

International School Walvis Bay-Powers and Responsibilities of Student Council Officers:

Student Body Head Boy and Head Girl:

- Represent the International School Walvis Bay student body when appropriate
- Conduct and chair weekly Student Council meetings
- Set agenda for Student Council meetings
- Attend all school assemblies
- Attend weekly meetings with the Principal and Teachers to assure that decisions reflect student body requirements
- Attends weekly Student Council meetings
- Meets with the Principal and Teachers involved in Student Activities for Council related discussions
- Represents the student body at monthly meetings with the Principal, Teachers, faculty representatives, parent representatives, and other student representatives

***Elections in third Trimester**

***Student Council members are elected by their peers - One year term**

Student Council Representatives:

- Represent their class at weekly Student Council meetings
- ATTENDANCE IS MANDATORY (upon absence from third meeting, members may be impeached, student council members will have final decision.)
- Attend monthly meetings with the Teachers and Principal
- Assist the class Prefects at class functions when appropriate
- Report Student Council news and activities to their class
- Share responsibilities for Council activities
- Plan and organise school wide events
- Councils may also assist identifying educational needs of the students
- School council is responsible for reporting to the Teachers Committee for approval of all decisions
- Assists in the development of short and long-term goals in support of the School's Improvement Plan
- Identifies and develops charity opportunities

Student Council Secretary:

- Record student council meeting minutes
- Post minutes on Student Activities web site
- Email minutes of Student Council meetings to members
- Send reminders regarding meetings and events out to Student Council members

- Take attendance at Student Council meetings

Student Council Treasurer:

- In charge of Student Council funds and bank account
- Presents a financial report at each Student Council meeting
- Keep track of money records, present and past
- Research and present options of spending for events, etc.

Elected members shall take up their responsibilities with immediate effect.