallies and assemblies

The **ASB Secretary** is in charge of ensuring communication throughout ASB. He / She shall fulfill all duties required by the ASB Advisor to include but not limited to:

- Assist with planning for ASB meetings
- Take minutes to record the happenings at ASB business meetings
- Create a binder to show documentation of events in ASB
- Assist with any necessary correspondence
- Manage the ASB calendar
- Create the end of the year ASB slideshow to be shown at the ASB banquet
- Manage all ASB materials
- Manage the ASB room

The **ASB Treasurer** shall fulfill all duties as required by the ASB Advisor to include but not limited to:

- Conduct the Venom card sales (must be available during RMHS Registration)
- Prepare and present monthly financial reports for the Executive Council and the ASB Advisor
- Provide ticket sellers for ASB activities and sports events
- Maintain ASB budget reports on a monthly basis
- Authorize expenditures for ASB funds
- Create a fundraising goal for each class and ASB as a whole
- Oversee fundraising efforts for ASB
- Monitor spending of organizations / activities
- Sign financial requests
- Assist the Financial Clerk in the Finance Office
- Attend all the home football and basketball games to sell tickets
- Deposit income from all ASB activities
- Manage the Student Store
- Keep the cabinets stocked and organized
- Advertise all items that are on sale throughout the year
- Come up with new items to sell as fundraisers and to raise school spirit
- Help sell items during lunch (possibility of setting up a calendar for all ASB members to help with sales throughout the year, especially during busy times)
- Help accounts clerk, keep web store updated

The **ASB Historian** is responsible for keeping a record of all activities and events that the ASB is a part of. The Historian works to keep a digital history and scrapbook for ASB as well as helping with other technical aspects of the events that are organized by the ASB. This person will work with the Commissioner of Publicity to promote ASB and their work.

- Make videos as per request of the Leadership class.
- Take pictures and document all ASB activities, events, etc.
- Help promote ASB and the great work they do throughout the year.
- Organize the ASB Newsletter, quarterly.
- Help Update the School Website with ASB events

The **Publicity Commissioner** shall fulfill all duties as required by the ASB Advisor to include but not limited to:

- Publicize all ASB events via posters, flyers and other creative methods
- Make sure that all posters and flyers are taken down on a timely basis
- Provide staff for PA and Video announcements
- Manage ASB Website
- Manage ASB display cases
- Provide photos when necessary to newspaper, yearbook, etc.
- Create a class picture board once a month with all new photos
- Create advertisement opportunities for RMHS sponsored events to the community

The **Human Relations Commissioner** shall fulfill all duties as required by the ASB Advisor to include but not limited to:

- Organize Blood Drives (1)
- Organize Community Service Events
- Organize food drive
- Organize Adopt-a-Family
- Chairperson of Stress Free Week.

- Chairperson of Staff Appreciation Week (usually in May).
- Appreciate all new staff members and all staff members that are leaving
- Send out thank you notes to anyone who has helped ASB
- Create a “Welcome to RMHS: Survival Guide” over the summer to be ready to give to all new incoming students throughout the school year
- Serves as a representative to all clubs and coordinates their activities with the master calendar.
- Responsible for compiling a club roster, which lists all the clubs and their advisors. This list should be finalized by the second week of October.
- Responsible for club records including their constitutions, minutes of their meetings, and a list of the year’s officers and members.
- Serve as Chairperson of the Inter-Club Council. The council consists of the President and Vice-President of each club. The council must meet on a monthly basis. The purpose is to have greater club participation and increase communication within the school.
- Responsible for making a weekly club report for the Student Council Business Meetings. The purpose of this report is to make council aware of club activities.
- Keep a fundraiser master calendar to ensure that clubs do not overlap in their fundraising efforts.
- Responsible for distributing club registration forms to all existing clubs and collecting them no later than October of the following year.
- Responsible for assisting prospective clubs in the process of becoming a club by making club registration forms readily available.
- Responsible for explaining fundraising rules to club officers.
- Organize Club Rush Fairs (2)

The **Commissioner of School Culture and Diversity** is responsible helping provide students with community service. The Commissioner is also responsible to have ASB involved in as many community service projects as possible throughout the summer and the school year.

