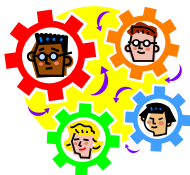


## Officer Duties

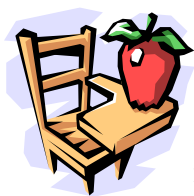


Class Presidents – Duties include, but are not limited to, being in attendance at SGA meetings, taking leadership roles on committees, participating in SGA sponsored activities, communicating with the other class officers, and listening to classmates for the betterment of your grade, your education, and your high school experiences.

A high degree of leadership and moral character should be displayed at all times by class officers. .



Class Vice-Presidents - Duties include, but are not limited to, being in attendance at SGA meetings, being an exofficio member of committees, participating in SGA sponsored activities, working closely with the president as well as communicating with the other class officers and classmates for the betterment of your grade, your education, and your high school experiences. The vice-president shall assist the president in coordinating the efforts regarding your homecoming float. A high degree of leadership and moral character should be displayed at all times by class officers.



Class Secretaries - Duties include, but are not limited to, being in attendance at SGA meetings, keeping the minutes of assigned committee meetings, being prepared to keep minutes in the absence of the executive secretary at SGA meetings, assisting other secretaries with correspondence such as “thank you” notes to supporters, participating in SGA sponsored activities, working closely with the other officers and classmates for the betterment of your grade, your education, and your high school experiences. The secretary shall assist the president in coordinating the efforts regarding your homecoming float. A high degree of leadership and moral character should be displayed at all times by class officers.



Class Treasurer - Duties include, but are not limited to, being in attendance at SGA meetings, being available after all fundraisers (after or before school) to count and record funds (must be at least two officers and the sponsor present when counting money), participating in SGA sponsored activities, working closely with the other officers and classmates for the betterment of your grade, your education, and your high school experiences. The treasurer shall assist the president in coordinating the efforts regarding your homecoming float. A high degree of leadership and moral character should be displayed at all times by class officers.



Class Historian - Duties include, but are not limited to, being in attendance at SGA meetings, assisting the President in compiling and reporting SGA news, participating in SGA sponsored activities, working closely with the other officers and classmates for the betterment of your grade, your education, and your high school experiences. The historian shall assist the president in coordinating the efforts regarding your homecoming float as well as maintaining the class bulletin board A high degree of leadership and moral character should be displayed at all times by class officers.



Homeroom Representatives – Duties are similar to other offices regarding expectations and guidelines, the representatives provide support in all areas as needed.