

**Titusville High School**  
**Class Officers and Responsibilities**

**POSITIONS**

- President
- Vice President
- Secretary
- Treasurer

**TERM**

All Officers shall serve a term of one year, from the time that school ends in the school year that they are elected until the end of the next school year.

**ELIGIBILITY**

1. All elected Class Officers shall be members of the class in which they serve.
2. All elected Class Officers shall have received a GPA of 2.0 or higher on their most recent semester report card.
3. All elected Class Officers must attend all meetings during their elected year of service.
4. Any elected Class Officer who no longer complies with any one of the Class Officer eligibility rules and/or commits an act in violation of Titusville Code of Conduct or Brevard County Schools Conduct Code is subject to removal from office without replacement by judgment of Class Advisor, SGA Advisors and Activities Director.

**POSITION RESPONSIBILITIES**

**The Class President** shall serve as an advocate for all students and ensure that all class projects and activities are aligned with the class officers' overall goals, class communication, class surveys class friend-raising and class fund-raising.

**All Class Presidents are responsible to:**

1. work closely with the SGA President to implement school activities.
2. help with all fundraising planning and events.
3. work with Class Vice President on implementing class activities planned from class surveys and student communication.
4. attend all SGA meetings and works closely with all other Class Officers to ensure the success of all activities.

**The Class Vice President** shall serve to support the Class President.

1. All Class Vice Presidents shall work closely with the CLASS President to implement class activities
2. Assumes responsibilities for absent Presidents at class meetings.
3. Must attend all SGA meetings and works closely with all other Class Officers to ensure the success of all activities.

**The Class Secretary** shall serve to improve the communication between Class officers and the students of their class.

1. All Class Secretaries shall work together to keep all marquees current for class events.
2. Class Secretaries to work on advertising fundraisers through FOCUS, flyers, announcements, social media and REMIND
3. Organizes poster making parties for class activities
4. Tallies Class Spirit points for SGA
5. Collects pictures and decorates bulletin board reflecting activities at THS.
6. Create and Maintain Scrapbook of the years activities
7. Must attend all SGA meetings and works closely with all other Class Officers to ensure the success of all activities.

**The Class Treasurer** shall serve to ensure that class finances are sound and wisely used for class activities.

1. Attends class fundraisers and is present to aid Advisor in collecting and counting funds.
2. Schedules at least one fundraiser per month for class with approval of Class advisor and THS Activities Director.
3. Class Treasurer have responsibility to implement Fundraisers.
4. Must attend all SGA meetings and works closely with all other Class Officers to ensure the success of all activities.