

STUDENT COUNCIL ORGANIZATION

ROLES AND RESPONSIBILITIES

➤ **RESPONSIBILITY OF THE PRESIDENT**

- Act as a Bridge between Principal, Teachers, and Students.
- Look after the overall activities of the school.
- Keep Vigilance on other students when they are in and out of School.
- Check the dress code of the students.
- Act as a role model to their peers.
- Guide Peers in positive discipline.
- Collect suggestions on school development plans from the peers and report during meetings.
- They should deal with full respect and the appropriate way according to age level with students.

➤ **RESPONSIBILITY OF THE VICE PRESIDENT**

- To assist the School President to discharge the assigned duties to the Captains.
- In the Absence of the School Captain, Discharge her duties as the acting School Captain.
- They should deal with full respect and the appropriate way according to age level with students.

➤ **RESPONSIBILITY OF THE SECRETARY**

- Maintain Collaboration among the leaders of each committee.
- Coordinate the Meeting and keep track of the Minutes of the meetings.
- Provide Link between Student Counsel body and Teachers.
- They should deal with full respect and the appropriate way according to age level with students.

Vision:

Empowering learners with competence and the passion for lifelong learning to impact their community.

Mission:

To enlighten all learners with a standard-oriented curriculum that promotes positive life connections, in an inspiring and nurturing environment , based on the integration of technology and inquiry. We strive for our resilient learners to proficiently embrace the future.

➤ **RESPONSIBILITY OF THE DISCIPLINARY COMMITTEE LEADERS and MEMBERS**

- Observe School Rules at all time.
- Help the other Leaders and the Students to be punctual on their duties.
- Coordinate with the Student Counselors regarding any form of Bully in the school.
- Check the cleanliness of the School.
- Check the Dress Code of the Students.
- Help the other student be respectful towards the Teachers, Peers and School Environment.
- Organize meeting of the Disciplinary Committee and record the minutes of the meeting.
- They should deal with full respect and the appropriate way according to age level with students.

➤ **RESPONSIBILITY OF THE EVENT MANAGEMENT COMMITTEE**

- Develop program, idea and interesting names for the events as well as setting criteria.
- Coordinate logistics (e.g. participants, supplies needed, etc.) as well as Organize volunteer team comprised of girls and Teachers to assist in planning and implementation of event.
- Supervise the events with the help of the teachers during the events.
- Distribution of invites for Events.
- Coordinate and plan the event with the help of the Teachers.
- Organize meetings and record the minutes of the meeting.
- They should deal with full respect and the appropriate way according to age level with students.

➤ **RESPONSIBILITY OF THE SAFETY COMMITTEE**

- Advice in all aspects of Health and Safety in the School.
- Administer and Coordinate the Safety Management and information within the School.
- Organize and Coordinate various School Safety Awareness Programs such as Road Safety Awareness Program, Natural Disaster Safety Program etc.
- Coordinate regularly with the School nurse regarding the health hazard that have been created in the school.
- Report any incident or near-miss through the relevant channel.
- Follow up with the School Safety Rules.
- Cooperate with the Management in Health and Safety issues.
- Organize meeting and record the minutes of the meeting.
- They should deal with full respect and the appropriate way according to age level with students.

➤ **RESPONSIBILITY OF THE ENVIRONMENTAL COMMITTEE**

- Plan, Prepare and Establishment of School Environment Rules.
- Reduce Waste such as Paper cups and Plastics.
- Follow the agenda Reuse, Reduce and Recycle.

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- Organize Program such as “Green Day” to provide environmental Awareness.
- With the help of teachers set up campaigns of Recycling Products.
- Focus and supervise on Clean water and Sanitation Facilities at School.
- Organize Meetings and record the minutes of the meetings
- They should deal with full respect and the appropriate way according to age level with students

➤ **RESPONSIBILITY OF THE RESEARCH COMMITTEE**

- To serve as a forum for the discussion of improvement and expansion of research activity.
- Research about various topics and Subjects that the other committee can work with in the school and discuss the topics during the meetings.
- To communicate needs or problems related to research work and environment.
- To make recommendations for the coordination of program to enhance research.
- Promote Collaborative Research.
- Organize Meetings and record the minutes of the meetings.
- They should deal with full respect and the appropriate way according to age level with students.

➤ **RESPONSIBILITY OF THE ENGLISH LANGUAGE COMMITTEE**

- Encourage children to speak in English and strengthen their vocabulary.
- Monitor whether the children are communicating in English at their Classes.
- Visit the Classes and speak to learners regarding importance of Speaking in English.
- Prepare Charts and Cue cards to display in various corners of the school about upgrading Language.
- Help Children to improve their English Language.
- Organize Programs to help peers learn English easily such as Poetry day, Storytelling day etc.
- Deal with full respect and the appropriate way according to age level with students.

