

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of EDA:	Student Council
School Level:	Middle

Description of Activity: Under the direction of the principal, the Student Council advisor promotes student leadership and involvement. The advisor facilitates communication between students, faculty, and school administration, and coordinates school wide service and spirit projects. The Student Council Advisor advocates involvement in Baltimore County Student Councils and Maryland Association of Student Councils and attends meetings, workshops, and conventions for those organizations.

The Student Council advisor should have knowledge of the student representation process and be able to guide students in leadership development. A positive rapport with students is important, as is the ability to communicate effectively. Fundraising and event planning skills are also necessary.

Link to the Blueprint for Progress: The Student Council provides students with the opportunity to be engaged in leadership, and enhances student involvement, communication skills, teamwork, attendance, positive behavior, and citizenship. The Student Council supports a positive learning environment and climate, and fosters student involvement in the school wide decision-making process. The role of the Student Council advisor supports the Blueprint’s Performance Goal 4, Indicators 4.1 and 4.3, and Performance Goal 7.

Examples of Specific Duties of this EDA Sponsor	Estimated Hours
--	------------------------

Preparation and Planning	25 – 35
--------------------------	---------

- Maintains financial records from ticket sales, fund raising, and spirit events
 - Assists students with conference/leadership registration fees
 - Provides monetary support for school wide clubs and organization
 - Engages in services activities
 - Provides incentives for improving the learning environment and positive school climate
- Maintains membership rosters and event registrations by completing required forms
- Prepares for member meetings by creating agendas, distributing passes, notifying parents, faculty, administration, and students of meeting times and locations, and acquiring necessary materials for projects
- Secures facilities, outside contractors, and security for school wide events
- Prepares facilities for events including decorating, set-up and clean-up

Meetings

35 – 45

- Meets with school administrators to obtain approval, request funds, set calendar dates, update on progress, and align goals
- Meets with parents/community members to update on progress, obtain event support, align goals, request funds, and seek volunteers
- Oversees Student Council Executive Board meetings to outline goals, select committee chairs, outline duties, assess progress, debrief past events, and set agendas
- Holds general meeting for Student Council members to form committees, approve clubs, plan events, brainstorm, address concerns, allocate funds, and vote

Other EDA Duties

90 – 105

- Promotes membership by making announcements, advertising, updating rosters, and attending “Back to School” events
- Secures Student Council leadership through appointments, elections, and/or recommendations
- Establishes criteria for, and announces, available positions, sets parameters for campaigning, and manages the general election procedures
- Supervises all Student Council-sponsored events by managing chaperones and volunteers, overseeing committee chairs, coordinating sales and money collection, and troubleshooting throughout the events
- Supervises and accompanies students traveling to County, state, national workshops and conferences by securing meals, handling emergencies, and keeping parents informed

Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 150 – 185

Minimum Number of Students Required: One Student Council member per 40 students.

Annual Compensation

Student Council – Middle – is a Level I activity.