

Stillman Valley High School Junior Class Officers

Class President

Responsible for all class activities; creates agenda and presides over meetings; delegates duties and acts as the representative for the class. Other duties include: Monthly officer meetings attendance and hold monthly subcommittee meetings with notes brought to officers meeting. Place all subcommittee meeting times in daily announcements. To speak at the Junior/Senior Banquet and serve as escort for graduation along with the Vice President. You are responsible for attending a meeting with Jostens at the end of the school year to choose graduation announcements. To participate in all fundraising opportunities; to recruit help to clean the stadium after the powder puff game and all home games and concession stands for other sporting events. Help coordinate homecoming spirit competition. Help plan and implement a fundraiser in collaboration with the treasurer.

Responsibility: Prom subcommittee: *Theme, Decorations, and Favors.*

Vice-President

Fulfills the duties of the President when the President is absent; performs duties assigned by the President. Other duties include: Monthly officer meetings attendance and hold monthly subcommittee meetings with notes brought to officers meeting. Place all subcommittee meeting times in daily announcements. You are to serve as escort for graduation with the President. You are responsible for attending a meeting with Jostens at the end of the school year to choose graduation announcements. To participate in all fundraising opportunities; to recruit help to clean the stadium after the powder puff game and all home games and concession stands for other sporting events. Help coordinate homecoming spirit competition.

Responsibility: Prom subcommittee: *Grand March.*

Secretary

Takes meeting minutes; maintains correspondence & attendance records; keeps class activity calendar/webpage; responsible for all sign-up sheets. Other duties include: Develop Press releases for Powder puff game and Grand March and Prom. Post information on the school website. Monthly officer meetings attendance and hold monthly subcommittee meetings with notes brought to officers meeting. Place all subcommittee meeting times in daily announcements. You are responsible for attending a meeting with Jostens at the end of the school year to choose graduation announcements. To participate in all fundraising opportunities; to recruit help for the concession stand for the powder puff game, for cleaning of football stadium for all home games and concession stands for other sporting events. Help coordinate homecoming spirit competition. Responsibility: Write thank you notes to parents, faculty and anyone who donated towards prom.

Responsibility Prom subcommittee: *Menu, Clean up & Chaperone*

Treasurer

Establishes budget; records all financial transactions; gives status report at class meetings; authorizes expenditures; inventories fundraising items; and collects/deposits fundraising money earned. Other duties include: Monthly officer meetings attendance and hold monthly subcommittee meetings with notes brought to officers meeting. Place all subcommittee meeting times in daily announcements. You are responsible for attending a meeting with Jostens at the end of the school year to choose graduation announcements. To participate in all fundraising opportunities; to recruit help for the concession stand for the powder puff game, for cleaning of football stadium for all home games and concession stands for other sporting events. Help coordinate homecoming spirit competition. Help plan and implement a fundraiser in collaboration with the president.

Responsibility Prom subcommittee: *Budget & Fund raising & Ticket Committee*