

SCASC State and District Officers (Guidelines and Expectations)

- Lead, serve and represent the state of South Carolina student councils with dignity, honor and class.
- Carry yourself in a manner that demonstrates respect for yourself, your school, your family and SCASC.
- Consider your actions so that what you do reflects a positive representation of the state and students you represent. This includes at school, at home, in the community, at conferences and on social media.

Corresponding Secretary

The role of the corresponding secretary is to serve as the right hand helper for the executive director. This person needs to be easily accessible for the executive director and preferably from the Columbia area so that meeting with the executive director on short notice is possible.

Below are some of the task set up for you, but you may be asked to do other task as the need arises.

1. Appointed by the executive director after the state convention in March.
2. Attend the turnover meeting. (Take notes and become familiar with the duties of the corresponding secretary)
3. Attend and play a leadership role at the summer Leadership Camp.
4. If possible attend the NASC conference in June, District Rallies in October/November, State convention planning meeting in December, and the advisor/middle level workshop in January.
5. Attend and play a leadership role at the State Convention in March.
6. Stuff envelopes and send out mailings as needed throughout the year. (Send mailing with information to each middle and high school in South Carolina.)
7. Stuff folders and help organize workshops as needed throughout the year.
8. Handle copies as needed throughout the year.
9. Help with SCASC branding - Work with social media, the website and advertising to promote our organization.
10. **Support and work with the HISTORIAN** - Attend as many SCASC events as possible and help take pictures and video that will record the events and will be used on the website, social media, and end of year video. Share this responsibility with the recording secretary and Ms. Wendi.
11. **Be a part of the officer chats**. – Keep Mrs. Bonita and Mrs. Wendi informed of important information.
12. **Your school will serve as the MEMBERSHIP MANAGER. Work with your student council, your advisor and the executive director to print and mail membership certificates to all member schools after they have completed SCASC membership registration. Most of these registrations will come in the fall at the beginning of the school year.**

