

SCHOOL OF PHARMACY
CLASS OFFICER GENERAL DUTIES

Each campus/class will elect their own officers.

Additional offices & assigned duties are set up as each cohort sees fit.

PRESIDENT:

It is the duty of the President to schedule, announce, preside, maintain order, and serve as chair at all Class meetings. He/she will be presiding and maintain close contact with the other Class and Student Organization officers, and the Office of Student Affairs (OSA) and/or your OSA assigned advisor on a regular basis. He/she is responsible to inform the membership and the assigned OSA advisor of all actions taken and to disseminate all pertinent information received. The president (or designee) will attend the Dean's Student Leader Meeting each Spring and Fall.

VICE PRESIDENT:

The Vice-President serves as an advisor to the President and assists the President in performance of his/her duties at all times, especially in coordination and publicity of activities of the Class and related committees. He/she will serve as coordinator of professional committees, develop professionally oriented programs, class fundraisers and assist in the maintaining monthly calendars, bulletin boards and social media upkeep.

SECRETARY:

It is the duty of the Secretary to record complete minutes at all Class meetings, submit said minutes in typed form to the officers of the Class and OSA assigned advisor, and give a report of the minutes recorded at the previous meeting at each general meeting of the entire Class. He/she will also assist with correspondence and is responsible for coordinating publication of any newsletters, student organizational calendar of events, Class calendar of course assignment dues dates and exam schedule, reminders.

TREASURER:

The treasurer shall record all cash receipts and disbursement from Class accounts. This involves maintaining a balanced checkbook or savings account and entering all information into the treasury transaction book (ledger). He/she shall file all forms regarding finances and coordinate in the establishment of class dues. The Treasurer shall also give a projected budget for the academic year, assist in all activities that involve Class monies, and develop and help coordinate fund raising programs and events. The treasurer must be transparent at all times about balances and expenditures and must exercise best practices to ensure money in the class account is safe, secure and spent according to approved class initiatives and events.