

SCA Offices

Listed below are the offices of the Student Council and a brief description.

The **president** is the executive authority assisted and advised by the other council members. The president is chairman and ensures that all meetings run efficiently. The president votes only in the case of a tie. She/he also appoints a chairperson for committees.

The **vice president** shall act as president in the event of presidential absence or impeachment . She/he votes on Council decisions.

The **secretary** keeps minutes of all meetings She/he types copies of the minutes to be distributed to each Council member, all teachers, and the principal. The secretary must also file a copy in the library.

The **treasurer** must have a report of Council funds ready for each meeting. She/he is also responsible for all fund-raising activities that take place.
