

## **Class Cabinet Member and Officer Expectations**

The key roles of the class cabinet and its officers are

- INPUT – Being kept informed
- PROCESS - Getting things done
- OUTPUT - Keeping others informed

### **Cabinet Member**

- Attend all meetings
  - contact your advisor as soon as possible prior to a meeting if you cannot attend due to obligations, e.g., family, sport, illness
  - check with another member regarding information provided at the meeting
- Support/attend class council sponsored events
- Be a responsible student
  - maintain passing grades
- Be a responsible West community member
  - no detentions or policy violations
- Be a positive role model
  - support other students in their activities
  - be kind and friendly to all members of the West community and visitors to West
  - be “West Proud”

## **President**

- Communicate to advisors
  - Keep advisors up-to-date
  - Act as a liaison between advisors and committee chairs, the cabinet, and the class
- Communicate to the cabinet
  - Create an agenda for meetings (with advisor input), and present to the cabinet
- Communicate to the class
  - Create messages/information to be disseminated to the class
- Appoint a committee chairperson for each of the major events
  - Chairs should report to the President, who in turn report to the advisors
- Fulfill the duties of a Cabinet Member

## **Vice President**

- Act as a conduit between the cabinet and the advisories
  - Appoint a contact person (student) in each advisory
  - Act as a liaison between each contact person in advisory and the cabinet
    - Keep advisories informed
    - Get information from advisories
- Communicate to the President
  - Meet with the President and advisors relaying key information from advisory contact person
- Communicate to the class
  - Create messages/information to be disseminated to the class
- Act as a liaison with other classes
  - Communicate with the other classes (Class of 2018 and Class of 2020)
- Fulfill the duties of a Cabinet Member

## **Secretary**

- Take attendance
  - Create a list of who is present at meetings
  - Create a list of who is present at all Class Council Events
  - Report attendance to advisors
- Take meeting notes
  - Notes should include: date, start time, end time, attendees, and a summary of key topics (bulleted or numbered list)
  - Submit typed notes to advisors to be posted on a common site – to be decided - One Note or One Drive or Website
- Handle correspondence
  - Manage the composition and distribution of 'thank you' notes
  - Compose other correspondence as needed
- Fulfill the duties of a Cabinet Member

## **Treasurer**

- Handle all money matters from activities or events, including ticket sales
  - Collect or supervise the collection of money
  - Count all money
  - Securely store all money
- Deposit/withdrawal forms
  - Complete forms, including advisor's signature
  - Submit all forms to Mrs. Stahl
- Fundraising
  - Complete fundraising requests and forms
  - Review requests/forms with advisors
  - Submit requests/forms to Mrs. Stahl for Mr. Donovan's approval
- Fulfill the duties of a Cabinet Member

## **Historian**

- Chronicle Class Council events
  - Take pictures or arrange to have photos taken at all class events
  - Provide a typed summary of each event
  - Submit both the photos and summaries to advisors to be securely stored
- Bulletin Board
  - Create the Class bulletin board no later than Back-to-School Night, and preferably before the first day of school
  - Maintain the bulletin board throughout the year
- End-of-Year Slide Show
  - Work with the advisors to create the end-of-year slide show (Move-Up Day, Graduation Practice)
- Fulfill the duties of a Cabinet Member