

# Ms. Thomas' Class Officers Responsibility List

## President

- The president is responsible for performing special tasks that the teacher needs completed, such as taking materials to office when needed.
- The president will also monitor all other officers to ensure their responsibilities are taken care of.
- The president will note concerns of fellow students and make sure they are communicated to the teacher.
- **The president is responsible for aiding the substitute upon Ms. Thomas' absence.**
- The president is responsible for holding special hearing and elections at the request of the teacher.

## Vice-President

- **The vice-president assumes all the responsibilities of the president when the president is absent.**
- **Performs the duties of any officer when they are absent.**
- Responsible for aiding the teacher in technology set ups when necessary.
- And all other duties as assigned by teacher.

## Secretary

- Is responsible for keeping notes on special announcements teacher has.
- Is responsible for making "appointments" on behalf of class mates in the class appointment book.
- Is responsible for keeping the class notebook updated daily.
- **Is responsible for keeping daily agenda, standards, and homework recorded in class notebook.**

## Sergeant at Arms

- Responsible aiding teacher in classroom management.
- Sergeant at arms politely reminds class when the volume has risen to unacceptable levels, and aids teacher in getting students attention when students need to focus on the teacher for special instructions.

## Environmental Specialist

- This person is responsible for walking around the class and making sure class is clean.
- Environmental specialist will walk around and survey class 2 minutes before class is over and observe if all supplies are back in place, paper and miscellaneous trash are picked up off the floor, and check tables to make sure they are clean.
- **Students may not leave class until their area is clean... Students will be responsible for cleaning up their own areas to ensure they pass inspection.**

## Distribution Manager

- Is responsible for distributing and collecting materials upon teacher's request.

## Efficiency Manager.

- This student will follow the time line guides given by the teacher and will use non-verbal communication to indicate to teacher when it is time to wrap up an activity.
- The teacher ultimately makes the final decision for time management; however the efficiency manager will help the teacher remain on a tentative time frame.

**Ms Thomas Class officers list**

**President**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Vice-President**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Secretary**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Sergeant at Arms**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Environmental Specialist**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Distribution Manager**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Efficiency Manager**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_