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| MLC CLASS OFFICER POSITIONS |
| CLASS PRESIDENT – The job description for Class President is: |
| 1. To represent the class at all official class meetings.  2. Plan and manage all class wide events and activities  2. To support all activities and endeavors, including social events, fund raisers and meetings of the class.  3. To represent the class at various academic, social, civic and student-related programs and/or events.  4. Follow all MLC rules and regulations  **Attributes/ Desired Qualities**  Visionary, strong leader, enjoys public speaking, has new ideas, optimistic, and promotes school spirit and unity. |
| CLASS VICE PRESIDENT - The job description for Class Vice President is: |
| 1. To support and assist the Class President at all times.  2. To take the place of the Class President when they are absent or if the president leaves office.  3. To support all MLC activities and endeavors, including social events, fund raisers and  meetings of the class.  4. Follow all MLC rules and regulations.  5. Maintain an online presence via a class website.  6. Plans 2 service projects for the grade.  **Attributes/ Desired Qualities**  Works well with others, is very organized, good communicator, and develops effective communication between class mates. |
| CLASS SECRETARY - The job description for Class Secretary is: |
| 1. To support and assist the Class President at all times.  2. To support all class activities and endeavors, including social events, fund raisers and meetings.  3. To record and post in a timely manner minutes of any and all class meetings.  4. Maintain & manage class bulletin board.  5. Plan 2 class service projects  **Attributes/ Desired Qualities**  Well organized, good note taker, typist, and computer savvy |
| CLASS TREASURER - The job description for Class Treasurer is: |
| 1. To support and assist the Class President at all times.  1. To support all class activities and endeavors, including social events, fund raisers and meetings.  2. To keep accurate records of all class financial accounts.  3. To deposit in a timely manner with the MLC staff all monies collected from class-sponsored events.  4. To appoint and supervise reliable MLC student to collect funds at class sponsored events.  **Attributes/ Desired Qualities**  Strong math skills, organized, computer savvy, responsible, ethical, and reliable |

**REQUIREMENTS**

Being a class officer is a serious responsibility.

1. You must have and maintain at least a 2.0 G.P.A. to qualify for election and during the term of service

2. You must be respectful, responsible, and a role model to others.