

ST. CLAIR HIGH STUDENT COUNCIL MEETING STRUCTURE

Executive Officer / Advisor Meeting

Purpose

- Evaluate team progress from the past month
 - What went well? Why?
 - What did not go so well? Why?
 - Any issues with team members or chair people? If so, what?
- Set goals for your team for the coming month
- Prioritize tasks that need to be complete for the month
- Update advisor on the status of upcoming projects
- Review attendance and participation records of your team members
- Review evaluations for chair people or team members
- Establish agenda for the upcoming business meeting

Actions

- Document team progress
- Document upcoming goals & priorities
- Develop a plan of action for projects that are in trouble
- Develop a plan of action for dealing with a chairperson or member that is having problems
- The advisor completes the executive officer's log sheet
- Create agenda for upcoming business meeting; deliver to council secretary for distribution

Leadership Team Meeting

Purpose

- Reconcile attendance and evaluation records with the council secretary
- Reconcile financial records with the council treasurer
- Coordinate needs with the council technology coordinator
- Coordinate training with council training coordinators
- Team meeting to review team evaluation, goals, and priorities from the executive meeting
- Executive officer meet with each chairperson one-on-one
 - Discuss and document committee successes and problems from the past month
 - Discuss specific goals and priorities for your committee this month
 - Go over/develop committee agenda for this month's planning meeting
 - Collect project folders for any recently completed projects
 - Review the project folder for currently running projects; discuss any issues
 - Hand out any new project planning folders and discuss due dates
 - Review member attendance and participation; discuss any issues with members and develop an action plan of how to deal with them

Actions

- Executive officer update the planning folder tracking sheet for each complete or on going project
- Executive officer fill out Committee Chairperson log sheet
- Chair people fill out your personal log sheets for this months goals, priorities, and tasks
- File any absence forms, committee evaluations, or completed planning folders with the council secretary
- Turn over any funds from recent projects to the council treasurer
- Turn in any receipts, packing slips, reimbursement forms with the council treasurer
- File any proposed project budgets or financial statements from recently completed projects with the council treasurer
- File technology requests (sound system, multi-media needs, online updates, etc.) with the council technology coordinator

Planning Meeting

Purpose

- Celebrate our successes from the past month
- Executive officer conduct a team meeting (approximately 10-15 minutes) to present the big picture for the month
 - What went well last month?
 - What needs to be improved and what steps will your team take to make these improvements
 - What are the goals for the team this month?
 - What are the priorities for the team this month?
 - How does each committee contribute to completing the big picture/goals?
- Chairperson conduct a planning meeting for this month identified priorities (approximately 40 minutes)
 - Present an agenda for your committee member
 - Assign team members to take minutes for your committee meeting and to be timekeeper to keep the group on time
 - Assign team members to help fill out project planning folders as necessary
 - Be prepared to effectively use the full time!

Actions

- Place a copy of your agenda for the meeting in your council binder
- Document team progress using a committee records form and file it in your council binder
- Complete appropriate documents in the project planning folder(s)

Business / Training Meeting

Purpose

- To conduct the official business of the student body
- To provide skill development for our members

Actions

- Conduct a business meeting using parliamentary procedure outlined in our constitution
 - Approve the minutes from the previous meeting
 - Approve the financial report
 - Act on any old or new business presented before the council
- Conduct a series of interactive lessons that teach and develop an identified leadership skill for the month

Leadership Team Meeting Sample Schedule

Time Frame	Duemling	Gorecki	Li	Schuh
5 minutes	General News and Updates			
5 minutes	Secretary (Attendance, Evaluations, and Points)	Training Coordinators (Upcoming Topics, Sample Lessons for Feedback, Logistics)	Technology Coordinator (Technology Request Forms, PR, EOY Show, and Files)	Treasurer (Deposits, Reimbursements, and Project Financial Statements)
5 minutes	Treasurer (Deposits, Reimbursements, and Project Financial Statements)	Secretary (Attendance, Evaluations, and Points)	Training Coordinators (Upcoming Topics, Sample Lessons for Feedback, Logistics)	Technology Coordinator (Technology Request Forms, PR, EOY Show, and Files)
5 minutes	Technology Coordinator (Technology Request Forms, PR, EOY Show, and Files)	Treasurer (Deposits, Reimbursements, and Project Financial Statements)	Secretary (Attendance, Evaluations, and Points)	Training Coordinators (Upcoming Topics, Sample Lessons for Feedback, Logistics)
5 minutes	Training Coordinators (Upcoming Topics, Sample Lessons for Feedback, Logistics)	Technology Coordinator (Technology Request Forms, PR, EOY Show, and Files)	Treasurer (Deposits, Reimbursements, and Project Financial Statements)	Secretary (Attendance, Evaluations, and Points)
25 minutes	Team Meeting	Team Meeting	Team Meeting	Team Meeting
	Secretary, Treasurer, Technology Coordinator, and Training Coordinators meet with Advisors			
30 minutes (10 with each chairperson)	1-on-1 Meetings	1-on-1 Meetings	1-on-1 Meetings	1-on-1 Meetings
5 minutes	Wrap Up			

During 1-on-1 Meetings

- Secretary, Treasurer, Technology, and Training may update their records and complete appropriate forms
- Chair people not meeting their executive can finalize their meeting agenda for the month and/or update information in their planning folders
- A chairperson that has failed to meet deadlines will be referred to Mr. Carlson to determine a plan for correcting the situation
- Mr. Eberhard will be available to meet with individuals to answer questions, coordinate events, etc.