

**NOMINATION FORM**

**LORETO COLLEGE, ST STEPHEN'S GREEN, STUDENT COUNCIL  
CLASS REPRESENTATIVE ELECTION FOR YEAR/CLASS**

- All candidates must be proposed by one student (excluding themselves) and one teacher.
- Please return the form before..... to the Returning Officer/s.
- Elections will take place on .....

**Candidate**

Name ..... Class ..... Signature.....

**Proposers**

Student: Name..... Class..... Signature.....

Teacher: Name..... Signature.....

**I accept this nomination form:**

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**Signed, Returning Officer/s**

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**Date**

## **STUDENT COUNCIL OFFICERS**

**The Student Council will elect the following officers:**

- **A Chairperson**
- **A Vice Chairperson**
- **A Secretary**
- **A Treasurer**
- **A PRO**
- **Any other officer the Council thinks is necessary**

**The Chairperson:**

- **Is the chief spokesperson and officer of the Student Council**
- **Calls meeting**
- **Draws up the agenda for each meeting**
- **Chairs meetings in a fair manner, ensuring that all have an equal say**
- **Signs any letters, notices etc, that are issued by the Student Council**
- **Liases with school authorities**
- **Ensures that the Student Council is run effectively and efficiently**

**The Vice-Chairperson:**

- **Takes over the responsibilities of the Chairperson when unavailable or as determined by the rules**
- **Assists the Chairperson in the organization of the Student Council**

**The Secretary:**

- **Takes the minutes at meetings and writes them up**
- **Distributes/reads out the minutes from previous meetings**
- **Makes progress reports, keeps records of all work being carried out which should be posted on Student Council Notice Board.**
- **Take a roll of members and teachers present at meeting**

**The Treasurer:**

- **Keeps financial records in order and reports to the Student Council on the current financial status of the Council**
- **Pays bills and controls petty cash**
- **Where a Student Council bank account exists, a teacher must be a signatory of the account in conjunction with the Chairperson or Secretary**

- **Must obtain two signatures on documents from Chairperson and Vice-Chairperson**
- **Provide a financial report to the Council at the last council meeting of the election year**
- **Consult on behalf of School Council with management, staff and parents in respect of planned fund raising activities**

**Public Relations Officer:**

- **Keeps students informed about the activities of the student council**
- **Keeps notice boards updated**
- **If possible feeds Student Council activities into student or parent publications**
- **Informs members of important dates to be noted by including them in the school calendar.**