

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