**Hopewell District Handbook**

 (Updated May 2016 by President Tanner Allen)

**Duties of the Hopewell Officers**

All Hopewell District Officers are expected to:

1. Attend one Executive Board meeting per month with December being optional
2. Be accompanied to all meetings by an advisor or parent
3. Attend the Hopewell District Fall Workshop and Spring Convention
4. Attend the IASC State Convention if possible. (Hopewell District contributes $100 toward the convention costs of the president.)

Specific Officer Duties are as follows:

**President**

1. Prepares the agenda for the Executive Board meetings and the annual Hopewell District meetings
2. Chairperson of all Hopewell events including, but not limited to: Fall Workshop, Spring Convention, and the Hopewell District meeting at the IASC Convention
3. Serves as a general spokesperson for the district, and maintains communication with member schools
4. Serves as host to guests and speakers
5. Conducts Constitution Committee meeting
6. Chooses the Community Service project, and oversees the project
7. Orders the plaques for the awards(Advisor of the Year, Zac Swingle, and Jenny Meek Memorial awards)
8. Updates the Handbook annually
9. Maintains Twitter account
10. Assists Liaison with the End-of-the-Year video presentation at Spring Convention

**First Vice President**

1. Publishes an updated District Directory, and distributes it to advisors at both Fall Workshop and Spring Convention
2. Handles Honor Delegate applications for the Fall Workshop
3. Provides information to Recorders, while reviewing Honor Delegates for Fall Workshop
4. Prepares Honor Delegate certificates
5. Reviews the Honor Council Book guidelines and scorecard, and makes them available to Member Schools by December 1
6. Oversees Honor Council Book judging before Spring Convention: Reviews the Honor Council Book guidelines and scorecard, and makes them available to Member Schools by December 1. Presents a plaque to those achieving Honor Council Book status

**Second Vice President**

1. *Publishes The Council Connection*, the district newsletter, four times a year
2. Sends the IASC reporter articles on the district’s activities

**Secretary**

1. Records the minutes of all district events
2. Reviews the minutes of the previous district meeting
3. Oversees the Hopewell Student Council Advisor of the Year, Zac Swingle Award, and the Jenny Meek Award; distributes forms to member schools

 **Treasurer**

1. Handles all district financial matters and memberships
2. Presents a Treasurer’s Report at each Executive Board meeting
3. Communicates with the IASC Treasurer about member schools within the Hopewell District

 **Convention Secretary**

1. Coordinates the annual Fall Workshop and Spring Convention
2. Handles registration at the Fall Workshop and Spring Convention
3. Secures speakers for Fall Workshop and Spring Convention
4. Prepares Fall Workshop and Spring Convention Attendance Certificates

**Liaison to the IASC**

1. Reports the district activities to the IASC
2. Updates the Hopewell district Website as well as social media accounts
3. Assists the president with the End-of-the-Year Hopewell video presentation
4. Prepares the slide show for the Spring Convention of the member schools and the yearly activities
5. Prepares a district display for the Hall of Ideas at the IASC State Convention
6. Encouraged to attend an IASC meeting during the year.

**Advisors-at-Large**

1. Shall be the retiring president’s advisor and the retiring convention secretary’s advisor
2. Assists in setting Executive Board meeting dates
3. Assists in planning the Fall Workshop and Spring Convention
4. Leads the Credentials Committee
5. In charge of the Hopewell Scholarships

**Credentials Committee**

The Credentials Committee was established in 1999 to ensure that the candidates for Hopewell office were qualified to serve as Hopewell District Executive Board candidates.

**Guidelines for the Credentials for the Credentials Committee**

1. The Credentials Committee’s function is to interview and accredit each candidate as defined by the Hopewell Constitution. The Committee may Recommend, Recommend with Reservations, or Not Recommend a candidate for office.
2. Student Council members from member schools may apply in the Fall to be members of the Hopewell Credentials Committee.
3. No more than one member will be selected from each member school.
4. The Hopewell Executive Board will select the members of the committee from applications sent to the Hopewell First-Vice President.
5. A current officer of the Hopewell executive Board who is not running for a Hopewell office at Spring Convention will serve as the chairperson of the Credentials Committee. If there are no available officers, then someone on the committee will be appointed as chairperson based on involvement in the Hopewell District and the IASC.
6. Any district advisor may choose to be on the committee as an observer.

**Constitution Committee**

The Constitution Committee was established to ensure that the Hopewell Constitution was reviewed and updated as need be.

**Guidelines for the Constitution Committee**

1. The Constitution Committee’s function is to review the Constitution and maintain a current District Constitution
2. Student Council members from member schools may apply in the Fall to be members of the Hopewell Constitution Committee.
3. No more than one member will be selected from each member school.
4. The Hopewell Executive Board will select the members of the committee from applications sent to the Hopewell First Vice-President.
5. The president of the Hopewell District will serve as the chairperson of the Constitution Committee.
6. Any district advisor may choose to be on the committee as an observer.

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 **Hopewell District Calendar**

**Executive Board Meetings are held once a month with the December meeting being optional.**

**September**

* Fall Workshop Finalized
* Fall Mailing
* Honor Delegate forms released

**October**

* Honor Delegate Selection
* Hopewell District Fall Workshop (end of October or the first week of November)

**November**

* Review Fall Workshop Evaluations
* Winter Retreat Planning

 **December**

* Meeting if Necessary

 **January**

* Planning for Spring Convention
* Spring Convention Mailing Including Officer Applications
* Winter Retreat

 **February**

* Interviews of Officer Candidates by Credentials Committee
* Judging of Honor Council Books

 **March**

* Hopewell District Spring Convention
* Election of Next Year’s Executive Board

 **April**

* Change-over Meeting between both boards
* Those elected begin their responsibilities at this meeting

 **May**

* IASC State Convention
* Planning begins for the District Summer Retreat

 **Summer**

* Hopewell District Summer Retreat
* Planning for Fall Workshop