

**Pine View School
2020-2021 HIGH SCHOOL CLASS OFFICER POSITIONS**

President (1)	Responsible for all class activities, creates class meeting agenda and PowerPoint for class meetings (must be pre-approved by Mrs. Marcotte), presides over meetings, acts as the representative for the class, is in charge of fundraising and the quarterly School Community Project (see Mrs. Marcotte).
Vice President (1)	Fulfills the duties of President in President's absence, performs duties assigned by the President and attends Student Senate meetings (1 st Wednesday/month) with a peer guest.
Secretary (1)	Takes meeting minutes, maintains correspondence & attendance records, keeps class activity calendar, responsible for all sign-up sheets.
Treasurer (1)	Establishes a budget, records all financial transactions, gives status report at class meetings, inventories fundraising items, collects fundraising monies earned and provides them to school bookkeeper.
Historian (1 or 2)	Writes a narrative of activities and events, coordinates activities with school newspaper and yearbook teams, publicizes activities.
Sergeant-At-Arms (1)	Maintains order and decorum at meetings
School Advisory Council Representative (1) (SAC)	Attends SAC meetings as class representative to advise the principal regarding the School Improvement Plan. SAC meetings are the 1 st Tuesday of each month at 4:15 p.m.
Shared Decision Making Team Representative (1) (SDMT) Grade 11 and 12 ONLY	Attends SDMT meetings as class representative to advise the principal. SDMT is the policy-making group at Pine View. SDMT meetings are monthly at 4:00 p.m.
Principal's Council Representative (1)	Attends the monthly Principal's Council meeting during the school day and serves in an advisory capacity to the principal.