



Jupiter High School Student Government Association

Class Officer Roles and Expectations

The following officer positions are available for candidates who are interested and complete the Class Officer Application for the 2026-2027 School Year. Each officer position includes distinct responsibilities which candidates, if elected, will be responsible for carrying out.

President	• Calls meetings; • Chairs meetings in a fair manner ensuring that all have an equal say; • Has the casting vote if voting is divided equally • Signs any letters, notices etc. that are issued by the class; • Liaises with school management; • Ensures that the class council is run effectively and efficiently; • Prepares the agenda for each meeting with the Secretary;
Vice President	• Assumes the role and duties of the president when absent; • Assists the president in the organization of the Student Council; • Accompanies the president to meetings when necessary. • Ensures meetings follow Robert's Rules of Order; • Calls point of order during meetings.
Secretary	• Prepares the agenda for each meeting with the president and in consultation with the other officers of the Council; • Circulates the agenda to all members at the start of the meeting; • Takes minutes at meetings and writes them up; • Distributes/reads out minutes from previous meeting and on acceptance, signs them with the president; • Sends out notice of meetings that will be held stating time and place; • Ensures that everyone is aware that meetings are being held. • Sends out "Thank You" cards when applicable
Treasurer	• Manages any funds raised by the class; • Keeps financial records in order and reports to the class on the current financial status of the group; • Provides the Council and Board of Management with a complete financial report at the end of the school year. • Manages inventory of class shirts; • Assists with shirt re-orders when necessary; • In charge of organizing class items other than shirts (posters, money boxes, etc).
Historian	• Take photos at all class events; • Make slideshow at the end of the year; • Make photo album at the end of senior year; • Post photos to social media after events.
Communications/ Publicity Coordinator	• Keep the whole school informed about the activities of the Student Council; • Promote good communications between the Student Council and students, teachers, school management and parents; • Update social media weekly and before all class events.
Activities Coordinator	• Makes calendar of class events and distributes to the class; • Works with secretaries and president to make agenda. • Communicates with administration when needed; • Helps plan and promote senior activities through posters, etc.



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Thank you for your interest in running for a Class Officer position in the 2026-2027 school year. As a candidate for Class Office, you not only represent Jupiter High school, but you are the embodiment of Warrior Pride in our community. It will be your duty to make yourself known to your fellow students by actively participating in class and school events. In order for next school year to run smoothly, we ask that you abide by this contract in the event that you win your Class Office Election or decide to become a Class Representative.

- A.** The elected Class Officer candidate must maintain a **3.0 unweighted GPA** and attend Jupiter Community High School.
- B.** The elected Class Officer will attend school regularly according to the School Board Policies.
- C.** The elected Class Officer will attend and participate in **ALL** of the following events: **Monthly meetings, Homecoming meetings, fundraisers and concessions, spirit activities, Prom meetings (Junior Class).**
- D.** The elected Class Officer will agree to follow all Palm Beach County School District and Jupiter High School discipline rules. He/Shee will not commit any offenses that result in suspension from school.
- E.** The elected Class Officer will maintain a **positive attitude** towards school and service to achieve academic progress. He/She will agree to work with my guidance counselors to develop an academic schedule that will further my education and develop leadership skills.
- F.** The elected Class Officer will agree to **stay in contact** with the sponsors, be proactive in activity planning, and seek out opportunities to promote class dues collection and planning activities.
- G.** The elected Class Officer will not make any inappropriate posts on the internet or a website (Facebook, Twitter, Instagram, Snapchat, Class group pages, etc.) that portrays anything illegal, disrespectful, or threatening. He/She will exhibit exemplary behavior.

I, _____, agree to the following conditions while enrolled at
Jupiter High School for the position of _____ for the class of
_____ as verified by the signatures below.

Student's Printed Name

Student's Signature

Date

Parent's Printed Name

Parent's Signature

Date

Student Government

Mr. Toyota

jake.toyota@palmbeachschools.org

Room 5-206

Class of 2028

Ms. Guillaume & Mrs. Jeffs

glorie.guillaume@palmbeachschools.org

caroljanine.jeffs@palmbeachschools.org

Guidance & Room 5-207

Class of 2029

Ms. Ellis

rachel.ellis@palmbeachschools.org

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