

## JUNIOR CLASS OFFICER (SECRETARY)

I \_\_\_\_\_, do hereby certify that I meet the requirement to seek the office of Struthers High School Junior Class Secretary. I have personally secured the signatures and agree to the stipulations required for this office. Petitions are due \_\_\_\_\_ to Mrs. Bundy, or Mrs. Zappia .

Elections will be held on \_\_\_\_\_. The term of office shall be one year. One will be elected. Campaign activities and materials are not permitted on school grounds or during school hours.

Duties of the Junior Class Secretary:

1. Record and keep a record at all Junior Class meetings.
2. Take attendance at all meetings.
3. Handle and keep a file of all Junior Class correspondence including purchase orders
4. Perform the duties of the President and Vice-President in their absence
5. Work with the Junior Class Officers, advisors, and administration in organizing and planning Junior Class activities and programs. These activities include:
  - i. **Assist at ALL home football games through the selling of programs. (Must not miss two or more football games or will be removed from position)**
  - ii. **Commitment to working with advisors during the summer**
  - iii. **Selling ads for the football program during the summer**
  - iv. **Actively participating in all fundraisers**
  - v. **Assist in all prom activities**
6. Attend all meetings and activities of Student Council. Meetings are held before school.
7. Attend all committee meetings of which they are members.
8. Keep junior classmates informed of Junior Class and Student Council activities.
9. Carry out all assigned tasks.
10. Bring classmates' suggestions to Junior Class and Student Council meetings.
11. Set an example of good character for the entire student body.
12. Meet eligibility requirements as set by the Struthers Board of Education.

**I have read and understand the commitment I am making in running for this position.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature          Date  
Mr. Day

\_\_\_\_\_  
Principal Signature          Date  
Ms. Meadows

\_\_\_\_\_  
Advisor Signature          Date  
Mrs. Bundy

\_\_\_\_\_  
Advisor Signature          Date  
Mrs. Zappia