

Officer Responsibilities/Expectations

Class President

- Represents and serves as a spokesperson for Tohopekaliga High School students
- Submits proposals for class events, projects & fundraisers
- Provides direction to other class officers including delegating specific tasks, establishing clear deadlines and monitoring progress
- Schedules additional class officer planning meetings outside of the required meetings if needed
- Oversees any committees that are formed to assist with an event or project
- Oversees all volunteers, takes sign-ups of students to help with setting up for or working at events, recruits parents and staff members to chaperone, ensures everyone has written directions of when and where to be (ie. creating a flier with all float building days); writes reminders and makes confirmation calls to individuals assisting with events
- Directs set-up of all class events.
- Organize monthly class officer meetings (sponsors do not have to be present for this)
- Must be present at EVERY event for its duration

Class Vice President

- Responsible for taking over the President's duties in his /her absence
- Implements strategies to increase attendance at class meetings/events (ie. plans incentives for students who attend and gets donations of treats, etc.)
- Sends personal invitations to students who have attended past meetings encouraging them to attend more
- Oversees collection of senior information cards and the creation of a contact book with members of his /her graduating class
- Must be present at EVERY event for its duration

Public Relations Officer

Develops a publicity plan for every major event, class meeting and fund raiser to ensure advertising occurs well ahead of time and that there is a variety of publicity; implements publicity techniques in addition to posters and bulletins

- Ensures class meetings are publicized at least a week in advance
- Ensures all posters and fliers for a specific class event have a coordinating color scheme, logo and theme that is all connected. Arranges for all materials needed to implement publicity campaign
- Works with sponsors to ensure events are posted on the school web site and /or official social media accounts. Takes pictures to use for promotional purposes. Supports and assists the Class President at all times
- Must be present at EVERY event with a camera for its duration

Class Secretary

- Takes minutes on all class meetings including vote totals
- Writes and sends donation letters and contacts businesses to follow-up written requests.
- Maintains all senior class records to be passed on to next year's senior class sponsors and officers, including a list of addresses and phone numbers of all businesses who provide donations, meeting sign-in sheets, copies of agendas and minutes, etc.
- Write thank you letters to those who have assisted the senior class or who made donations.
- Plans ways to recognize staff, parents and members of your class who deserve special thanks for their contributions
- Must take minutes for the mandatory monthly officer meetings and present them to the class sponsors promptly
- Must be present at EVERY event for its duration

ALL OFFICERS ARE REQUIRED TO:

- Support all senior class activities and endeavors, including social events, fund raisers and meetings
- Must attend all senior Class Officer meetings and work closely with all other class officers to ensure the success of all activities
- Participate in ALL homecoming, prom, and any other events.

Please see Mrs. Symes or Dr. Rice for more information.