



Subcommittees of the Advisory Committee of the Virginia Student Councils Association

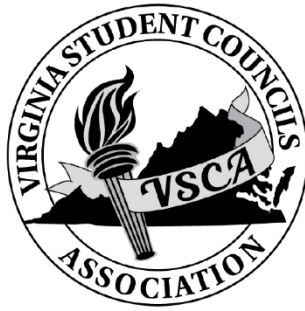
Convention Subcommittee

SUBCOMMITTEES

Section 1: Each committee shall take accurate minutes, write or type a written report, place the report in the committee notebook, and present it to the VSCA Advisory Committee and the VSCA State Director or an appointed designee at the end of each meeting, as requested.

Section 2: The Convention Committee shall:

- a. be chaired by the President School;
- b. review evaluations from previous Annual Conventions and make recommendations to the state office;
- c. make recommendations to the state office regarding Annual Convention keynote speakers, break-out session topics, agendas, menus, etc.;
- d. plan and implement the Swap Shop portion of the Annual Convention;
- e. coordinate the state-wide resolution process by:
 1. promoting an understanding of the rationale for the process of developing resolutions,
 2. providing guidelines for local student councils in formulating their own resolutions,
 3. present, as needed, at the Advisory Committee meetings, the Regional Leadership Workshops, and the Summer Leadership Workshop break-out sessions on the process of preparing resolutions,
 4. planning and conducting the Resolutions break-out session at the Annual Convention,
 5. organizing procedures for the debate of resolutions at the Annual Convention, and
 6. planning and coordinating the Resolutions Session at the Annual Convention;
- f. plan and coordinate the Open Forum with the State Board of Education General Session of the Annual Convention;
- g. review financial statements and proposed budgets for the Annual Convention and make recommendations; and
- h. perform other tasks assigned by the VSCA State Director.



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Spirit Subcommittee

SUBCOMMITTEES

Section 1: Each committee shall take accurate minutes, write or type a written report, place the report in the committee notebook, and present it to the VSCA Advisory Committee and the VSCA State Director or an appointed designee at the end of each meeting, as requested.

Section 3: The Spirit Committee shall:

- a. be chaired by the Vice President School;
- b. plan and implement the energizers at the Annual Convention;
- c. plan and implement the ongoing regional games/competitions at the Annual Convention;
- d. plan and implement the Pep Rally portion of the Annual Convention;
- e. be responsible for tallying points and awarding the spirit staff prize at the conclusion of the Annual Convention;
- f. perform other tasks assigned by the VSCA State Director.



Subcommittees of the Advisory Committee of the Virginia Student Councils Association

Communications and Media Subcommittee

SUBCOMMITTEES

Section 1: Each committee shall take accurate minutes, write or type a written report, place the report in the committee notebook, and present it to the VSCA Advisory Committee and the VSCA State Director or an appointed designee at the end of each meeting, as requested.

- Section 4:** The Communications and Media Committee shall:
- a. be chaired by the Secretary School;
 - b. make recommendations for and assist in the implementation of public relations activities for the VSCA;
 - c. make recommendations for changes to the VSCA website, and assist in the website upkeep, as needed;
 - d. assist with the development of newsletters – including the collection of monthly article submissions – and other publications;
 - e. review financial statements and proposed budgets for the Annual Convention and make recommendations;
 - f. assist in the making of promotional materials prior to the Annual Convention, as directed;
 - g. assist in the making of highlight videos/materials during the Annual Convention, as directed; and
 - h. perform other tasks assigned by the VSCA State Director.



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Region Representatives Subcommittee

SUBCOMMITTEES

Section 1: Each committee shall take accurate minutes, write or type a written report, place the report in the committee notebook, and present it to the VSCA Advisory Committee and the VSCA State Director or an appointed designee at the end of each meeting, as requested.

- Section 5:** The Region Representatives Committee shall:
- a. consist of all elected Regional Representative Schools, all Representative Middle Schools, and all Representative Elementary Schools;
 - b. coordinate dates, times, and locations of the Regional Leadership Workshops and the Summer Leadership Workshop;
 - c. review annually the curriculum, agendas, and meeting structure for Regional Leadership Workshops and the Summer Leadership Workshop, and make recommendations to the state office for revisions;
 - d. review evaluations from Regional Leadership Workshops and the Summer Leadership Workshop;
 - e. make recommendations to the state office for changes in the workshop sites and structure;
 - f. make proposals to the VSCA Advisory Committee for the annual State Service Project, and, once selected, coordinate the details of the project on the regional and the state level; and
 - g. perform other tasks assigned by the VSCA State Director.



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Elections and Awards Subcommittee

SUBCOMMITTEES

Section 1: Each committee shall take accurate minutes, write or type a written report, place the report in the committee notebook, and present it to the VSCA Advisory Committee and the VSCA State Director or an appointed designee at the end of each meeting, as requested.

Section 6: The Elections and Awards Committee shall:

- a. annually review and revise the application criteria and form for all state elections and state awards;
- b. receive, organize, and review the applications for all state elections and state awards, and make recommendations to the VSCA State Director and the VASSP Executive Director as to the proposed award recipients;
- c. ensure all phases of the election process at the Annual Convention are coordinated;
- d. plan and coordinate the installation ceremony at the Annual Convention;
- e. confirm acknowledging receipt of complete or incomplete application status for all state elections and state awards;
- f. distribute appointment information to the VSCA Advisory Committee and election to the VSCA State Offices and Regional Representative positions to school principals, superintendents, school boards, elected officials, media outlets, and the state office;
and
- g. perform other tasks assigned by the VSCA State Director.



Subcommittees of the Advisory Committee of the Virginia Student Councils Association

NSC Subcommittee

SUBCOMMITTEES

Section 1: Each committee shall take accurate minutes, write or type a written report, place the report in the committee notebook, and present it to the VSCA Advisory Committee and the VSCA State Director or an appointed designee at the end of each meeting, as requested.

Section 7: The NSC Committee shall:

- a. present a review of the most recent NSC National Conference to the VSCA Advisory Committee and begin discussions as to the next upcoming conference;
- b. take the lead on reviewing travel and hotel arrangements for the Virginia delegation to the next upcoming conference;
- c. coordinate the distribution of application materials to the VSCA, once they are available from the NSC office;
- d. design the state t-shirt, state trading pin/button, and other state items to be used at the conference;
- e. work on fundraising ideas – including business sponsorships – to help defer the cost of attending the conference; and
- f. perform other tasks assigned by the VSCA State Director.



Subcommittees of the Advisory Committee of the Virginia Student Councils Association

Headquarters and Hospitality Subcommittee

SUBCOMMITTEES

Section 1: Each committee shall take accurate minutes, write or type a written report, place the report in the committee notebook, and present it to the VSCA Advisory Committee and the VSCA State Director or an appointed designee at the end of each meeting, as requested.

Section 8: The Headquarters and Hospitality Committee shall:

- a. assist with assembling the envelope of paperwork, name badges, t-shirts, and other items for the schools attending the Annual Convention;
- b. design and implement a plan involving members of the Advisory Committee to welcome and inform each school delegation as they arrive at the Annual Convention;
- c. coordinate the members of the Advisory Committee to serve as knowledgeable and friendly ambassadors at the Annual Convention;
- d. design and distribute a Certificate of Participation to each delegate at the Annual Convention;
- e. coordinate the items and setup of the advisor hospitality room, and possible advisor gifts, at the Annual Convention;
- f. assist in the making of an advisors' highlight video during the Annual Convention, as directed; and
- g. perform other tasks assigned by the VSCA State Director.