

ASB JOB DESCRIPTIONS 24/25

ELECTED POSITIONS-

These positions are chosen based on school vote, interview and application. To run you need to fill out the basic ASB Application. Some positions have supplements as well.

ASB President: To run for ASB PRESIDENT you need to fill out the basic ASB Application as well as the ASB President Supplemental Form. *You may also run for a commissioner position as a backup position- but would also need to fill out that form.*
Prerequisite: Needs to have served at least one year on ASB prior

ASB President:

The Guiding Hand of ASB

Works directly with ASB Advisor to shape, plan and execute the vision for the year.

Speaks at school board meetings, Assemblies, and on the Roar.

Works directly with Admin to shape and support the school throughout the year.

Coordinates Commissioners

Oversees all social media accounts

Plans activities and events throughout the year

Helps assures all other ASB Members are performing their duties

Help enforce campaign regulations and oversee elections

Class Officers: *To run for class officer you need to fill out the basic ASB Application*

Senior Class Director:

(Prerequisite: Leadership 1 and needs to fill out a supplemental commissioner application)

Work with the President to help plan an amazing Senior Year

Attend all Senior Events

Represent the Seniors of West Linn

Helps plan and execute all ASB Activities

Attends events on behalf of ASB and part of Spirit Squad

Work shifts in the store

And fulfills all other ASB Officer Duties

Class Officers: (Senior/Junior/Sophomore)

Represent the Students of West Linn

Helps plan and execute all ASB Activities

Attends events on behalf of ASB and part of Spirit Squad

Work shifts in the store

Support and work with the Commissioners on different projects throughout the year

Make Posters and Decorate the school for spirit events

Commissioners will be appointed based on application

To run you need to fill out the basic ASB Application as well as the Commissioner Supplemental Form.

You may run for up to 3 positions- but they each need their own supplemental form.

To run for a Commissioner Position you must have taken either Leadership 1 or 2.

Arts Commissioner:

Serves as a liaison with Performing Arts Programs

Attends all Performing arts events

Helps Coordinate Arts Programs participation in assemblies and activities

Fulfills all other ASB Officer Duties

Athletic Commissioner:

Serves as a liaison between the Athletic teams and ASB

Creates contact list for each team throughout the year

Maintains the Athletics Bulletin Board

Helps coordinate Spirit Games and Senior Night Support

Helps procure current rosters, game schedules, and results especially for the ROAR

Helps organize the Athletic teams' participation for assemblies

Helps Organize "Shout Outs" and State Celebrations

Fulfills all other ASB Officer Duties

AV Tech Commissioner:

Responsible for creating video content needed for the ROAR, or social media posts.

Assists with running the weekly ROAR

Helps set up and run ASB tech at games and events

Helps with Assembly tech set up

Fulfills all other ASB Officer Duties

Clubs Commissioner:

Serves as a liaison between the Clubs and ASB
Plans Club Fair, Club Forums, and helps organize clubs for ASB activities
Attends club meetings to help foster community
Helps maintain all Club records and monitor Club Activity
Fulfills all other ASB Officer Duties

Equity and Diversity Commissioner:

Helps work directly with Affinity Clubs to promote Diversity and Inclusion on campus
Helps plan and coordinate Diversity and Unity events
Helps promote awareness on the ROAR
Plans and Promotes Kindness week
Fulfills all other ASB Officer Duties

Posters and Announcements Commissioner:

Main coordinator for all signage on campus, assemblies and events
Approves signs and posters made by other Leadership classes before they are put up, checking for correct information, grammar, and spelling
Fulfills all other ASB Officer Duties

Secretary/Charitable Giving Commissioner:

Takes notes at meetings and events when needed
Helps oversee the ASB calendar and attendance at events
Organizes Thank You Notes and Gifts
Helps prepare all surveys and organizes feedback
Organize and keep Photos and Records throughout the year as reference points
Makes Month Photo Collage for Student Store Bulletin Board
Oversees and manages charitable giving- who, what and when, as well as at the end of each quarter donating Lost and Found Items
Fulfills all other ASB Officer Duties

Spirit Commissioner:

Master of all things regarding Spirit and Lion Pride
Works on Spirit Weeks, specifically spirit dress up days and activities
Manages the Mascot and Spirit Squad
Serves as a liaison between ASB and cheer.
Helps organize Send Offs, Shout Outs and State Celebrations
Fulfills all other ASB Officer Duties

Social Media/Publicity Commissioner:

Works with President and Advisor to create all social media posts on behalf of ASB
Runs both the Insta and Tik Tok Accounts
Runs the Class of 20__ account (Ex: 2023)
Fulfills all other ASB Officer Duties

Store Manager:

Manages and organizes the store and helps with ordering
Ensures the store is clean, stocked, and up to date
Helps Advisor maintain Store Protocol and Daily Balances
Fulfills all other ASB Officer Duties

9th Grade Advocate:

Speaks on behalf of the the 9th Grade class in all ASB affairs
Helps coordinate 9th grade orientation at beginning of the year, 8th Grade visits in
Spring, and 9th grade only activities
Fulfills all other ASB Officer Duties