

## **Inspiring and training new officers:**

**PASC offers workshops in the summer that provide specific training** in running meetings including developing agendas, working with other officers, keeping complete minutes and financial reports. In addition, officers learn team building, examine and adjust their leadership styles, and how to keep themselves and others motivated. Many schools require their officers to attend.

**Hold a summer retreat in mid to late-August for officers, and committee chairs.** Use a local park or a pool setting at someone's house. Officers can share what they learned at a PASC summer workshop. Use the retreat to set specific goals for the school year, to plan the calendar of meetings for the first semester, and to build the new leadership team.

**Plan team building activities.** Plan a group social event at least each marking period. Student Council work can be very serious but must be fun too!

**The football team has a playbook, so should the Student Council.** The officers and advisor(s) can work together to create a Student Council Playbook to be given to all officers, committee chairs, and representatives. The Playbook should include:

1. Your constitution
2. List of members/contact information/role definitions
3. Phone tree
4. Parliamentary procedure reference chart
5. List of school rules/policies
6. List of Student Council rules and policies
7. Packets of information including a calendar of meeting dates and times and events already scheduled on the school calendar
8. Examples of agendas, purchase orders, and proposals

## **Prepare a Council Member Interests Survey:**

1. Do you own? DVD player, I-pod, laptop, digital camera, other useful equipment
2. What skills/interest/hobbies/abilities do you have? .... Computer skills, graphics, photography, cooking/baking, art, decorating, etc.
3. When might you be available for council project work or meetings? Before school, after school, lunch period, Saturdays, Sundays, Summer
4. Every council member will serve on at least one committee. Rank your top 3 choices: Social Activities, PR Newsletters, Student Voice, Community Service, Education Programs, Spirit Activities, Fund Raising, Staff Appreciation