➤ **DISMISSAL FOR THE POST**

- If the concern leader or the post holders do not follow the code of conduct of the school.

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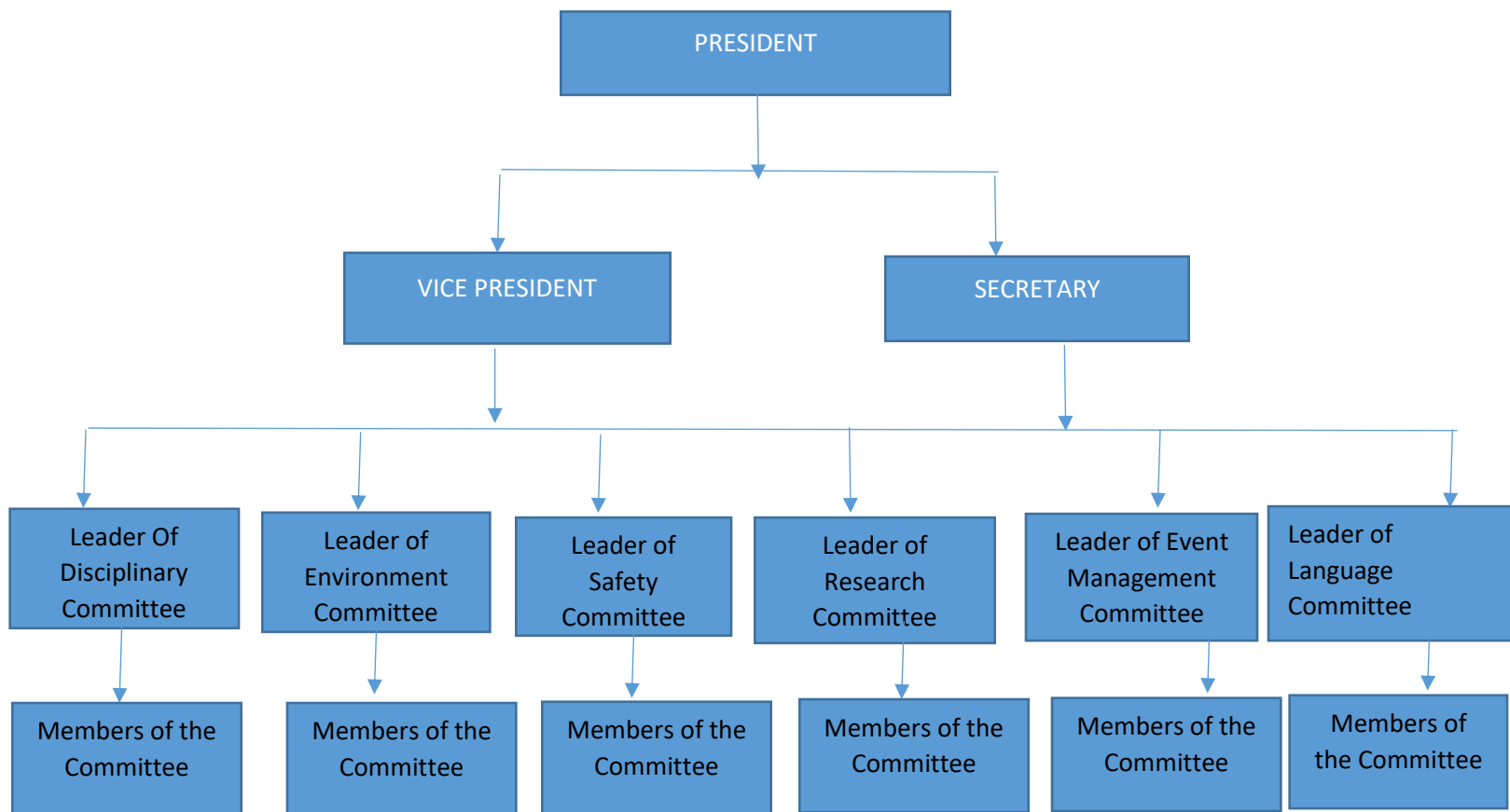
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- If the concern leader or the post holders performances towards their responsibilities are unsatisfactory.
- If the concern leader or the post holders are unable to attend meetings more than 3 times

➤ **MEETINGS**

- Meeting of Each Committee will be held twice a month at the presence of the concern teacher
- During the meeting the Committees will take attendance, read the previous minutes of the meeting as well as write down the minutes of the present meetings
- The Student will speak about the goals that they achieved during the time frame and also discuss their findings and difficulties
- Future plan for the next month will be discussed

STUDENT COUNSEL ORGANISATION HIERARCHY



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