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Lakewood Elementary School
Student Council
Duties of Officers
4th Graders

- I. Sergeant-at-Arms
 1. To assist in setting up assemblies.
 2. To help set up the media center for assemblies and other related activities..

- II. Mascot
 1. To promote school spirit.
 2. To wear the Lakewood Lion costume during morning assemblies or other special school functions.
 3. To determine the classes with the most school spirit and present them with the spirit trophies at assemblies.

- III. Boys and Girls Athletic Director
 1. To be responsible for the maintenance of the ball room.
 2. To help organize, promote, and coordinate ball room sign-ups.
 3. To promote and organize athletic functions at noontime.
 4. To report to the Student Council's teacher advisors of any equipment suggestions or problems concerning the ball room.
 5. To promote physical fitness and good health.

- IV. Postmaster General
 1. To collect and deliver student mail.

- V. Treasurer
 1. To account for money obtained from and for student activities.

Lakewood Elementary School
Student Council
Duties of Officers
5th Graders

I. Vice President

1. To preside over all meetings and other activities when the president is unable to attend.
2. To take over the job of president if he/ she resigns, moves, or is removed from office.
3. To assist the president in any way possible.
4. To serve as general chairman of all standing committees.
5. To collect and announce the suggestions received in the suggestion box.

II. Secretary

1. To keep accurate minutes of Student Council meetings and to read the minutes of the previous meeting at the beginning of each meeting.
2. To take attendance at each meeting and keep track of student participation in the meetings.
3. To assist president in making up the weekly agenda (with advisor).
4. To write up all laws, regulations, amendments, etc.
5. To answer all student body mail and write Thank You notes, etc., when necessary.

III. Social Coordinator/ Historian

1. To plan, coordinate, and publicize all special days and other student social activities that are initiated the Student Council.
2. To maintain a calendar of Student Council events during his/ her term of office.
3. To chair any committees named by the president for the purpose of initiating or planning any Student Council activity (6th grade dance).
4. To photograph all important school and Student Council activities.
5. To compile and maintain an album of photographs of school and Student Council Activities.
6. To change the letter board.

IV. Mascot

1. To promote school spirit.
2. To wear the Lakewood Lion costume during morning assemblies or other special school functions.
3. To determine the classes with the most school spirit and present them with the spirit trophies at assemblies.

IV. Boys and Girls Athletic Director

1. To be responsible for the maintenance of the ball room.
2. To help organize, promote, and coordinate ball room sign-ups.
3. To promote and organize athletic functions at noontime.
4. To report to the Student Council's teacher advisors of any equipment suggestions or problems concerning the ball room.
5. To promote physical fitness and good health

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Lakewood Elementary School
Student Council
Duties of Officers
6th Graders

- I. President
 1. To serve as general chairman of the Student Council and to preside over all council meetings
 2. To ensure that all council activities and responsibilities take place as decided in meetings and as stated in the by-laws.
 3. To act as master-of-ceremonies at all Student Council meetings or activities.
 4. To represent students in discussions with teachers or the principal.

- II. Events Coordinator
 1. Help with coordination of Student Council events.
 2. Help with coordination of school-wide events.

- III. Recycling Coordinator
 1. To promote recycling, reducing, and reusing.

- IV. Mascot
 1. To promote school spirit.
 2. To wear the Lakewood Lion costume during morning assemblies or other special school functions.
 3. To determine the classes with the most school spirit and present them with the spirit trophies at assemblies.

- V. Boys and Girls Athletic Director
 1. To be responsible for the maintenance of the ball room.
 2. To help organize, promote, and coordinate ball room sign-ups.
 3. To promote and organize athletic functions at noontime.
 4. To report to the Student Council's teacher advisors of any equipment suggestions or problems concerning the ball room.
 5. To promote physical fitness and good health.

Lakewood Elementary School
Student Council
Duties of Officers
4th, 5th, 6th

Boys and Girls Athletic Director

1. To be responsible for the maintenance of the balls and equipment.
2. To promote and organize athletic functions at noontime.
3. To report to the Student Council's teacher advisors any equipment suggestions or problems.
4. To promote physical fitness and good health.

Mascot

1. To promote school spirit.
2. To wear the Lakewood Lion costume during morning assemblies or other special school functions.
3. To read the chosen numbers at the assemblies with spirit and gusto.