- Plan community service events for the ASB class to participate in.
- Plan and organize cultural awareness events throughout the year, such as Hispanic Heritage Month, Chinese New Year, Black History Month, Earth Day, Cyber Savvy Week, etc.
- Plan International Week

The **Spirit & Pep Commissioner** shall fulfill all duties as required by the ASB Advisor to include but not limited to:

- Assist with all activities related to school spirit
- Plan, organize, and oversee all class competitions
- Plan, organize, and oversee all aspects of spirit weeks
- Create ways to foster school spirit at RMHS on an ongoing basis
- Organize halftime schedules of football and basketball games
- Work with ASB President to create flawless events
- Organize and manage First Day Orientation with class officers
- Manage audio / music system at all ASB events
- Provide music at all ASB sponsored events
- Coordinate lunch time activities (1-2 times a month)
- Provide music during lunch at least three days a week
- Organize and coordinate all school-wide pep rallies
- Organize and coordinate all school-wide assemblies

The **Dance & Entertainment Commissioner** shall fulfill all duties as required by the ASB Advisor to include but not limited to:

- Organize the Welcome Back Kick Back
- Organize Winter Formal
- Organize chaperones at dance
- Organize all concessions at dance
- Provide decorating committee for all dances
- Run/supervise the stereo at all school functions where it is requested
- Responsible for the maintaining all equipment owned by A.S.B. and the music library
- Responsible for updating the equipment and the music library
- Supervise the scheduling of the usage of the stereo
- Oversee the set-up and take down of the stereo equipment
- Manage audio equipment
- Play music at all ASB sponsored events
- Ensure the voices of Rancho Mirage can be heard
- Mix music and make playlists for lunch-time music, pep rallies, and other ASB sponsored events
- Coordinate hiring of DJ's, as needed, for ASB sponsored events

Class Officers

The **Senior Class President** is mainly responsible for understanding the needs of the class for the year and what it takes to lead the class through the events. In order to do this, the president needs to identify the leaders within the class, assess their strengths and weaknesses, and recruit/motivate to make them the chairpersons for each event sponsored by the class. This position is one of overseeing the efforts of many, and developing a team spirit, all working towards the goal of serving each senior with good events. In the process, class meetings are used. The president leads from an up front position at the same time modeling the willingness, effort to work hard.

- Develop the process for and implementing the selection of a complete class council.
- Scheduling, planning, conducting and presiding over all class meetings, and having an agenda for each
- Develop and implement the selection of chairpersons for all major events.
- Supervise all Chairpersons of senior events.
- Responsible for encouraging, motivating and praising all fellow class officers.
- Work closely with the ASB President in implementing school activities.
- Help with all fundraising planning and events.
- Responsible for implementing Homecoming festivities.
- Responsible for working with Class Vice President on implementing Sadie Hawkins activities
- Must attend all Student Council meetings and works closely with all other Class Officers to ensure the success of all activities.

The **Senior Class Vice-President** is the assistant to the Senior Class President and second in command for all class activities. The Senior Class Vice-President is the spirit leader for all senior activities.

- Assist in developing the process for and implementing the selection of a complete class council.
- Assist the senior class president with all their job duties.
- All Class Vice-Presidents shall work closely with the ASB Vice-President in implementing school activities.
- Gather ideas and information from your classmates regarding school events, dances, themes, etc. and share them with class adviser and executive board

The **Junior Class President** is responsible for the needs of the class for the school year; their main concerns are leading the class in events, and the class financial status. In order to do this, the president must identify the leaders within the class and recruit/motivate them to become a part of their class council. The class council then goes on to assist the president in running events throughout the school year. This position oversees the efforts of many, promotes team spirit, and generally is servant to the juniors for the school year. The president keeps the class involved by holding class meetings and celebrating the participation of students. All in all the Junior Class President works hard, but has fun.

