

Class Officer Job Descriptions

[Draft April 27, 2018 Prepared by Class Advisors]

Responsibilities for All Officers:

- Attend all events and be role models for your Class
- Be the voice for your Class
- Promote a supportive, inclusive class culture, and encourage peers to get involved
- Promote Class social media including Facebook, Twitter, BHS Website, etc.

President Primary Responsibilities: develop an overall plan for the year including events (fundraisers, activities, etc.), strategies to create class spirit, and a schedule for class meetings. Manage and revise your plan, if needed. Delegate tasks to officers to make your plan work..

- Inspire class spirit by engaging all class members and creating a sense of community
- Coordinate and run Class Meetings
 - Create a meaningful agenda and assign speaking roles for each meeting
 - Address student in your Class Meetings with respect and in a professional manner
 - Recognize student achievements and successes
- Develop and revise an overall plan for the year; and make sure Officers and Class Advisor are kept up-to-date.
- Prepare personalized communications to the class via videos and First Five AM announcements.
- Prepare an End-of-the-Year Summary Report in a GoogleDoc for the Class Advisor

Vice President Primary Responsibilities: assist the President and coordinate events (fundraisers, activities, etc.)

- Assist the President with their responsibilities
- Develop a detailed plan for each event, delegate tasks, and oversee all aspects of the event
 - Fill out BHS Fundraiser Forms and submit to Mr. Gagnon
 - At the end of each event, prepare a summary report in a GoogleDoc.
- Contact and set up fundraisers with local businesses

Treasurer Primary Responsibilities: develop, maintain and communicate the class budget with financial targets; and research and recommend financial costs (income, expenses, profit).

- Prepare a budget for the year along with the Class Advisor.
 - Maintain and update the class budget and present at Class meetings
- Create Income-Expense-Profit reports prior to initiating new projects

Secretary Primary Responsibilities: written communication and making sure the appropriate people get communications.

- Take minutes for all meetings; create GoogleDocs, and share minutes with officers and Class Advisor
- Maintain Class social media content (i.e. Facebook, Twitter, etc.)
- Create posters and flyers for events
- Create and submit written class communications to Alternative ED (liaison Mary Moore) and Region Ten (liaison Mary Moore) after each class meeting.
- Provide written updates to recognize your classes' student achievements to Dragon Digest Editor and School Board Student Liaison.

Class Advisor Responsibilities includes

- Maintain a file of all deposits, payment requests, purchase orders, receipts, etc.
- Work with Class Advisor to make deposits and request payment with Mrs. Maines