

Class Officer Duties

President:

- is THE representative for your class
- attends monthly meetings with the dean
- organizes and conducts both officer and class meetings
- keeps other officers organized
- co-signs on the class account with the treasurer (has 1 of the 2 checkbooks)
- acts as a liaison b/w faculty and classmates

Vice President:

- assists President with all duties
- attends meetings in President/s place IF/WHEN President is unable to attend
- assists other officers with their duties

Secretary:

- writes monthly Nurse's Notes (emails them to SGA Secretary)
- makes class directory and phone tree (emailed to classmates)
- writes agendas for class meetings
- reserves room for class meetings

Treasurer:

- oversees the class account (has 1 of the 2 checkbooks)
- updates the class monthly as to the account status
- collects dues
- withdraws money for class events (i.e. class parties, bake sales)
- important to keep detailed record of dues, payments, withdrawals, etc.
 - ◆ this record is turned in to the SGA Executive Board Treasurer on a monthly basis

Social Vice President:

- plans class parties
- organizes fundraisers and events

SGA Representative:

- attends regular SGA meetings
- keeps class informed about things related to SGA
- informs and involve class with STP (Student Take Part) Week
- sells tickets and t-shirts for Nightingale Ball and the Spring Semi-Formal

Historian:

- takes pictures at class events
- makes bulletin boards
- makes class scrapbook- to be raffled off at graduation

Student Interest Committee Rep:

- attends monthly meetings with Student Interest Committee
- gathers topics from class to discuss at the meetings
- keeps class informed as to what has been discussed at the meetings

Peer Advocate Liaison (PALS) Rep:

- serves as a resource for classmates
- provides information regarding available resources to assist in dealing with depression, drugs/alcohol, academics, relationships, etc.