

ASSOCIATED STUDENT BODY ADVISOR

The duties of an A.S.B. Advisor shall include but not be limited to the following:

1. STUDENT GOVERNMENT

Supervise and advise the structure, meetings, and records of the student government.

2. SOCIAL FUNCTIONS

Coordinate and supervise the social functions of the A.S.B.

3. SCHOOL TIME ACTIVITIES

Coordinate and supervise A.S.B. sponsored school time activities.

4. ATHLETIC EVENTS

Working with the Athletic Director, supervise and coordinate A.S.B. sponsored activities related to athletic events.

5. CLUBS AND ORGANIZATIONS

A. Assist the club advisors and members with the technical aspects of their obligations such as budgets, constitutions, financial procedures, and offer assistance in planning their activities.

B. Assure the submission of constitutions of new organizations to the Board of Trustees for approval.

6. FINANCIAL RESPONSIBILITIES

A. supervise the procedures for handling of student receipts, accounts, and preparation of the A.S.B. budget.

B. Advise the clubs and organizations in preparing and maintaining their budgets.

C. Approve all requisitions for expenditures from the student body funds.

D. Insure that all financial procedures of the A.S.B. conform to good business and accounting procedures.

7. OTHER

Perform other related duties as may be assigned by the principal.