



# Secretary Application

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## Secretary Responsibilities

- Type out a monthly calendar for each SC member with important dates and activities listed. Failure to do so will result in 1 demerit.
  - Type a copy of the minutes from each SC meeting. Failure to do so will result in 2 demerits.
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## In Order To Run

- You must prepare a speech no longer than 3 minutes to read on Thursday, May 9, 2019.
- You must have a student council member nominate you.
- Candidates must submit a Letter of Intent stating their qualifications for office and the reasons for their desire to run for this office. Letter must be submitted Wednesday, May 8, 2019 to Rachel.
- Questions to answer on your letter:
  - Who are you? Why are you running for an executive position? And what qualities make you a good candidate?
  - How will you promote school/class spirit and involvement in school activities among your fellow students?
  - We have trouble getting everyone on Student Council to volunteer. How can you help change this?