

# Roles and Responsibilities

## JUNIOR CLASS OFFICERS

### President:

Duties include, but are not limited to...

- Attends all meetings
- prepares meeting agenda for secretaries with sponsor's approval
- serves as a liaison to the class sponsor and administration
- Ensures all officers are performing duties
- facilitates meetings
- informs other class members
- Makes announcements approved by sponsor
- Represents the class at school functions concerning the class

### Vice President:

Duties include, but are not limited to...

- Attends all meetings
- assumes all duties of the President in the President's absence
- Assists the president in notifying all officers of meetings, scheduled and unscheduled
- keeps a running calendar of all class activities and meeting dates

### Secretary:

Duties include, but are not limited to...

- Attends all meetings
- Records what is done (not what is said) at all meetings of the class
- Keeps copies of the minutes of class and officer meetings in notebook along with attendance records for all meetings, projects, activities
- Provides copies of the monthly minutes to sponsor following each monthly meeting, including attendance records
- Reads minutes at every class meeting
- Ultimately responsible for all sign-up sheets at every meeting, activity
- Prepares agendas for all meetings
- Writes letters of request, praise, apology, thank-you notes & invitations on behalf of the class
- Keeps the class activity calendar

### Treasurer

Duties include, but are not limited to...

- Attends all meetings
- Keeps accurate records of all financial transactions and makes reports to the class at every meeting for minutes
- Reminds class and officers of goals and progress on spending, keeping track of all money that is collected and spent by the class
- Provides current balance of class accounts at class meetings, with assistance from sponsor
- Collects, counts, and turns in money to sponsor at all fundraisers

# 2024 CLASS OFFICER APPLICATION

DEADLINE: COMPLETED APPLICATION MUST BE TURNED IN  
TO **Mrs. Solis** by 3:30pm on Friday, September 2!  
**NO EXCEPTIONS!**

GENERAL INFORMATION: PLEASE PRINT CLEARLY!

Name: \_\_\_\_\_

Running for:

\_\_\_\_\_ President

\_\_\_\_\_ Vice President

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer

## **CRITERIA FOR CONSIDERATION FOR 2024 CLASS OFFICER**

Please read the information carefully. Be sure you and your parent(s) or guardian(s) understand these rules and criteria, as we will not make exceptions for any student for any reason.

To be considered for office, each candidate must:

- Have at least a 3.0 weighted GPA
- Have NO REFERRALS
- Receive TWO faculty/staff signatures
- Have nomination form signed by an administrator
- Turn in ALL FORMS by Friday, September 2 @ 3:30pm

**NO EXTENSIONS WILL BE GRANTED FOR ANY REASON!**

Student signature: \_\_\_\_\_

## **CLASS OFFICER SUPPORT SIGNATURES**

PRINTED NAME

SIGNATURE

Teacher \_\_\_\_\_

Teacher \_\_\_\_\_

Administrator: \_\_\_\_\_