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

Social Vice Presidents (2):
- plan class parties
- organize bake sales and miscellaneous fundraisers

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.
  o this record is turned in to the SGA Executive Board Treasurer on a monthly basis

SGA Rep and SGA Alternate:
- attend regular SGA meetings
- keep class informed about things related to SGA
- inform and involve class with STP (Student Take Part) Week
- sell tickets and t-shirts for Nightingale Ball

SNA Rep and SNA Alternate:
- are members of SNA
- encourage class involvement in SNA
- attend regular SNA meetings
- keep class informed about upcoming service opportunities

Student Interest Committee Rep:
- attend 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

**Historians (2):**
- take pictures at class events
- make bulletin boards
- (eventually) make class scrapbook- to be raffled off at graduation

**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.