

## **Duties of the Sophomore Class Officers**

### **Sophomore Class President**

- Must meet with Moderator and other Sophomore class officers on the last Monday of the month immediately after school
- Must attend all Student Council scheduled events (Back to School Night, etc.)
- Must attend all Open Houses
- Responsible for assisting with setup for scheduled Student Council Events
- Responsible for assisting with ND MiniTHON (committees and team groups)
- Responsible for direct communication with all members of the Sophomore Class Officers
- Responsible for forwarding minutes from all meetings to Moderator (with two days of the meeting)
- Attend various Bonding Events
- Assist with school and church visits throughout the school year
- Must maintain grades/attendance/discipline as a leader of the school
- Responsible for Sophomore Class Trip, Sophomore Class T-shirt, Helping with Junior Class Ring Ceremony,
- Responsible for assisting with Senior Class Picnic, Baccalaureate and Graduation Setup
- Responsible for assisting with Sophomore Class Meeting

### **Sophomore Class Vice President**

- Must meet with Moderator and Sophomore Class Officers the last Monday of the month immediately after school
- Must attend all Student Council scheduled events
- Must attend all Open Houses
- Responsible for assisting with setup for scheduled Student Council Events
- Responsible for assisting with Bonfire Setup
- Responsible for assisting with ND MiniTHON (committees and team groups)
- Attend various Bonding Events
- Assist with school and church visits throughout the school year
- Must maintain grades/attendance/discipline as a leader of the school
- Must assist Moderator when president is not present at meetings/events
- Responsible for Sophomore Class Trip, Sophomore Class T-shirt, Assist with Junior Class Ring Ceremony,
- Responsible for assisting with Senior Class Picnic, Baccalaureate and Graduation Setup
- Responsible for assisting with Sophomore Class Meeting

### **Sophomore Class Secretary**

- Must meet with Moderator and Sophomore Class Officers the last Monday of the month immediately after school
- Must attend all Student Council scheduled events
- Must attend all Open Houses
- Responsible for assisting with setup for scheduled Student Council Events
- Responsible for keeping a logbook of attendance of all Sophomores for all scheduled events
- Responsible for taking minutes at the monthly Sophomore Class meetings and forwarding minutes to Sophomore Class President and Moderator (within 2 school days)
- Attend various Bonding Events

- Assist with school and church visits throughout the school year
- Must maintain grades/attendance/discipline as a leader of the school
- Responsible for Sophomore Class Trip, Sophomore Class T-shirt, Assist with Junior Class Ring Ceremony,
- Responsible for assisting with Senior Class Picnic, Baccalaureate and Graduation Setup
- Responsible for assisting with Sophomore Class Meeting
- Other duties necessary as assigned by the moderator or president

### **Sophomore Class Treasurer**

- Must meet with Moderator and Sophomore Class Officers the last Monday of the month immediately after school
- Must attend all Student Council scheduled events
- Must attend all Open Houses
- Responsible for assisting with setup for scheduled Student Council Events
- Responsible for assisting Executive Board Treasurer in keeping a logbook of all paid events (T-shirt sales, Sweats, dances, etc.)
- Responsible for assisting the Executive Board Treasurer in making all deposits to the school after scheduled Student Council Events
- Attend various Bonding Events
- Assist with school and church visits throughout the school year
- Must maintain grades/attendance/discipline as a leader of the school
- Must assist Moderator when president is not present at meetings/events
- Responsible for Sophomore Class Trip, Sophomore Class T-shirt, Assist with Junior Class Ring Ceremony,
- Responsible for assisting with Senior Class Picnic, Baccalaureate and Graduation Setup
- Responsible for assisting with Sophomore Class Meeting