

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.

SCASC Recording Secretary

1. Elected at the state convention in March.
2. Work closely with the president, 1st vice president, and executive director and help where needed.
3. Attend the turnover meeting. (Take notes and become familiar with the duties of the recording secretary)
4. **Keep minutes of the annual meeting and all executive committee meetings.**
5. Promote state membership.
6. Attend and play a leadership role at the summer Leadership Camp.
7. If possible attend the NASC conference in June.
8. Attend and play a leadership role at the State Convention in March.
9. **Serve as 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 corresponding secretary and Ms. Wendi