CLASS TREASURER

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

Financial Managers:

- Oversee the financial affairs of the class, including budgeting, accounting, and financial reporting.
- Ensure that all class bills and orders are paid on time, maintaining accurate records of expenditures and receipts.

Communication and Coordination:

- Regularly communicate with the CSL Treasurer, CSL Advisor, and School Secretary to provide updates on class finances and activities.
- Collaborate with other class officers to coordinate fundraising efforts and budget planning.

Event Cash Handling:

- Handle the cash box during class events, counting all money before and after the event.
- Record the totals and submit an electronic deposit slip to the CSL Treasurer in a timely manner.

Delegation and Teamwork:

- Delegate tasks to other class officers when needed, promoting teamwork and collaboration.
- Work closely with other officers to ensure the success of class activities and initiatives.

Positive Mindset:

- Maintain a positive, growth mindset regarding all individuals on and off campus, fostering a supportive and inclusive environment.
- Encourage classmates to actively participate in school activities and events.

School Spirit and Engagement:

- Participate in all spirit days and attend as many events as possible, demonstrating enthusiasm and school pride.
- Encourage classmates to join in and support school spirit initiatives.

Role Model:

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