**General Duties Associated with Being a Class Officer:**

* **Presidential Duties**: He or she shall preside over all meetings, appoint committees, be aware of the duties of all officers and require updates from them, make announcements, attempt to maintain unity and harmony within the student body on all occasions, help foster positive relations with administrations, faculty, and other classes, and represent the class at various academic, social, civic, and student- related programs and/or events. He or she shall meet regularly with our PTSA on campus to help keep the parent community informed of our class activities. The PTSA Rep will serve as a vital link between our school’s activities/involvement and the parents working with this school.
* **Vice President Duties:** He or she shall assume duties of the President during any absence, instruct committees in their duties, assist the President as needed, and serve as President if the office is vacated. The VP is also in charge of any correspondence and will also serve as chairman of the telephone committee and Remind. He or she shall advise the President in all matters pertaining to parliamentary procedure, educate our class officers on parliamentary procedure, and ultimately responsible for keeping all class meetings in order and running smoothly (Timekeeper).
* **Secretarial Duties:** He or she shall keep an accurate record of minutes at each meeting, check attendance of officers, keep records of service hours, keep record of senior dues (mainly report number of dues not received) keep files in order, and keep activities on the school calendar and Senior Weebly current.
* **Special Projects:** He or she shall be responsible for preparing a picture collage/scrapbook of class activities. They must also supervise all publicity of class activities. They are ultimately responsible for preserving the complete pictorial record of our year.