**Officer Responsibilities**

**President and Vice President**

* Representing your class
* Providing a voice for you classmates
* Sell tickets to events/fundraisers during lunch
* Fundraising(initiate one idea and take the lead to coordinate)
* calling/running meetings with other cabinet members and advisers
* The Senior President makes a speech with the valedictorian at graduation
* The Junior Present presents an award at Senior Awards Night
* Takes part in organizing reunions after high school
* Working alongside other cabinet members on decisions
* Attend monthly Student Leadership Meeting for Student Congress (Mr. Liss' room during the school day)
* Involvement in building events: e.g. Homecoming week activities, School dance (if your class sponsors), Join the Winners, Prom, Snowball (Senior Year), Awards Nights

**Secretary**

* Representing your class
* Providing a voice to your classmates
* Scribe for meeting minutes
* Take attendance at meetings
* Coordinate thank you notes for volunteers/enders/parents/supporters
* Writing communications that the cabinet deems necessary
* Takes part in organizing reunions after high school
* Fundraising (initiate one idea and take the lead to coordinate)
* Sell Tickets to events/fundraise during lunch
* Work along other cabinet members
* Attend monthly Student Leadership Meetings for Student Congress during the school day
* Write and submit announcements to Mrs. Dipasquale
* Involvement in building events: e.g. Homecoming week activities, School dance (if your class sponsors), Join the Winners, Prom, Snowball (Senior Year), Awards Night

**Treasurer**

* Representing your class
* Providing a voice to your classmates
* Being available before and after events to count funds
* Co-sign on money deposits to the office
* Work with advisors and Mrs N (in front office) on with updating money
* Take part in organizing reunions after high school
* Fundraising (initiate one idea and take the lead to coordinate)
* Sell Tickets to events/fundraise during lunch
* Work along side other cabinet members on decisions
* Attend Monthly Student Leadership Meetings for Student Congress during the school day
* Involvement in building activities: e.g. Homecoming Week Activities, School Dances (if your class sponsors), Join the Winners, Prom, Snowball (Senior year), Awards Night

**Public Relations:**

* Representing your class
* Providing a voice to your classmates
* Manage social media to share information (Twitter, Remind, etc)
* Take part in organizing reunions after high school
* Sell Tickets to events/fundraise during lunch
* Work along side with other cabinet member on decision
* Attend Monthly Student Leadership Meetings for Student Congress during school day
* Involvement in building activities: e.g. Homecoming Week Activities, School Dances (if your class sponsors), Join the Winners, Snowball (Senior Year), Awards Night