

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.

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. ****Be prepared to take over the role of the Corresponding Secretary if one is not appointed. ** (See Corresponding Secretary guidelines below)**

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

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. **Be a part of the officer chats**. – Keep Mrs. Bonita informed of important information.
11. **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.**

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