CLASS SECRETARY

QUALIFICATIONS:

1. Maintain a minimum grade point average of 3.0 for each grading period from time of petitioning for the job until your final grading period.
2. Maintain good attendance/tardy standing.
3. Agree to serve as a role model for students by upholding the Core Values, CVLCC Four Pillars, uniform policy, and all school policies etc.
4. Enroll in Leadership Class.
5. Uphold the signed leadership contract.
6. Extra time available before and after school, including class meetings at 7:45 at least once a week.
7. Must have been in CSL for a minimum of one year.

PERSONAL QUALITIES:

1. Must be a good student role model.
2. Must be a confident speaker in front of large groups.
3. Must be able to communicate effectively with others (peers and adults).
4. Must be able to manage time well and have time outside of leadership class.

ROLE AND RESPONSIBILITIES

Communication and Coordination:

- Maintain regular communication with the CSL Secretary regarding paperwork and administrative tasks.
- Keep attendance and meeting notes for each class and officer meeting, ensuring accurate records are maintained.

Event Planning Support:

- Complete Event Proposal forms required for class events and submit them to the CSL Secretary in a timely manner.

- Assist the Class President and Vice President in organizing events as needed, providing logistical support and coordination.

Collaboration and Budgeting:

- Collaborate with the Class Treasurer to organize and budget for class events, ensuring financial resources are managed effectively.
- Keep files for the class organized, including event proposals, meeting notes, and other relevant documents.

Administrative Duties:

- Make copies of all forms and documents as needed, ensuring that necessary paperwork is readily available.
- Write letters or emails as required, facilitating communication with classmates, faculty, and external stakeholders.

Delegation and Teamwork:

- Delegate tasks to other class officers when necessary, fostering teamwork and collaboration.
- Maintain a positive, growth mindset regarding all individuals on and off campus, promoting inclusivity and empathy.

School Spirit and Engagement

- Participate actively in all spirit days and attend as many events as possible, demonstrating enthusiasm and school pride.
- Encourage classmates to participate in school activities and events, fostering a sense of community and belonging.

Role Model:

- Serve as a role model for ethical conduct, responsibility, and dedication.
- Uphold values of integrity and professionalism in all interactions and activities.