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.