

## 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.
- To promote fairness during SCASC election campaigns, current SCASC officers will not endorse, like, follow or openly support any one candidate.

Note: **Advisors must be committed to supervising, supporting, and helping the elected student to complete the task related to this position.**

## SCASC 1<sup>st</sup> Vice President

1. Elected at the state convention in March.
2. Perform the duties of the president in his/her absence.
3. Work closely with the president and help wherever needed.
4. **Plan and organize the workshops for the state convention. (This is your most important task!!)**
5. ***Attend the state convention planning meeting in December. Present a list of workshops and facilitators at the planning meeting.***
6. Attend the turnover meeting. (Take notes and become familiar with the duties of the vice president)
7. Promote state membership.
8. Attend and play a leadership role at the summer Leadership Camp.
9. If possible attend the NASC conference in June.
10. Attend and play a leadership role at the State Convention in March.

Below is a list of duties performed by the president. Become familiar with these duties in case there is an occasion in which you need to fill in for the president.

1. National Conference -
  - Take attendance and help to keep the group together and organized.
  - Determine what days to wear which t-shirts.
  - Attend the president's meeting at the national convention.
  - Carry the South Carolina flag during the flag ceremony.
  - Organize chants and cheers for the national conference.
  - Learn some new ideas that you can bring back to South Carolina that will make our organization better.

## 2. Leadership Camp -

- Set a positive, enthusiastic tone for fellow JC's, advisors, and campers.
- Coordinate task for JC's for Friday and Saturday before the campers come and throughout the week
- Make announcements during general sessions
- **Help Plan ENERGIZERS** (Energizers need to be planned so that you know what energizers are going to be done and you know who is leading each energizer. (Make a list) The leader should know the words and be able to teach the campers. The energizers bring energy at the beginning of the camp day. Make sure to fill but not go over the time allotted for energizers each morning.
- **Help Plan CLOSINGS** (Closings are really important to wrap up the day and to bring down the energy levels at the end of the day. Closings should be quiet and calming. They should reflect on the day and give inspiration. They may include poetry, stories, songs, music, video, etc. Utilize the JC's. Find the singers in the group. Emphasis soft and calming presentation. No clapping. Use spirit fingers.
- Introduce speakers
- Be Early for meetings (Check Roll)
- Read and prepare for camp events
- Show up and help out where needed

## 3. District Rallies -

- Attend as many district rallies as possible. Talk to advisors and students about the state convention and new developments within the SCASC organization.

## 4. Planning Meeting -

- Attend the planning meeting (late November/early December) to plan the State Convention.
- Bring copies of and be prepared to discuss forms, schedule, budget, plans and convention ideas. We will proof your paperwork and help make suggestions.

## 5. Advisors Workshop/ Middle Level Workshop/Officer Training -

- Attend the advisors workshop in January (Usually the 4th Monday in January in Columbia)
- Make a short presentation about the state convention for the advisors.
- Discuss the state convention with the middle school students and work with the middle school advisors and students at the middle school workshop.
- Participate in the discussion and activities during the officer session.

## 6. State Convention – State Convention Guidelines will be given to you if necessary.