

Home Oriented Meaningful Education
Student Leadership Team
Positions and Job Descriptions

Positions:

- Each position is a one-year team. Students desiring to serve more than one year on the Student Leadership Team must reapply each year and will service in a different position than the previous year.
- Meetings are typically held, but not limited to, once or twice a month at a central location to all teammates.
- Student leaders must be able to attend a one-day team building/vision workshop in the summer. This workshop will help train leaders in the details of their particular position in order to enable each leader to serve effectively. The workshop will also promote camaraderie among the leadership team. Dates to be determined once positions are filled.

President: The president should be someone who has the time to lead effectively, has the ability to encourage others, and who is organized and very responsible.

Vice President: The vice president should be someone who is willing to be a strong supporter of all the team members and who is committed to the success of the HOME Student Leadership Team.

Secretary: The secretary should be someone who is a good listener, is diligent to follow through with the position's responsibilities, and is able to use a computer to draft minutes and action items that will aid the team in completing the assigned duties.

Treasurer: The treasurer should be someone who is teachable and extremely responsible. It is not necessary for the treasurer to know accounting, but good organization skills will be helpful.

Publicity Coordinator: The publicity coordinator should be someone that enjoys being creative and committed to promoting HOME events.

Communications Coordinator: The communications coordinator should be someone who likes to work on the computer and takes initiative.

Descriptions:

President

Description includes but is not limited to:

- Assure that HOME teen activities fall within the Statement of Faith and support the mission.
- Call, send email reminder and direct board meetings.
- Create an agenda and email it out prior to the meeting for feedback. Follow the agenda for the meetings.
- Provide structure, coordination and direction along with advisors for the yearly planning and execution of HOME Student Leadership activities.
- Follow up on action items from meeting minutes.
- Follow up on 'post-mortem' report progress.
- Provide encouragement and promote unity among team members while giving support to others in following through with their responsibilities.
- Make or assign occasional public announcements at Homeschool Connections lunch.
- Develop and maintain a notebook of information pertinent to your job on the Student Leadership Team providing recommendations to pass on to subsequent HOME Student Leadership Teams.
- Be a willing and helpful team player!

Vice President

Description includes but is not limited to:

- Attend HOME Student Leadership Team meetings and actively communicate thoughts and ideas.
- Fill in for the president in his or her absence. The vice president must be familiar with the president's job description and willing to carry out the position's duties if needed.
- Oversee the process of securing needed chaperones for each event and be responsible for the confirmation of chaperones. This includes providing the chaperones with an email explaining what will be expected of them and following up with the secretary to make sure a thank you email, letter, or gift is sent.
- Gather 'post-mortem' forms from advisors and give 'post-mortem' report at next team meeting (should be complete within 2 weeks).
- Check with Homeschool Connections dates for drama, band concerts, breaks, and Grad/Parent meetings and Sr. activities when planning event dates.
- Develop and maintain a notebook of information pertinent to your job on the HOME Student Leadership Team providing recommendations to pass on to subsequent HOME Leadership Teams.
- Be a willing and helpful team player!

Treasurer:

Description includes but is not limited to:

- Attend HOME Student Leadership Team meetings and actively communicate thoughts and ideas.
- Create a budget for events and maintain info in a HOME Leadership Team ledger.
- Create a 'post-mortem' financial report for each event (income and expenses) with detailed line items for expenses.
- Develop and maintain a notebook of information pertinent to your job on the HOME Student Leadership Team providing recommendations to pass on to subsequent HOME Student Leadership teams.
- Be a willing and helpful team player!

Publicity Coordinator:

Description includes but is not limited to:

- Attend HOME Student Leadership meetings and actively communicate thoughts and ideas.
- Fill in Event Details Form from planning meetings for each event for use on flyers.
- Create flyers and posters to publicize upcoming events. Cover information that the Team and parents will want to know while making the advertising attractive to students.
- Be responsible, when necessary, for the set-up and staffing of the HOME Student Leadership Team table at Connections.
- Be responsible to post and remove fliers each week at Connections or assign someone responsible to do this in an absence. In posting fliers: Print free copies at the public library (color avail. at the King Co. libraries), 9 copies. Only post flyers on the front doors of Mon. and Wed. Connections, back to back so they can be read from the inside and the outside. Use a bit of blue putty from the Connections supply box under the hall table. Also place a flyer on the bulletin board.
- May be called on to make brief announcements at lunch for upcoming events.
- Develop and maintain a notebook of information pertinent to your job on the HOME Student Leadership Team providing recommendations to pass on to subsequent HOME Student leadership Teams.
- Be a willing and helpful team player!

Secretary:

Description includes but is not limited to:

- Attend HOME Student Leadership Team meetings and actively communicate thoughts and ideas.
- Serve as a recorder for all HOME Student Leadership meetings. Current secretary will meet with incoming secretary to hand off minutes binder and give a tutorial.
- Maintain, record, and distribute meeting notes to the HOME Student Leadership team and parent advisors in a timely manner (within 2 weeks).

- Send thank you notes on behalf of the entire HOME Student Leadership Team to host facilities.
- Develop and maintain a notebook of information pertinent to your job on the BASIC board providing recommendations to pass on to subsequent HOME Student Leadership Teams.
- Be a willing and helpful team player!

Communications Coordinator:

- Attend HOME Student Leadership Team meetings and actively communicate thoughts and ideas.
- Submit Newsletter announcements 2 weeks before the end of the month to the HOME Newsletter Editor.
- Maintain Instagram, Facebook groups and send announcements via Homeschool-Connections google group email.
- Work with the HOME webmaster to make sure the teen events on the website are up to date and have pertinent information.
- Email webmaster or chair @home-wa.org with event dates and details for placement on the HOME website.
- Develop and maintain a notebook of information pertinent to your job on the HOME Student Leadership team providing recommendations to pass on to subsequent HOME Student Leadership teams.
- Be a willing and helpful team player