

Students will be selected for the association based on their academic qualifications, involvement in extra-curricular activities, and recommendations they received from their teachers. Students who are selected to be an officer will be expected to uphold all of the responsibilities that are listed for the office they hold. The positions held by the officers will be decided after they are chosen to be in the association.

The positions that must be filled and the duties of these offices are:

**President:** The President must convene and preside over class meetings and activities. They will be expected to represent the class on appropriate occasions and participate in all planned class activities.

**Vice President:** The Vice President must aid the president and take over the duties of the president in case of absence. They will attend various meetings as the class representative either with or in place of the president. The Vice President should also keep a record of membership participation in class activities, and should also participate in all planned activities.

**Secretary:** The secretary will be expected to keep and maintain a record of all minutes, take care of correspondence, and participate in all planned class activities.

**Treasurer:** The treasurer must maintain a financial record of all class income and prepare the class budget. They must coordinate the activities of fund raising (which include submitting various fundraising projects for approval and implementing approved projects.) They should participate in all planned class activities.

**Historian:** The Historian must oversee the writing and submitting of class related announcements, articles, videos, etc. They will be expected to coordinate the production of posters, take pictures throughout the year of various activities, and assemble a scrapbook of these activities. They should also keep the class bulletin board current and participate in all planned class activities.

**Representative:** The representative must develop a dialogue between students and student government. They should attend all class meetings and required functions, and present student's ideas and motions if student is not present at meeting. They will also be expected to create a quarterly report on class and student government relations, and participate in all planned class activities.