**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