

ASB Officer Duties

ASB President

- Serve as the head of the student body
- Preside at all meetings of the Student Council
- Assist with the daily announcements
- Attend bi-weekly executive council meetings
- Establish and implement an All-school fundraiser
- Welcome and dismiss all designated assemblies or assign a designated person to do this in your place
- Call meetings of the Student Council; vote in the Student Council in the event of a tie
- Serve as the chair for the Executive Board and preside at all Executive Board meetings.
- Work closely with the principal, assistants, and deans in matters of pertaining to student affairs
- Work with the secretary in forming agendas for Exec meetings as well as Student Council meetings
- Work with the VP in ensuring all that all standing and temporary committees carry out their assigned functions and that they report properly and periodically to the Student Council

ASB Vice President

- Establish and implement an All-school fundraiser
- Assist with daily announcements
- Attend bi-weekly executive council meetings
- Assume the duties and responsibilities of the President in his/her absence
- Be responsible with the President in ensuring that all standing and temporary committees carry out their assigned function and that they report properly and periodically to the Student Council
- Serve on the school's site team to provide insight of students views to administration
- Succeed to the Presidency in the event of a temporary or permanent vacancy

ASB Treasurer

- Sign all checks pertaining to ASB accounts
- Assist with the daily announcements
- Attend bi-weekly executive council meetings
- Establish and implement an All-school fundraiser
- Stop by the bookkeeper every day.
- Run the ASB Budget meeting at the end of the year.
- Ensure that all activity budgets are accurate

ASB Secretary

- Maintain and keep a binder with all official ASB documents
- Take roll and keep accurate minutes of the Student Council Meetings
- Assist with daily announcements
- Attend bi-weekly executive council meetings
- Establish and implement an All-school fundraiser

ASB Public Relations

- Run the BEAKZ social media account
- Publicize school activities throughout the school and the city.
- Attend bi-weekly executive council meetings
- Establish and implement an All-school fundraiser
- Assist with daily announcements.
- Prepare a weekly update of events going on at FWHS
- Contact the district publicity person to post events on with the district
- Approve signs/posters that are to be hung in FWHS's halls.
- Direct the creation of bi-monthly Video Announcements.

ASB Activities Coordinator

- Create, publish, and update a weekly calendar of events/fundraisers
- Support all clubs and activities
- Assist with the daily announcements.
- Attend bi-weekly executive council meetings
- Establish and implement an All-school fundraiser
- Approve the timing of events / fundraisers at FWHS
- Help to make sure that all school activities are running smoothly

ASB Link Crew Commander

NOTE: This position appointed.

After applying, candidates will be interviewed by the ASB Advisor and current Link Crew Commanders.

- Recruit, select, and train 60 mentors for the Link Crew.
- Establish Link Crew visit dates.
- Help to create Link Crew Lessons
- Plan and implement two Freshmen Assemblies during the year.
- Support all clubs and activities
- Assist with the daily announcements.
- Attend bi-weekly executive council meetings
- Establish and implement an All-school fundraiser
- Approve the timing of events / fundraisers at FWHS
- Help to make sure that all school activities are running smoothly