

NAME \_\_\_\_\_ Student Number: \_\_\_\_\_

**APPLICATION FOR GRADUATION COMMITTEE POSITIONS**

**HAND IN COMPLETED FORM TO GR 12 COUNSELLOR**

**CHECK ON ONE**

*Chair Vice-Chair Secretary Treasurer Member at Large*

**Grad Committee Chair**

The Grad Committee chair is responsible for preparing the weekly agenda with the grad sponsor (prior to the day of the meeting), organization and running of weekly grad committee meetings, communication between the teacher sponsor and committee, and the delegation of tasks to fellow executives and members. The chair is expected to follow up on all tasks and will develop a positive rapport with students, staff, and teachers. They must be dedicated to their grad class and understand that weekly meetings are necessary. The chair will consult with other executives before making any significant decisions. The chair and vice-chair will be part of all decisions and considerations.

Only candidates that have demonstrated exemplary time management and organizational skills will be considered for this position. Candidates must also be excellent communicators and have past experience of working closely with other team members, teachers, and office staff.

**Grad Committee Vice Chair**

The applicant must be able to take over for the chair and will work closely with the chair carrying out delegated tasks. See above.

**Grad Committee Secretary**

The applicant must be familiar with Microsoft Word, Excel, and Google Docs. The secretary is responsible for taking and posting meeting minutes, editing and creating spreadsheets, and generally communicating with the executives.

**Grad Committee Treasurer**

The applicant must be familiar with Microsoft Word, Excel, and Google Docs and is responsible for the yearly budget and deposits.

**Grad Committee Member at Large**

The applicant must: attend all meetings, accept subcommittee roles, demonstrate an ability to work collaboratively with others, offer suggestions, be willing to do set up and clean up work when necessary, be able to follow instructions, and be an overall team player.

NAME \_\_\_\_\_ Student Number: \_\_\_\_\_

**MANDATORY - TEACHER REFERENCES (at least one)**

Teacher Name \_\_\_\_\_ Signature \_\_\_\_\_







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*Thank you for your application and good luck.*