

# VISTA HIGH SCHOOL

## Associated Student Body 2021 - 2022



### Application Information

**EXECUTIVE OFFICERS**

**COMMITTEE LEADS**

**CLASS OFFICERS**

**CLASS MEMBERS**

# **ASB Election Important Dates**

## **Executive Officers and Leads:**

**Monday, February 3:** Applications are available online:  
[https://vhs.vistausd.org/student\\_life/ASB](https://vhs.vistausd.org/student_life/ASB)

**Friday, February 19:** Applications are due.

**Friday, February 26 and Friday, March 5:** Candidate videos shared via Panther Prime Time.

**Tuesday, March 9 - Friday, March 12:** Election week

**Monday, March 15 – Wednesday, March 24:** Interviews scheduled

**Friday, March 26:** Election results sent via email and posted on social media

## **Class Officers (10-12<sup>th</sup> only):**

**Elections for Freshman Class Officers will be held after school begins.**

**Monday, February 3:** Applications are available online:  
[https://vhs.vistausd.org/student\\_life/ASBnew](https://vhs.vistausd.org/student_life/ASBnew)

**Friday, April 2:** Applications are due.

**Friday, April 9:** Candidate videos are shared via Panther Prime Time.

**Tuesday, April 13 - Friday, April 16:** Election week & interviews scheduled

**Wednesday, April 21:** Election results sent via email and posted on social media

## **Class Members:**

**Monday, February 3:** Applications are available online:  
[https://vhs.vistausd.org/student\\_life/ASBnew](https://vhs.vistausd.org/student_life/ASBnew)

**Friday, April 2:** Applications are due.

**April:** Applications are reviewed for all Class Members. Applicants will be contacted with their application results by May 3<sup>rd</sup>.

### **Assurance of Nondiscrimination**

Vista Unified School District prohibits unlawful discrimination, including discriminatory harassment, intimidation, and bullying in educational programs, activities, or employment, based on actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender-identity, or gender expression, or association with a person or group with one of more of these actual or perceived characteristics. VUSD requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation or bullying.

# Executive Officers

## (incoming juniors or seniors only)

### **Executive President:**

Responsibilities include serving as the official ASB representative for VHS, running executive meetings and ASB meetings. Duties also include the oversight of all committees of ASB; establishing the weekly agenda for meetings; ensuring all ASB events are well staffed and thoroughly planned; works to improve communication between students, staff, administration, parents, and community; serves as a peer motivator of ASB; acts as liaison between ASB and ASB Director; supervises all ASB Leads and Officers to ensure they are properly trained and equipped to do their jobs. Must be an incoming Senior with at least one year of in-class ASB leadership experience. Should be dedicated, a good presenter, and demonstrate the ability to lead all ASB members.

### **Executive Vice President:**

Responsibilities include presiding over ASB in the absence of the Executive President. Duties include running and organizing all ASB elections (all ASB officer positions, Homecoming court, Winter Dance court, Prom court). Duties of the VP also include taking daily attendance and running senate meetings. Will also help supervise all ASB Leads and Officers to ensure they are properly trained and equipped to do their jobs. Must have at least one year of ASB leadership experience. Should be very organized, great communication skills, and a critical thinker.

### **Executive Secretary:**

Responsibilities include taking minutes at ASB meetings, and senate meetings. The Secretary is also responsible for managing and monitoring the activity of all school clubs, Club Carnival, Club Rush, and ASB Election Procedure paperwork. Secretary also compiles and organizes a collection of ASB event reviews and suggestions to be used as a reference in the future. Secretary performs all secretarial duties as assigned by ASB Executive President or ASB Director and helps maintain a clean classroom. Will also help supervise all ASB Leads and Officers. Must be competent, with great time management skills, and possess communication skills.

### **Executive Treasurer: (position appointed by ASB Director)**

Responsibilities of the Executive Treasurer include all financial matters of ASB such as budgets, requisitions, cash boxes, and reimbursements. Treasurer presents all Purchase Orders (POs) at ASB meetings for approval and recording. Treasurer is responsible for the running of the student store (along with Business Lead). Treasurer supervises and approves ASB Budget. Works with Finance Office to make sure clubs are staying within budget. Will also help supervise all ASB Leads and Officers. Must be able to learn quickly, pay close attention to minor details, be reliable, and extremely organized.

