

Class Officer Roles and Responsibilities

An application must be submitted to run for class officer. Selected officers of each Cohort should LEAD their class, create flyers and invitations to invite students to join student council.

President

- Freshman Class President
- Sophomore Class President
- Junior Class President
- Senior Class President



- Lead and Conduct Meetings
 - Create Slideshows and Presentations
- Work Side by Side with Vice President
- Attend Grade Level Assemblies as Representative of Student Council

Vice President

- Freshman Class Vice President
- Sophomore Class Vice President
- Junior Class Vice President
- Senior Class Vice President



- Work Side by Side with President
- Take Over Any Presidential duties if president is absent
- Organize Class Meeting dates **AND** Officer Class Meeting

Secretary

- Freshman Class Secretary
- Sophomore Class Secretary
- Junior Class Secretary
- Senior Class Secretary



- Document Important dates and events
- Take Meeting Attendance
- Take Meeting Notes
- Orchestrate Volunteer Sign-Up for Fundraising

Social Media Chair

- Freshman Class Social Media Chair
- Sophomore Class Social Media Chair
- Junior Class Social Media Chair
- Senior Class Social Media Chair



- Make Class Social Media Pages
 - Instagram
 - Tiktok
- Create digital flyers/posters for upcoming events
- Send Weekly/Bi-Weekly/Monthly Announcements via Social Media
- Photograph meetings and events