



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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ACTIVITY: **Advisor to the Student Council**

SCHOOL: High School

PURPOSE: The Advisor acts as a liaison with the students to the administration and with the administration to the students. It is organized to provide student government representation of the student body. Its many goals are carried out through the standing committees.

ACTIVITIES:

1. Oversees the election of Student Council officers and representatives.
2. Provides guidance and supervision to the members of council, the standing committees and all activities sponsored.
3. When controversial issues arise, the advisor discusses them with the council, but when necessary, brings such issues to the attention of the administration. Avenues to discuss such issues should be determined jointly by the advisor and administration and the students concerned.
4. Oversees all service, social and fund raising activities and is present at all events.
5. Instructs council officers on the procedures for holding meetings and firmly establishes with them the bounds of their authority and the channels through which each must go in carrying out his duties. It is imperative that a sound rapport be developed between the advisor and the president of council.
6. Oversees the collecting, depositing, and disbursing of all money raised through activities.
7. Attends all meetings of the 14-18 standing committees of the Student Council and oversees the functioning of each committee.
8. Provides counseling to any student who seeks it.
9. Is responsible for turning in all financial information on a timely basis and must "close" the club's books prior to the end of the school year in order to receive final stipend payment.



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FUNDING: SELF-SUPPORTING: The Student Council underwrites many activities during the school year. Some of Council's income is derived from the sale of student activity cards. Most of the approximately \$1,200 needed is gotten through fund raising activities. Occasionally, Council is requested to supply money for miscellaneous items needed by the school.

DURATION: September – June

Generally, the Council functions during the school year but the Advisor is also called upon during the summer to discuss plans and advise newly elected officers. The Advisor must be available before, during, and after school to meet with Council officers and representatives or students with items to discuss. The Council meets once a month during the school day and the Cabinet meets twice a month during the school day. Standing Committees usually meet after school hours. Social and fund raising events occur on the weekends in the evening. At times the Council members participate in regional activities and the advisor attends. Often the effectiveness of the Council dictates the number of additional duties and time of the Advisor.

STIPEND: Based on Schedule B of the Working Agreement.

BOE Approved Date:
BOE Review Date: