*Lyme-Old Lyme High School*

Class Officer Information



**General Information**

Class Elections

* + Class elections are held at the end of May/beginning of June
  + Students who intend to run for class office must:
    - Obtain 25 signatures from classmates on official form
    - Obtain a teacher recommendation that details why he/she is qualified for office
    - Compose a letter of interest stating their reasons for running and how they intend to help/support their class
    - Meet with head advisor and an administrator to further discuss any ideas
    - Compose and submit the speech they intend to give during class elections
      * Violations of any of these parameters may negate a student running for office

Meetings

* Class officer meetings should be held on a weekly basis, at a time to be determined by the officer team
* Head advisor should meet with officer team by the second week of school to establish meeting schedule
* The secretary should take notes at these meetings, and post them regularly to Canvas

Ways to Advertise Events

* Asst. Principal Blog
* Principal’s Newsletter
* District Newsletter
* District Website (contact Jeanne DeLaura)
* Marquee at tennis courts
* Sheet signs
* District-approved social media platforms (i.e., Twitter, Facebook, Instagram)

**Roles & Responsibilities of Officers**

**President**

* Represents the class
* Speaks for the class when appropriate
* Along with head advisor, facilitates class meetings and class officers meetings
* Along with head advisor, delegates responsibilities for class activities, and follows up
* Communicates with class members, advisors, parent advisors, faculty and parents
* Along with head advisor, gathers input from other officers and class representatives, and then sets agendas for meetings
* Works directly with administration to help promote class events
* Takes the lead with correspondence between student officers
* Lead/run officer/HR rep meeting
* Fundraising – accepts the responsibility of leading regular discussions on fundraising and ensuring that class meets its yearly fundraising goals

**Vice President**

* Help president create agenda for class mtg/give input
* Help president facilitate meeting
* Oversees Fundraising – facilitating discussion and generate ideas
* Represents the President upon his/her request or in his/her absence
* Assumes the Presidency when the President is incapacitated or ineligible
* Submits class information necessary for publicity
* Shares responsibilities for class activities

**Secretary**

* Take (minutes) notes at all class meetings
* Take attendance at all meeting
* Posts notes to Class Canvas page
* Helps create invitations, flyers, etc
* Assist with fundraising
* Shares responsibilities for class activities

**Treasurer**

* Along with head advisor, Look into and report on pricing of class events (prom/ball – event space, DJ, decorations)
* Assist with fundraising
* Maintains a financial record for the class (also kept by advisor)
* Reports financial status at class meetings and at officer meetings (last meeting each month)
* Helps with money collection at fundraisers (helps to organize cash boxes, tickets, envelope for $ collection)
* Shares responsibilities for class activities

**Historian**

* Photographs class events
* Photographs fundraisers
* Save photos in an electronic folder
* Maintains a social media page (Facebook or Instagram, promoting class events)
* In the senior year, create a slideshow celebrating the class over the past four years to show at Senior Banquet
* Assist with fundraising

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, serving as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the expectations of this office.

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*Student Date*

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*Head Advisor Date*