

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

	<ul style="list-style-type: none"> • Attend and take minutes at all evening parent meetings • Prepare any correspondence as needed • Working with the Grad committee develop a questionnaire for the names of possible guest speakers • Conduct a poll to establish a theme and song • Prepare and conduct any other polls as decided by the grad committee
<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"> • Must check with Grad Advisors about decorations in the preparation for establishing a decoration budget • Must research and submit information about decorating or entertainment costs • 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 • Must set up and take down any decorations in the school ASAP • Responsible for returning and renting equipment • Must ensure that all other graduates and other assistance is present for preparation of decorations
<p>Power Point Presentation (2)</p>	<ul style="list-style-type: none"> • Responsible for the Power Point presentation; all Baby pictures must be submitted to Ms. Ram • The final power point presentation must be approved by advisors and Grad presidents

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

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