

## **ELECTION 2024**

### **GUIDE TO ROLES ON STUDENT PARLIAMENT'S EXECUTIVE CABINET**

*Adapted from the 2018 Student Parliament Constitution – Additional points adapted from the 2024 Student Parliament Constitution*

#### **All Cabinet Ministers and Members of Parliament**

1. Shall attend all meetings and events and actively participate in Student Parliament activities and events, during and after school hours
2. Shall maintain an academic average of 60% each semester
3. Shall be a full-time student attending school during term of office
4. Shall follow the rules of conduct as outlined by the Student Parliament Constitution

#### **Prime Minister**

- 1. Shall require one year of previous experience on Student Parliament**
2. Shall represent the student body at all official public occasions and ceremonies
3. Shall oversee all Student Parliament projects and events
4. Shall chair the Executive Cabinet and create an agenda for each Student Parliament meeting with the assistance of the Executive Cabinet and the Speaker
5. Shall be a member of the Saltfleet School Council and the HWDSB Student Senate
6. Shall oversee and coordinate the school's event calendar

#### **Deputy Prime Minister**

1. Shall assume all duties of the Prime Minister or other Cabinet Ministers in their absence
2. Shall assist the Prime minister or other Cabinet Ministers in their absence
3. Shall assist other members of the Executive Cabinet in their tasks
4. Shall be responsible for organizing and planning all fundraising events with the assistance of the Executive Cabinet

#### **Secretary of State**

1. Shall record minutes and attendance records of the Executive Cabinet and Student Parliament, and make minutes available to all of Student Parliament
2. Shall file all minutes, reports, correspondence, and legislation,

3. Shall create and post selling schedules and duty schedules for all events

### **Minister of Finance**

1. Shall be recommended experience in a Business Accounting Course and/or have had previous experience with accounting/treasury
2. Shall keep records of government funds in conjunction with the school administration
3. Shall recommend to the Student Parliament a budget at the start of the school year
4. Shall prepare financial statements for Student Parliament meetings
5. Shall pay bills on time and submit deposits on a regular basis
6. Shall collect and approve all expense receipts from Student Parliament members and submit reimbursement forms to the Staff Advisor
7. Shall be a member of or work closely with any clubs/committees that promote business and entrepreneurship within the school, and shall act as a liaison between the Student Parliament and the Business Department

### **HWDSB Student Senator**

1. Shall be a member of the HWDSB Student Senate
2. Shall attend all meetings and events of the HWDSB Student Senate, along with the Prime Minister, and report back to the Student Parliament and the student body – The Senator shall report to the student body, and the Prime Minister Shall report to Student Parliament
3. Shall elect on behalf of the Saltfleet student body, along with the Prime Minister, the HWDSB Student Trustees, and the HWDSB Student Senate Officers

### **Minister of Culture**

1. Shall work to promote and recognize a variety of cultures within our school
2. Shall be responsible for the planning and coordinating all Student Parliament sponsored social activities and work with the Ministers of Spirit to organize social events (i.e., dances)
3. Shall be a member of or work closely with clubs/committees that promote cultural awareness within the school, and report to Student Parliament any events or activities being planned by these groups

### **Ministers of Sports and Recreation**

1. Shall work with teachers in the Athletic Department to promote health and fitness by organizing athletic assemblies and recreational activities
2. Shall work in cooperation with the Ministers of Spirit and Culture in the organization of pep rallies, homecomings, and sports team recognition assemblies
3. Shall be a member of or work closely with clubs/committees that promote physical and mental health within the school, and report to Student Parliament any events or activities being planned by these groups

### **Minister of Communications and Multimedia**

1. Shall set up and manage the Student Parliament social media accounts
2. Shall work as the liaison between Student Parliament and Communications Technology. This includes putting up advertisements on the school televisions and outdoor electronic signs, and coordinating documentaries, news reports and photo shoots
3. Shall create, prepare, put up, and take down posters, billboards, signs, etc. to promote Student Parliament events and activities
4. Shall write announcements for any upcoming events, committee business, etc.
5. Shall decorate and maintain the Student Parliament display case

### **Minister of the Arts**

1. Shall be responsible for promoting art-related events to the school and community
2. Shall act as a liaison between the Arts Departments and Student Parliament
3. Shall be responsible for establishing latest ideas to involve students in the arts
4. Shall be a member of or work closely with clubs/committees that promote the arts within the school, and report to Student Parliament any events or activities being planned by these groups
5. Shall coordinate with the Ministers of Communications and Multimedia to create posters, signs, and more to promote Student Parliament events/activities.

### **Grade Representatives**

1. Shall report the proceedings of Student Parliament to the students they represent

2. Shall express the views of the students to the Student Parliament and propose legislation on behalf of the Student Body.
3. Shall promote Student Parliament events or projects to the students they represent
4. Shall work with the Executive Cabinet and various Committees and Sub-Committees to plan and implement Student Parliament events, dances, projects, etc.

### **Minister of Spirit**

1. Shall take the lead on spirit events run throughout the year (i.e., buyouts, pep rallies)
2. Shall design and submit announcements for spirit events

### **Ministers of Equity and Inclusion**

1. Shall take the lead in organizing and promoting initiatives aimed at celebrating diversity and fostering inclusion within the student body
2. Shall advocate for the needs and concerns of all groups of students within the school community
3. Shall play a vital role in creating safe spaces where all students feel welcome and supported