

Officer Roles and Responsibilities

6th GRADE ONLY

President -

- Facilitate meetings
- Appoint members to committees
- Work closely with PTC
- Attend and assist at various school events
- Represent Norris School Student Body

Commissioner of Athletics -

- Assist the Physical Education Program and Intramural Sports
- Maintain playground equipment
- Attend and assist at various school events
- Represent Norris School Student Body

5th GRADE ONLY

Vice President -

- Assist the president and commissioners
- Co-facilitate meetings
- Attend and assist at various school events
- Represent Norris School Student Body

4th GRADE ONLY

Commissioner of Buildings and Grounds -

- Oversee Campus Clean-up Program
- Assist principal and dean with fire drills
- Attend and assist at various school events
- Represent Norris School Student Body

5th & 6th GRADE ONLY

Secretary -

- Keep accurate and up-to-date minutes of all meetings
- Read minutes for approval at meetings
- Attend and assist at various school events
- Represent Norris School Student Body

Treasurer -

- Report expenses at every official business meeting
- Sign for disbursement of funds (Purchase Orders & Bank Statements)
- Attend and assist at various school events
- Represent Norris School Student Body

Commissioner of Safety -

- Serves as Fire Chief during fire drills
- Oversee bike and pedestrian safety
- Attend and assist at various school events
- Represent Norris School Student Body