

Welcome to Grad Council 2021/2022

General Expectations for Grad Council 2021/2022

- Plan and organize fun events (grad bbq, grad skate, pumpkin carving, glow bowling, grad gear, dress up days etc) in a collaborative and supportive manner that is inclusive for all
- Check Teams daily
- Consult with Ms. Frith (sponsor teacher)

TIMELINE:

Friday September 17: Message Ms. Frith on Teams with your first & last name and the position for which you are running.

Tuesday, September 21: Lunchtime meeting in 209 and live on Teams. Nominees for Executive Council present their speech about why they think they would be a good candidate. **Speeches limited to 2 minutes each** - no exceptions due to time constraints.

- **Voting follows on Microsoft Forms. You must be a member at large and PRESENT AT SPEECHES (in 209 or live on Teams) in order to vote.**

Here are the descriptions of the roles for Executive Council:

President: Checks in with Ms. Frith. Reviews agenda prior to meetings, presents the agenda at the start of the meeting, ensures the agenda items are followed throughout the meeting and designate deadlines

Vice President: Supports President, and steps in if President needs support with anything

Grad Swag (3 people): Design the logo, choose colours and items for grad gear (hoodies, sweatpants). Facilitate sizing, payments, distribution of all grad gear.

Treasurer: Organize money for all events that happen throughout the year; should be in charge of ticket sales, cash flow etc. This person is supported by the entire Executive Council.

Secretary: Sends emails to remind the council of upcoming meetings, provides a copy of agenda to President, takes notes and attendance during meetings.

Publicity (2 people): Do announcements for upcoming events, prepare posters + social media announcements. Ensure the inclusivity of Grad Council and effectively communicate to all Grads.

Please note, that even if you are not on the Executive Council, we still value your input and need your help/support. **You will be considered a member at large.** If you have a grad initiative that you'd like to bring forward, please do so!

Attendance at meetings is mandatory for the Executive Council ---if you miss more than one-two sessions without an excuse you will be asked to withdraw from the council

Executive Council is required to attend the planned grad events and support their group members throughout the year.

I look forward to working with you this year! ☺ *Ms. Frith*