

**LOGAN
UNIVERSITY**



Class Officer Handbook

A Guide for Effective Class Leadership

An LSG Publication

From the students, for the students

Table of Contents

Introduction	i
Class President	4
Class Vice-President	5
Class Secretary	6
Class Treasurer.....	7
Class Education Coordinators.....	8
Class Athletic Directors.....	9

Introduction

This handbook is a guide to assist each class in understanding the roles of each class officer. Based upon prior officer experience, its purpose is to help create consistency and understanding for those elected to serve in these positions. The suggestions found within are only meant as a guide and each class has the opportunity to enhance or define each of their officers' duties.

As a word of encouragement each elected officer should remember that they are serving their classmates. It may not always be possible to please everyone all of the time. Integrity and honesty are imperative to leading your class. Your education at Logan is very intense and there is a great demand on your time. Class work is your primary responsibility. It is difficult to motivate others when you lack motivation. A positive attitude and an ability to receive and accept recommendations from your classmates will help the leadership to understand their needs.

Duties of the Class President

The President is the representative voice to the administration and Logan Student Government. The President is required to attend LSG meetings as scheduled. A list of other possible responsibilities includes:

- Report to class the information provided in LSG weekly meetings. Including motions presented at said meeting.
- Coordinate the functions and duties of all class officers
- Arrange regular meetings with class officers
- Legislate issues which affect the entire class (administer voting procedures)
- Suggest and lead class in promotional activities
- Mediate any disputes that may arise between classmates
- Select a "parliamentarian" to run class elections
- Develop a relationship with the office of Student Affairs to allow for communication between the class and administration

Duties of the Class Vice-President

The Vice-President is the representative voice to the administration and Logan Student Government when the class President is unavailable. The VP is required to attend LSG meetings as scheduled. A list of other possible responsibilities includes:

- Accept all Presidential duties when the President is unavailable
- Primarily responsible for coordinating social activities of the class:
 - Pot lucks at lunch time
 - Half-way party
 - Spouse support group parties
 - Graduation party
- Provide council and support to the President
- Keep the President informed as to class concerns and other issues
- Help other class officers with their duties

Duties of the Class Secretary

The Secretary is essential for a smooth flow of information to the class. The Secretary should keep the class informed when the President or VP cannot. A list of other possible responsibilities includes:

Regular Duties:

- Keep and update the class list (Name, phone #, address, & email address)
- Create and update the class phone tree (for snow days, etc.)
- Create a Class Schedule to be hung on the wall
- Keep a calendar of events for each trimester:
 - Birthdays
 - Anniversaries
 - Exam dates
 - other class events
- Update the seating chart for the upcoming trimester and provide a copy to the Registrar's Office before the end of each trimester
- Check mail in Student Affairs regularly
- Assist other officers when needed

Additional responsibilities:

- Weekly class newsletter
- Organize filing cabinet with notes passed from previous trimesters
- Aid E.C.s with lab section assignments
- Make announcements when necessary
- Take attendance at class meetings
- Hang flyers in classroom and keep boards organized and tidy
- Email announcements to the class
- Purchase and keep stock of office supplies in classroom
- Purchase and send cards, gifts or flowers to class members for weddings, birthdays, babies and deaths
- Help plan holiday, midway and graduation events
- Create a class website and update with events and notes from class

Duties of the Class Treasurer

The Treasurer is responsible for the class funds. A list of other possible responsibilities includes:

- Collect monies for class events
- Collect monies for class donations
- Organize class fundraisers as outlined by the LSG and Logan administration
- Keep ledger of all class funds (income and expenses)
- Collect funds from each class member in Tri to purchase classroom supplies as needed
- Help organize class parties
- Assist any other officer when needed

Duties of the Class Educational Coordinator(s)

The E.C. is responsible for the class scheduling. It is recommended that there be at least two E.C.s per class to help divide the workload. A list of other possible responsibilities includes:

- Represent the class as an intermediate with the faculty
- Arrange lab groups
- Schedule exams
- Schedule study sessions
- Make sure that there are batteries for the microphone system
- Complete a form with Academic Technology Services to get key to the AV equipment
- Work with Class President to establish various class events
- Post all pertinent dates and keep class informed of changes
- Organize, collect and return class evaluations at the end of each trimester

Duties of the Class Athletic Director

The Athletic Director is responsible for organizing team sports within the class. A list of other possible responsibilities includes:

- Communication with the Logan Director of Sports and Activities
- Organizing teams for intramural sports
- Promoting athletic events to class
- Serving as or selecting coaches when needed
- Coordinate activities with the VP