**THE WORK OF THE STUDENT COUNCIL**

**Officers**

Every Student Council should appoint a Chairperson or President, a Treasurer and a Secretary. In some schools a President may be appointed by election. The Student Council may also choose to appoint a Deputy Chairperson and a Public Relations Officer. The role of each of these officers is outlined below, and each will normally hold office for the school year.

**Subcommittees**

Rather than trying to plan and organize every activity during the year, a Student Council may find that it is more effective to use subcommittees to plan and oversee specific Council activities.

Subcommittees should be required to submit their plan to the Council for approval and should report back to the Council on their activities. One area where a subcommittee might be useful is a fundraising subcommittee. It is a matter for the Council to decide how many members of the Council will sit on a subcommittee and the Council may choose to dissolve a subcommittee at any time. The Student Council’s constitution should provide a clear framework for the operation of subcommittees.

**President and Vice President**

The president is responsible for presiding over meetings of the Council. The president, with the Secretary, prepares the agenda for each meeting and, where necessary, signs the minutes once they have been agreed by the Council.

Where a vote is held at a Council meeting, and the votes are divided equally, the president generally has the casting vote. The president may also be designated to represent the Council at meetings with school management.

The vice president is responsible for assisting the president, and when the president n is absent from a meeting s/he assumes the role of the president for that meeting.

**Secretary**

The Secretary, with the president prepares the agenda for each meeting and the Secretary then circulates it to all the members of the Council either in advance of the meeting or at the start of the meeting. This will involve consulting with the other Council officers in order to decide what will be included on the agenda. All agendas should include a provision for ‘Any other business’; this allows Council members to raise a matter for discussion in the event that it has not been included on the agenda. The Secretary also keeps a record of Council meetings and any decisions taken by the Council (the minutes). If necessary these minutes can be circulated to all members of the Council either with the agenda for the next meeting or at the start of the next meeting. The Council can be given the opportunity to make any changes to the minutes before they are signed by the Chairperson.

**Treasurer and Counselor**

The Treasurer is responsible for managing any funds raised by the Student Council and should keep a complete account of all income and expenditure of the Council. Advice and assistance in this regard may be provided by school management or a teacher acting on its behalf. The Treasurer should provide the Council with a complete financial report at the end of the school year. Given the responsibility of the post, a Student Council may reasonably require the Treasurer to be a Senior Cycle student. As a general rule any payments made by the Treasurer should be countersigned or endorsed by another member of the Council or a teacher designated for this purpose. Finally the Treasure will have a Chinese student as his/her assistant or counselor.

**Public Relations Officer and Counselor**

A Student Council may wish to appoint a Public Relations or Communications Officer with responsibility for promoting good communications between the Council and the student body as well as consulting with teachers, parents and school management on issues affecting the student body. The P.R.O will have a Chinese student as his/her assistant or counselor.

**Entertainment AND Sports Officers**

This segment will have two (2) leaders to be voted on, that is Entertainment prefect and Sport Prefect. Appointment of extra eight members including the Treasurer of the executive will be made. The Treasurer will be the supervisor and head of this group.

**Community Assistants**

The community assistance and health group will be chosen by the international college after successfully going through an interview and vetting process. They will help manage the affairs of students at the dormitory and of campus. Further information can be found on the notice. They will be headed by the Secretary of the Executive wing. In total there will be 5 members including the Secretary.

**Academic Affairs officers**

There will be an appointment of a 5 member committee to help in the academic affairs of the university. They will be headed by the President of the executive wing. In total there will be 6 members including the President.

**Propaganda officers**

This department will consist of 4 members appointed among the council plus the P.R.O. This department will be monitored and headed by the Public Relations Office of the executive wing.

**Integrated Affairs officers**

This department will have 3 members appointed among the students council, they will be supervised and headed by the Vice president of the executive wing. There will be 4 members in this group in total.