

## **SCA JOB DESCRIPTIONS**

### **President**

The president is the leader. He/she needs to plan and create ideas for the school. He/she needs to communicate with the other officers. The president helps plan the meetings. He/she runs the meetings. He/she is responsible for leading the morning announcements.

**This must be a rising 5th grader who has been a member of the SCA.**

### **Vice- President**

He/she serves as an aide to the president. He/she needs to be prepared to carry out the duties of the president. He/she will direct the pledge at all the meetings.

**This must be a rising 4th grader who has been a member of the SCA.**

### **Secretary**

He/she shall record neatly and accurately the minutes of the meetings. He/she will write letters of inquiry and thanks. He/she will read all the minutes and communications at the meetings. He/she will take roll at the meetings.

**Open to rising 4th or 5th graders.**

### **Reporter**

She/He will write an article about SCA every month to be sent to the PTA. He/She will publicize upcoming events.

**Open to rising 4th or 5th graders.**