

**A Message for all Prospective  
USB COMMISSIONERS**

Congratulations! You have taken the first step in becoming a Leadership Class Commissioner at Ayala High School.

**Qualifications for a Leadership Commissioner**

1. Achieved 2.0 grade point average on the last 12-week progress report card.
2. Two or more unsatisfactory citizenship grades shall render the candidate ineligible.
3. All candidates must complete this packet and turn it into the USB room on November 15, 2018 in 4<sup>th</sup> period. The packet must be fully completed in order to be eligible.
4. All candidates must be able to take the leadership course from January 2019 to December 2019.
5. All candidates must be a holder of an USB activity card.
6. Candidates will be required to fulfill their responsibilities of the leadership class upon becoming a Leadership Commissioner.
7. Candidates must be in Leadership for one semester before becoming a commissioner.

**LEADERSHIP COMMISSIONER  
APPLICATION 2019-2020**

I \_\_\_\_\_(your name) have decided to apply for a Leadership Commissioner position in the Ruben S. Ayala USB Leadership Class. If I am selected, I must remain in the fourth period Leadership Class second semester (2018-2019) and the first semester (2019-2020). I understand that there will be great demands placed upon my time. I will also be expected to maintain high standards in my academic classes as well as meet the high expectation of my commission. I might be expected to stay after school to complete a project even if the rest of the class is not staying.

I am well aware of the demands and the expectations that will be placed not only upon me but also on my parents of becoming a commissioner. I have read the responsibilities of the positions I am interested in.

I would be interested in the following commissions. Please list your #1, #2, and #3 choices:

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date \_\_\_\_\_

# Duties of the Commissioners

## **Commissioner of Assemblies and Rallies**

1. Organize and be in charge of all rallies and assemblies. (5 total rallies)
2. Accept responsibility to publicize all activities related to rallies and assemblies (with the aid of the Commissioner of Publicity)
3. Be responsible for the distribution of assembly schedules to all Administrators, Teachers, and classified staff members.
4. Oversee all Rally jobs and establish communication with commissioners and specific group leaders.
5. Attend specific Executive Board Meetings as an Advisory Member.

## **Commissioner of Athletics**

1. Act as host/hostess for all visiting teams when required by the Activities Director or Athletic Director.
2. Shall be in charge of issuing and distributing all school letters for athletics with assistance from Athletic Secretary
3. Remain in constant communication with the Activities Director and the Athletic Director in promoting AHS athletics.
4. Will be responsible for promoting school spirit by recognizing all sports while in season, along with special awards and gifts for teams and/or individuals who go to CIF.
5. Shall work closely with coaches for first-hand knowledge of all sports teams.
6. Shall oversee Banner Raising at Rallies.
7. Organize the National Signing Lunchtime activity with Athletic Director
8. Attend at least one event for each sport while in season and arrange leadership students to attend. In addition, publicize the sporting events through posters (with the aid of the Commissioner of Publicity)
9. Attend specified Executive Board meetings as an advisory member.

## **Commissioner of Audio Communications**

1. Be in charge of all audio equipment and maintenance.
2. Attend all Home Football & Basketball and Wrestling matches.
3. Attend other school activities where sound is needed.
4. To be in charge of all audio needs for the USB.
5. Maintain an inventory of all audio equipment.
6. Supervise all other USB activities using audio equipment.
7. Must be committed and have an open time schedule.
8. Attend specified Executive Board meetings as an advisory member.

### **Commissioner of Class Competition**

1. Be responsible to create competitions for classes in which all students will be able to participate.
2. Work with Homeroom Commissioner and Social Activities Commissioner on lunchtime activities.
3. Plan Class Comp Games for rallies.
4. Prepare Rules & Regulations for rallies and for Homecoming Floats.
5. Accurately keep count of all points earned by the classes to be able to determine class of the year within 2 days of the event, while updating bulletin board in hallway outside of USB Office.
6. Keep the leadership class and the student body informed about the standing of each class through regular updates.
7. To generate school spirit through the involvement of class competitions.
8. Be prepared to speak at House of Reps Meetings regarding current class comp status.
9. Attend specified Executive Board meetings as an advisory member.

### **Commissioner of Community Relations**

1. Be responsible for organizing and supervising a committee on campus with students interested in voluntary community work.
2. Plan and execute Community Service work for the Leadership Class.
3. Oversee the Pennies for Patients school wide fundraiser.
4. Work with UCC Chairperson and Clubs who perform community service.
5. Assist with our community events.
6. Assist our feeder schools with different events.
7. Attend specified Executive Board meetings as an advisory member.

### **Commissioner of Creative Design**

1. Be responsible for creating backdrops for USB events. (Rallies and Homecoming)
2. Be responsible for maintaining and organizing all USB backdrop equipment.
3. Be responsible for teaching the class how to prepare posters and paint.
4. Attend specified Executive Board meetings as an advisory member.

### **Commissioner of Equipment**

1. Be responsible for the Golf cart.
2. Be responsible for the Bulldog Head.
3. Be responsible for keeping the ink markers stocked and inventoried.
4. Be responsible for the inventorying and stocking of butcher paper and paint.
5. Be responsible for maintaining tools and supplies.
6. Attend specified Executive Board meetings as an advisory member.

