**Class Officer Positions**

- **Class President** - ultimately responsible for all class activities; creates agenda and presides over meetings; delegates duties and acts as the representative for the class. Works with Vice president, secretary, treasurer, and advisers to add to all class meetings. Senior Class President delivers inspirational speech at graduation.

- **Vice-President** - fulfills the duties of the president when the president is absent; performs duties assigned by the president. In charge of spirit activities & overseeing decorating for class events.

- **Secretary** - takes meeting minutes; maintains correspondence & attendance records; keeps class activity calendar/class news/social media; responsible for all sign-up sheets.

- **Treasurer** - establishes budget; records all financial transactions; gives status report at class meetings; sets up fundraisers, inventories fundraising items; and oversees fundraising activities.

**SGA Officer Positions**

*Requirements for President & Vice President ONLY:*

- Have prior experience in SGA- this includes time as a homeroom representative or time serving on the executive board.

- During their prior experience with SGA, as a homeroom representative or member of the executive board, **they must have met all attendance and participation requirements**.

- A person who serves on the SGA Executive Board **CANNOT** serve as National Honor Society President, elected President of their Class or in a year of their term as BCSC or MASC Executive Board Officer.

**President:**

- Oversee the overall strategy of the SGA.

- Oversee communication with school administration and foster SGA-administration relationship.

- Create executive board and General Body meeting agendas prior to the scheduled meetings.

- Communicate with SGA event sponsors/local businesses.

- Coordinate with steering committee presidents.
Vice President:
• Fill in if President cannot make a meeting.
• Assist the Executive board and President with needs.
• Organize bi-quarterly meetings with steering committee presidents.
• Organize Homeroom Representative elections.

The School and Club Liaison shall:
• Head the club-advertising Schoology group.
• Address or bring up topics of equity in school environment.
• Oversee Towson High club outreach on behalf of the SGA.
• Plan and coordinate bi-quarterly Towson club meetings, run aforementioned Schoology group.

The Advertising Coordinator shall:
• Oversee THS SGA Social Media presence.
• Collect pictures and video recordings of events.
• Organize extra meetings with willing General Body members to create and put-up posters advertising SGA happenings.
• Coordinate with Towson yearbook committee(s) or classes for SGA activities to be in the yearbook.
• Create timelines for advertising for SGA events (online and in person). Will present at Executive Board meetings of their own initiative.

The Secretary shall:
• Take minutes (notes) of meetings in the agenda
• Assist the Advertising Coordinator as needed