- Serve as chairperson of the class council and leading, holding, and announcing class meetings. They must have an agenda for each meeting.
- Schedules all class events in the master calendar.
- Development and implementation of the process by which a fair and balanced class council is chosen.
- Oversee all class events, working with the event Chairperson.
- Organize the Prom Fashion Show
- Organize Prom

The **Junior Class Vice-President's** main concern is assisting the Junior Class President in understanding the needs of the class and leadership of class events throughout the year. The junior class vice-president is the spirit leader of the junior class. This position is one of overseeing the efforts of many, organizing and delegating work, and invoking team spirit. The vice-president gives full authority to the president while at the same time conveying a sense of leadership and the willingness to work hard to the rest of the class.

- Assists the president in the selection of a balanced class council.
- Assists in the scheduling of class events in the master calendar.
- Fills in for the president (i.e. running class meetings) upon request.
- Assists in the organization of the class for any event during the year.
- Encourages, motivates, and praises fellow juniors.

The **Sophomore Class President** is mainly responsible for understanding the need of the class for the year and what it takes to lead the class through events. In order to do this the president needs to identify the leaders within the class, assess their strengths and weaknesses, and recruit/motivate them to become the chairpersons of events sponsored by the class. This position is one of overseeing the efforts of many, causing team spirit, all working toward a goal of serving each sophomore with good events. In the process class meetings are used. The president leads from an up front position and at the same time modeling the willingness and the effort to work hard.

- Serve as chairperson of the class council and leading, holding, and announcing class meetings. They must have an agenda for each meeting.
- Schedules all class events in the master calendar.
- Development and implementation of the process by which a fair and balanced class council is chosen.
- Oversee all class events, working with the event Chairperson.
- Encourages and motivates other officers.

The **Sophomores Class Vice-President** is mainly responsible for assisting the Sophomore President in understanding the needs of the class for the year and what it takes to lead the class through the events. This position is one of overseeing the efforts of many, and causing a team spirit. The Sophomore Vice-President is the spirit leader of the sophomore class.

- Assists in the selection balance of the class council.

- Assists with scheduling the class meetings schedules.
- Fills-in for the President as needed. For example: running class meetings as the president requests.
- Encourages, motivates, and praises fellow sophomores.

The **Freshman Class President** is mainly responsible for understanding the need of the class for the year and what it takes to lead the class through events. In order to do this the president needs to identify the leaders within the class, assess their strengths and weaknesses, and recruit/motivate them to become the chairpersons of events sponsored by the class. This position is one of overseeing the efforts of many, causing team spirit, all working toward a goal of serving each freshman with good events. In the process class meetings are used. The president leads from an up-front position and at the same time models willingness and effort to work hard.

- Serve as chairperson of the class council and leading, holding, and announcing class meetings. They must have an agenda for each meeting.
- Schedules all class events in the master calendar.
- Development and implementation of the process by which a fair and balanced class council is chosen.
- Oversee all class events, working with the event Chairperson.
- Encourages and motivates other officers.

The **Freshman Class Vice-President** is mainly responsible for assisting the Freshman President in understanding the needs of the class for the year and what it takes to lead the class through the events. This position is one of overseeing the efforts of many and causing a team spirit. The Freshman Vice-President is the spirit leader of the freshman class.

- Assists in the selection balance of the class council.
- Assists with scheduling the class meetings schedules.
- Fills-in for the President as needed. For example: running class meetings as the president requests.
- Encourages, motivates, and praises fellow freshman.

Additional Duties as a member of Student Government

- Attend ASB Summer Session
- Enroll in the ASB Leadership class
- Staff RMHS Registration/Validation
- Staff First Day Orientation
- Staff Back-to-School Night
- Participate in all ASB activities
- Participate in at least 20 hours of community service (per semester)
- Staff the Student Store on a rotating basis
- Staff "Pit Parties"
- Attend at minimum of 20 additional RMHS events each semester (sporting events, HGPAC events)