

Duties of Student Government and Class Officers

Section 1 - Presidential Duties

- a. Preside over general meetings.
- b. Prepare general meeting agendas.
- c. Lead discussion of new business at general meetings.
- d. Coordinate the functions of the officers and committee chairs.
- e. Maintain presidential notebook of events.
- f. Represent NHSSG at public functions.
- g. **Be a part of every NHSSG activity.**
- h. Review all NHSSG mail.
- i. Be the official link between students and faculty.
- j. Meet frequently with Advisor and other officers.
- k. Uphold the Constitution.
- l. Encourage and set an example in leadership, politeness, honesty, promptness, and good school spirit.

Section 2 - Vice Presidential Duties

- a. Perform presidential duties if the President is absent.
- b. Lead discussion of old business at general meetings.
- c. Be the official link between NHSSG, its officers and the student body.
- d. Maintain NHSSG or Class Bulletin Board.
- e. Write announcements for meetings and other activities.
- f. **Be a part of every NHSSG activity.**
- g. Meet frequently with Advisor and other officers.
- h. Uphold constitution.
- i. Encourage and set an example in leadership, politeness, honesty, promptness, and good school spirit.
- j. Chairman of Publicity/Communication Committee

Section 3 - Treasurer's Duties

- a. Receive and record all funds of NHSSG and record payments.
- b. Submit written and oral reports on balance in treasury.
- c. Coordinate fundraising activities / Chairperson of Ways and Means Committee.
- d. Assist Secretary when needed.
- e. **Be a part of every NHSSG activity.**
- f. Meet frequently with Advisor and other officers.
- g. Uphold constitution.
- h. Encourage and set an example in leadership, politeness, honesty, promptness, and good school spirit.

Section 4 - Secretarial Duties

- a. Prepare and report minutes of every meeting.
- b. Keep attendance at all meetings.
- c. Responsible for all NHSSG correspondence as Chairperson of the Correspondence Committee.
- d. Report on member's attendance and NHSSG activities.
- e. **Be a part of every NHSSG activity.**

- f. Meet frequently with Advisor and other officers.
- g. Uphold constitution.
- h. Encourage and set an example in leadership, politeness, honesty, promptness, and good school spirit.

All Student Government Officers and Class Officers must be at EVERY Student Government meeting. Absences from these meetings are grounds for removal!! Class officers must also attend class meetings!

Specific Duties

Homecoming:

1. Organize class participation in the homecoming parade. This does NOT have to be a float. You can wear costumes, pass out candy, make a banner, or any other activity approved by your class advisor.
2. Buy supplies from your class account to decorate the windows for homecoming. Window decorating happens the week BEFORE homecoming. Class officers are responsible for buying supplies, staying during window decorating and cleaning up afterwards.

Fundraising:

1. Organize a fundraiser with your class advisor. Each class should attempt to raise approximately \$1000.00 per year.

Community Service:

1. All Student Government and Class Officers are expected to participate in one of the following community service events to support our school in order to run for office:
 - a. The Senior Citizens Prom (April)
 - b. The Father-Daughter Dance (every other year)