

**Pine View School  
2021-2022 HIGH SCHOOL CLASS OFFICER POSITIONS**

|   |   |
|---|---|
| <b>President (1)</b>  | Responsible for all class activities, creates class meeting agenda and PowerPoint for class meetings (must be pre-approved by Mrs. Spielman), presides over meetings, acts as the representative for the class, is in charge of fundraising and the quarterly School Community Project (see Mrs. Spielman). |
| <b>Vice President (1)</b>   | Fulfills the duties of President in President's absence, performs duties assigned by the President and attends Student Senate meetings (1 <sup>st</sup> Wednesday/month) with a peer guest.   |
| <b>Secretary (1)</b>  | Takes meeting minutes, maintains correspondence & attendance records, keeps class activity calendar, responsible for all sign-up sheets.  |
| <b>Treasurer (1)</b>  | 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.  |
| <b>Historian (1 or 2)</b>   | Writes a narrative of activities and events, coordinates activities with school newspaper and yearbook teams, publicizes activities.  |
| <b>Sergeant-At-Arms (1)</b>   | Maintains order and decorum at meetings   |
| <b>School Advisory Council Representative (1) (SAC)</b>   | Attends SAC meetings as class representative to advise the principal regarding the School Improvement Plan. SAC meetings are the 1 <sup>st</sup> Tuesday of each month at 4:15 p.m. in Room 911.  |
| <b>Shared Decision-Making Team Representative (1) (SDMT)</b><br><br><b>Grade 11 and 12 ONLY</b> | 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. in the TEL Studio.  |
| <b>Principal's Council Representative (1)</b>   | Attends the monthly Principal's Council meeting during the school day and serves in an advisory capacity to the principal.  |