

**Sample Board of Education
Student Representative Description**

Position Title: Student Representative to the Board of Education

Location: (School District)

Reports to: Board of Education/Superintendent

General Description:

The student representative to the Board of Education will attend all regularly scheduled meetings. The student representative will act in an advisory capacity providing student voice on issues brought before the Board. The Board may not grant the student member any voting privileges, but shall consider the student member as an advisor. The student advisor may not participate in or attend any executive session of the Board.

A student representative shall be appointed annually to the position and may be removed from such position by a majority vote of the Board of Education. The student member shall serve for a term as determined by the Board.

Responsibilities:

- Attends all Board of Education Meetings
- Attends as requested, Student Organization meeting as a representative of the student body.
- Attends any professional development opportunities as requested by the Board of Education
- Acts as a student advisor to the Board of Education
- The student advisor will meet with their respective building principal or designee prior to each Board of Education meeting to provide a student report.
- Principal will assist with the preparation of student report for the Board of Education.

Experience Requirements:

- Must be a full time student in (school district)

Knowledge, Skill, and Ability Requirements:

- Good verbal and communication skills

Education Requirements:

- Must be in good academic standing, and be able to meet the state and school guidelines for extra-curricular participation

Reviewed by: Board of Education

Approved by: Board of Education

Date posted: Annually

Date appointed: First Board of Education meeting in August

Sample Representative to the School Board Application

Contents:

- Position description and application procedure
- Application
- Candidate's petition

Timeline:

- Submit the completed application and essay to the Superintendent's office at _____ **no later than** _____
- All applications will be reviewed on _____ and finalists will be interviewed in closed session at the BOE Meeting in _____
- The newly selected Student Representative(s) to the Board of Education will be seated at the Board of Education Meeting on _____.

The Student Representative to the Board of Education

Position Description:

The Student Representative(s) to the Board of Education are representatives for and to both, the Board of Education and the students of (insert district). Interested candidates will apply during the spring semester for appointment during the following school year. They must be currently enrolled, in good academic standing, and able to meet the state and school guidelines for extra-curricular participation.

The Student Representative(s) would have the dual responsibility of both reporting to the School Board as well as to the students that they represent. This involves:

- ✓ Attending all full board meetings of the Board of Education.
The representatives would serve as an advisory, non-voting member to the board, and would be excluded from closed sessions, as well as committee participation, unless otherwise directed.
- ✓ Preparing a report for all such meetings to be presented to the Board on behalf of the students of (school district).
- ✓ Meeting with the Principal(s) or designee prior to each Board of Education meeting in preparation for items to be discussed.
- ✓ Attends as requested, Student Organization meetings as a representative of the student body.
The length of office is from August until June.
- ✓

Procedure for applying for the position:

- ✓ Complete all information as requested on the application and activities summary.
- ✓ You must get two recommendation forms filled out by a teacher/counselor. Staff are to forward them directly to the Superintendent's Office at _____
- ✓ Provide an essay on the following key points (not more than one page typed):
 - Why are you seeking this position
 - What are your goals for this position
 - How have your experiences prepared you for this role
 - What do you bring to this position that others might not
 - In what areas do you feel you need to grow to be successful in this position
- ✓ Interviews will be set up with students through the Superintendent's office. Students will be contacted by the Principal of the final decision.
- ✓ The newly selected Student Representative(s) to the Board of Education will be presented at the second Board of Education meeting in August.

**Application
for
Student Representative to the Board of Education**

Name: _____ ID# _____ School: _____

Address: _____

Town: _____ Zip: _____

Home Phone: _____

E-Mail: _____

Please list your involvement:

Activity:

Years of Active Participation:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list your involvement in the clubs/activities/service *outside* of (school district)

Activity:

Years of Active Participation:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Student Signature: _____

Parent Signature: _____

Recommendation for Student Representative to the Board of Education

Applicant's Name: _____

Staff Member Completing the Recommendation:

Name (printed)

Signature

Date

How long have you known the applicant: _____

In what capacity have you worked with the applicant: _____

Please provide a brief statement in support of the applicant for this position as Student Representative to the Board of Education:

Please return this recommendation directly to the Superintendent's Office
at _____ by _____. Thank you.

Sample Interview Questions
Student Representative to the Board of Education

Candidate:

1.	<p>Please share anything you would like us to know about you and why you applied to the position of Student Representative to the Board of Education.</p>
2.	<p>Could you provide us with an example of how you have expressed your advocacy for student voice?</p>
3.	<p>What would students say are critical issues concerning their education?</p>

4.	<p>What is your plan to communicate information to the Board and back to students?</p>
5.	<p>What if a subset of students had a concern that you did not understand or agree with. What steps would you take or recommend to ensure that you understand and that their voices are heard?</p>

Sample Student Board Member
Representative Oath of Office

"I, **(Insert Name)**, do solemnly swear (or affirm) that I will faithfully discharge the duties of a Student Representative of the Board of Education of (Insert District Name), in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

"I further swear (or affirm) that:

"I shall encourage and respect the free expression of opinion by my fellow board members and others who seek a hearing before the board, while respecting the privacy of students and employees;

"I shall abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

"As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the school district;

"I shall foster with the board extensive participation of the community, formulate goals, define outcomes, and set the course for (Insert District Name);

"I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

"I shall serve as education's key advocate on behalf of students and our community's schools to advance the vision for (Insert District Name); and

"I shall strive to work together with the District Superintendent and School Board to lead the school district toward fulfilling the vision the board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development."