# Committee Leads

## **Special Events Lead (incoming junior or senior only):**

Responsibilities include planning and leading a number of community-based events including Homecoming, all school rallies, all dances, Powder Puff, and any new events that are introduced. Must be very competent, detail oriented, highly motivated, and good with time management; Needs to demonstrate ability to delegate duties and effectively communicate with all members of ASB.

## **Publicity Lead (incoming junior or senior only):**

Responsibilities include organizing publicity for all upcoming sporting and school events. This does include painting and hanging signs for sporting events, dances, spirit days, etc. Lead also helps manage classroom visits and social media accounts in order to promote school spirit. Lead should have a voice and know how to make creative social media posts. Ideal candidate should be creative, knowledgeable, and communicative with the student body and the ASB class.

## **Sports Lead (incoming junior or senior only):**

Responsibilities include planning sporting events and recognizing athletes, teams, and achievements. Lead also helps organize and promote student support sections at sporting events (Powerhouse) with Spirit Lead. The lead also acts as liaison between ASB, coaches, and the Athletic Director. Must show ability to plan ahead, be extremely spirited, and exhibit good communication.

## **Business Lead (incoming junior or senior only):**

Responsibilities include organizing and managing the ASB office and student store, selling merchandise at school events, and organizing ASB Fundraising. Lead must order and maintain ASB supplies. Must be extremely trustworthy, a good communicator, confident, and organized (with specialty in money).

## **Tech Lead (incoming junior or senior only):**

Responsibilities include setting up and running the sound equipment for our ASB events. Tech is also responsible for creating music playlists for these events. Tech sets up the inflatable football tunnel at every home football game. Tech also needs to create promotional videos for our events and in support/recognition of teachers/students. A tech background is preferred. Must be very organized, flexible with time, and reliable.

**Spirit Lead (incoming junior or senior only):**

Responsibilities include promoting spirit around the school, leading Powerhouse, hosting ASB events, and designing active spirit wear that can be purchased all year round. Works with Sports and Special Events to develop spirit days and Powerhouse themes. Committee will develop chants/cheers and teach them to the student body. With the help of Tech Lead, this position elaborates and instructs student DJs at events. This person must be energetic, communicative, responsible, flexible, and hard working to keep on top of tasks. With the help of Tech Lead, they will create and construct videos to promote school spirit. Experience in tech is preferred but not required.

**Public Relations Lead (incoming sophomore only):**

Responsibilities include relating with the public through announcements, Panther Prime Time, and community events. Lead organizes the Haunted House, Valentines Hearts, Big Give events, any community drives, and Holiday and Crush Gram sales. Leads will organize/schedule the weekly ASB Public Announcements. Lead will support any Renaissance activities for the school. Must be competent, able to delegate duties to other members, and a good communicator.

**Student Recognitions Lead (incoming sophomore only):**

Responsibilities include the recognition of students through awards, events, tokens of appreciations, etc. Lead should recognize students on a semester, progress report, and monthly schedule. Leads must have the ability to think outside the box and come up with new ways to recognize students. Must be competent, able to delegate duties to other members, and a good communicator.

**Staff Recognitions Lead (incoming sophomore only):**

Responsibilities include the recognition of staff members and faculty through events, public recognition, and/or tokens of appreciations, etc. Lead organizes staffulty events including Holiday Cards, Secret Santa, Tireless Teacher Award, Teacher Appreciation Week. Leads must have the ability to think outside the box and come up with new ways to recognize staff and faculty. Must be competent, able to delegate duties to other members, and a good communicator.

# Class Officers

## **Class President:**

Responsibilities include working with the Class Advisor in order to schedule, organize, and run class meetings. The President is in charge of all class fundraisers, including club carnivals. Lastly, the duties of the President include planning and preparing for your class dance/event.

## **Class Vice President:**

In the absence of the Class President, the vice president will perform all of the responsibilities explained above. Another role of the Vice President is to advertise class events, fundraisers, and information.

## **Class Secretary:**

Responsibilities include taking minutes at class meetings. The Secretary is also responsible for providing and distributing all paperwork for the class, including advertising and emails.

## **Class Treasurer:**

Responsibilities of the class Treasurer include all fiscal matters of the class, such as budgets, purchase requisitions, cash boxes, and reimbursements.