### **Commissioner of Homeroom Competition**

1. Be responsible for creating competitions for homerooms that all students will be able to participate in.
2. Accurately keep count of all points earned by the homerooms to determine the homeroom class of the year. Points must be calculated within 2 days of the event.
3. Work with Class Competitions and Social Activities for lunchtime activities.
4. Keep the leadership class and student body informed about the standing of each homeroom through regular updates.
5. To generate school spirit through the involvement of homeroom competitions.
6. Recognize Homeroom of the Year in a celebration at the Spring Academic Rally.
7. Attend specified Executive Board meetings as an advisory member.

### **Commissioner of Hospitality**

1. Be the official host/hostess of Ayala High School.
2. Represent USB at all events requested by the Executive Board.
3. Be responsible for inviting visiting schools to rallies and prepare the Hospitality room in the USB Office.
4. Work with Renaissance Class for Red Ribbon Week.
5. Celebrate Birthdays in our classroom.
6. Be responsible for all visitations of campus.
7. Attend specified Executive Board meetings as an advisory member.

### **Commissioner of Performing Arts**

1. Aid and assist the Performing Art Department and be their representative to Executive Board.
2. Be responsible for meeting with the performing arts committee once a month. The committee will have a representative from each performing arts department to keep the class and student body updated and informed about all events.
3. Have a thorough knowledge of all calendar events concerned with the performing arts and publicize the event.
4. Be responsible for the Performing Arts Students of the Month and Best Attitude nominations each month and recognize nominees at rallies.
5. Aid the Publicity Commissioner with the advertising of the performing arts and be responsible for all media attention.
6. Attend specified Executive Board meetings as an advisory member.

### **Commissioner of Publicity**

1. Be responsible for making and posting all necessary posters and banners for USB student body events.
2. Be responsible for updating and upkeep of the electronic marque and marque in the gym foyer.
3. Be responsible for the compiling of all USB publicity news releases for the school and community on the available forms of communication (bulletin, newspaper, radio, television, etc.)
4. Work with the editors of the school newspaper and yearbook.
5. Be responsible for the maintenance and replacement of signs.
6. Assist all organizations with advertisement, when it has been requested. (work with and communicate with the Commissioners of Athletics and Performing Arts)
7. Attend specified Executive Board meetings as an advisory member.

### **Liaison Commissioner**

1. To inform and represent AHS at all Palomares League events.
2. Represent and inform Ayala High School of all CADA/CASL Events.
3. Represent Ayala at the Student Advisory Committee (SAC) meetings and prepare the report.
4. Represent and oversee Ayala students at School Site Council meetings.
5. Report at all Executive Board and class meetings as to the events occurring in the Palomares League.
6. Assist with the Palomares League Honors Banquet.
7. Assist with Annual District Leadership Development day.
8. Assist Mrs. Weiss at CADA Area E Student Leadership Conference.
9. Represent Ayala on CASL Facebook Fanpage through posting, commenting and asking questions,
10. Work with Athletics Commissioner to welcome Palomares League Schools to sporting events.
11. Attend specified Executive Board meetings as an advisory member.

### **Commissioner of Social Activities**

1. Work with the Activities Director on the master calendar.
2. Plan the activities for the First Day of school.
3. Be in charge of all lunchtime activities (at least once a month)
4. Be responsible for special lunchtime rallies – Spirit Week, Halloween, Winter, Valentines, St. Patrick's Day, Spring, End of School year.
5. Be responsible for the Homecoming Spirit Week (activities and dress up) as well as any additional Spirit Weeks. (with the aid of the Commissioners of Special Projects and Homeroom Competitions)
6. Work with the Class Competition Commissioner and Homeroom Competition Commissioner when class/Homeroom points are available.
7. Attend specified Executive Board meetings as an advisory member.

### **Commissioner of Special Projects**

1. Responsible for overall organizing and forming of committees for the Homecoming Dance & Game.
2. Be responsible for the organization of the 8<sup>th</sup> grade Parent/Student Night.
3. Help in the organization of the activities for the First Day of school and Spirit Week with the commissioner of Social Activities.
4. Work with Community Relations on the Pennies for Patients fundraiser.
5. Attend specified Executive Board meetings as an advisory member.

### **Student Store Manager**

1. Train student store leads and new class members.
2. Organize and publish the lunch work schedule for the student store.
3. Be responsible for the maintenance of Student Store.
4. Cash out daily (if needed)
5. Be in charge of the financial records, and/or all supplies with the assistance of the Finance Clerk.
6. Assist in student store the 1<sup>st</sup> week of school, during Homecoming ticket sales and other times as needed.
5. Attend specified Executive Board meetings as an advisory member.

### **Commissioner of Web/Media**

1. Be responsible for all USB computers and printer.
2. Assist with training leadership students in computer skills and access to the One Drive.
3. Expose Leadership students to programs and applications that can improve their reports or organization of an activity
4. Assist with technical set-up for slide shows.
5. Be responsible for digital photos of USB events.
6. Work with the Executive Board on the USB banquet video and slide show.
7. Publicize and update Social Media sites. (Instagram, Twitter, etc.)
8. Attend necessary events for the documentation and recognition on social media platforms. (clubs, sports, performing arts, lunchtime activities, etc.)
10. Attend specified Executive Board meetings as an advisory member.