



## OAKWOOD UNIVERSITY

### SENIOR CLASS OFFICERS JOB DESCRIPTIONS

#### **Class President**

The president is the chief executive officer of the class and takes the lead in determining class objectives and goals. The president sets the tone for the class and its relationship with Oakwood University. The president works with all class officers to ensure that the interests of the class are being observed in matters of finance, class news and publicity. The president also appoints the special events coordinator and any other position(s) that is not elected during senior elections for the senior class (Position/individual must be approved by the Records Office). It is also the duty of the president to maintain contact with Oakwood University President and Alumni Office after graduation on behalf of the class.

#### **Vice President**

The vice president works with the class president and other officers in planning, organizing and implementing class programs. In the absence of the president, the vice president exercises the powers and duties of the president.

#### **Secretary**

The secretary is responsible for keeping current minutes of meetings and attendance of class officers to the meetings. The secretary is responsible for keeping a current list of senior class members; handles all general senior class correspondence, provides notice of meetings and distributes the agenda in advance of scheduled meetings.

#### **Assistant Secretary**

The assistant secretary works with the secretary in keeping and preparing the minutes and records of the meetings. In the absence of the secretary, the assistant secretary exercises the same duties as the secretary.

#### **Treasurer**

The treasurer is responsible for the financial resources and liabilities of the class. The treasurer budgets and disburses class funds to pay necessary and authorized charges, and maintains accurate financial records of the class. The treasurer gives a financial report setting forth the amount, management, and disposition of the class funds at each meeting of the class. Reconcile deposits and expenditures.

#### **Assistant Treasurer**

The assistant treasurer works closely with the treasurer during the budgeting and disbursements of class funds to pay necessary and authorized charges, and assist with maintaining all financial records of the class. In the absence of the treasurer, the assistant will give the financial report setting forth the amount, management, and disposition of the class funds.

#### **Chaplain**

The chaplain duties include, but not limited to setting the spiritual tone for the executive committee and the senior class meetings. Coordinates all spiritual programs and activities for the class and makes sure that all executive committee meetings and senior class meetings open and close with prayer. The chaplain works with the president and other officers to create and maintain a high level of spiritual focus for the senior class.

The chaplain is also responsible for providing spiritual insight through meaningful devotionals for officers and class meetings.

### **Sergeant-at Arms**

The sergeant-at arms duties include, but are not limited to the scheduling of the meeting location, arranges the room before the meeting starts, sets out the agenda, newsletters and any other materials needed for the meeting. Also maintains the class equipment and material of each meeting. Ensures that the meeting starts on time – gets everyone seated and ready to start, greets guests and class members as they enter the room, arranges for a replacement if he/she is unable to attend a meeting. Arranges for food service at meal meetings when necessary and addresses any disorder or disturbances during the executive committee and class meetings.

### **Parliamentarian**

The parliamentarian is responsible for keeping the order of the executive committee and senior class meetings. The parliamentarian works with the president and the executive committee to establishing any constitution, standing rules, procedures or by laws as it relates to the class officers and/or senior class. The parliamentarian reviews the Robert's Rule of Order as it relates to the procedures and rules for conducting executive committee and senior class meetings. This position is also responsible for keeping an chronological history of the class' progress and activities. (To obtain a copy of the Robert's Rule of Order use the following website: [www.sodakesa.org/parliamentarian\\_duties.htm](http://www.sodakesa.org/parliamentarian_duties.htm)).

### **Social Coordinator**

The social coordinator works with the class officers in coordinating all social activities for the class officers and senior class. The social coordinator works with the president and executive committee to organize and chair the social committee for the class by choosing members from the senior class to make up the committee. The person holding this position will also work closely with the class officers when planning social activities for the officers or class members.

### **Assistant Social Coordinator**

The assistant social coordinator works closely with the social coordinator in planning and coordinating all social activities for the class officers and the class members. The person holding this position will serve on the social committee for the senior class.

### **Public Relations Coordinator**

The public relations coordinator duties are as follows:

- Develop and direct all public relations programs and activities.
- Identify and target new markets for promoting the senior class.
- Publicize the senior class and its activities to local media via news releases, i.e., the Spreading Oaks, Oakwood University's website, Senior Class Newsletter, etc. *(As long as a person is a student of Oakwood University, his/her name is inextricably associated with the university. Thus, the university's name is not to be used without permission, students are to make satisfactory arrangements with the **Office of Public Relations** before releasing for publication or broadcast any statement regarding themselves, the university or any student or student activity).*
- Edit, produce and distribute the Senior Class Newsletter.
- Maintains and promotes a positive image of the Senior Class.

### **Assistant Public Relations Coordinator**

The assistant public relations coordinator duties include those of assisting the public relations coordinator in carrying out the promotion of the senior class (see duties listed above). In the absence of the public relations coordinator the assistant public relations coordinator will assume the duties and responsibilities of developing and directing all public relations programs and activities.

### **Special Events Coordinator**

The Special Events Coordinator duties include planning and implementation of special programs that are voted by the senior class. They will work closely with the president, executive committee, social coordinator and the public relations coordinator in planning for the special events.

*Prepared by: Henrietta P. Lathon, Assistant Director of Records/Senior Class Coordinator*

*Program Sponsor: Records Office, Oakwood University*

*Revised: July 29, 2008*