

# Graduation Positions/Duties 2021 - 2022

## Requirements for ALL committee members:

- You are required to attend all scheduled Grad meetings (student and parent meetings)
- You are required to have a Grad Committee binder in which you will keep detailed records of your duties, progress, and any items yet to do
- You are required to report on your activities and progress during Grad committee meetings
- You are required to communicate with staff and students in a respectful and professional manner
- You are required to follow all staff instruction and assist in ensuring other graduates do the same
- You are required to be a student in good standing behaviorally and academically
- You understand that if you fail to perform your duties or are not in good standing then you may lose your position within the committee

**The following are basic descriptions of the duties of each position. Other duties may be assigned by Staff Grad Coordinators.**

Positions	Duties
Grad Presidents (2) One male and one female	<ul style="list-style-type: none"> <li>• Provide leadership to all aspects of graduation</li> <li>• Work directly with faculty advisors</li> <li>• Make an agenda (with advisor consultation) and host grad meetings</li> <li>• Communicate with various committees to ensure that all deadlines are and have been met</li> <li>• Consult with office about bulletin board displays</li> <li>• Send Thank You letters to speakers/guest/parents after graduation celebration</li> <li>• Assist in any other duties as outlined by the Staff Grad Advisor</li> <li>• Compose and present the Presidents' Speech</li> <li>• Selected ushers from grade 11 class and inform them of their duties and tasks (contract)</li> <li>• MC the Remembrance Day Ceremonies assembly</li> </ul>
Grad Treasurer (1)	<ul style="list-style-type: none"> <li>• Keep a copy of all expenditures and revenue for graduation activities</li> <li>• Keep up-to-date records of expense/revenue and bank balance to report at grad meetings</li> <li>• Assist in counting of all funds received</li> <li>• ALL MONETARY EXPENDITURES MUST HAVE THE APPROVAL OF THE TREASURER, PRESIDENT AND THE GRAD ADVISORS</li> </ul>
Grad Secretary (1)	<ul style="list-style-type: none"> <li>• Provide information to the Grad Coordinator to keep the Grad Website up-to-date with new and pertinent information</li> <li>• Take minutes of all committee meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Attend and take minutes at all evening parent meetings</li> <li>• Prepare any correspondence as needed</li> <li>• Working with the Grad committee develop a questionnaire for the names of possible guest speakers</li> <li>• Conduct a poll to establish a theme and song</li> <li>• Prepare and conduct any other polls as decided by the grad committee</li> </ul>
<p>Decorating</p> <p>5 - 8 people required and one person should be chosen as lead person for the group</p> <p>(Presidents, Treasurer and Secretary are automatically in the decorating group and do NOT have to sign up)</p>	<ul style="list-style-type: none"> <li>• Must check with Grad Advisors about decorations in the preparation for establishing a decoration budget</li> <li>• Must research and submit information about decorating or entertainment costs</li> <li>• Must make a seating plan AND print out names if each graduate's parents, dignitaries, and staff, these printed names must be affixed to the chairs</li> <li>• Must set up and take down any decorations in the school ASAP</li> <li>• Responsible for returning and renting equipment</li> <li>• Must ensure that all other graduates and other assistance is present for preparation of decorations</li> </ul>
<p>Power Point Presentation (2)</p>	<ul style="list-style-type: none"> <li>• Responsible for the Power Point presentation; all Baby pictures must be submitted to Ms. Ram</li> <li>• The final power point presentation must be approved by advisors and Grad presidents</li> </ul>

**Please volunteer for the position(s) that interest you on the sign-up sheet by Tuesday November 2<sup>nd</sup>, 2021.**

We will VOTE on these positions during the Grad Meeting at LUNCH on Wednesday November 3<sup>rd</sup>, 2021.