



### Class President

- I. Serve on the Student Congress as a voting member.
- II. Serve on the Student Governance Association.
- III. Serve on at least one Student Governance Committee.
- IV. Represent Class members and support Class activities.
- V. Welcome all new Class members at the beginning of each semester.
- VI. Organize the Class Cabinet within a week following elections.
- VII. Appoint through an interview process, with the recommendation of the Class Cabinet, a Chaplain, Publicist, and Treasurer a within three (3) weeks of the election.
- VIII. Call Class Cabinet meetings weekly.
- IX. Prepare the agendas for the Class Cabinet and Class meetings.
- X. Establish and enforce attendance policies for officers to attend Class Cabinet.
- XI. Appoint committee chairs when necessary (e.g. for event planning).
- XII. Be a liaison between the Executive Cabinet and his/her Class.
- XIII. Receive regular reports from Class Cabinet members.
- XIV. Report regularly to Class Advisors.
- XV. Attend ASC Conference.
- XVI. Attend all Class Events.
- XVII. Refrain from holding another major office on campus (president or vice president of a club or organization, resident assistant or committee chairperson).
- XVIII. Be responsible to the Class Cabinet for all actions.
- XIX. Maintain academic and probation eligibility throughout the duration of the term.
- XX. Must be responsible, with the assistance of the Freshman Class Cabinet (Including Senior Sponsors), for assisting in planning a Freshman Talent Show as well as overseeing and planning Freshmen Formal during the second semester.



### Class Vice President

- I. Serve on the Student Congress as a voting member.
- II. Preside over Class Cabinet meetings in the President's absence.
- III. Assume any vacated class position until that position has been filled.
- IV. Be responsible for all class activities in cooperation with the Class Cabinet and with the approval of the Office of Student Development.
- V. Promote class participation in university-wide programs.
- VI. Attend Campus Calendar Meetings during the Spring Semester preceding the elected term.
- VII. Finalize calendar dates of all major activities for the following year by the first week in May to the Campus Calendar Committee.
- VIII. Submit any class activity additions or alterations to the Campus Calendar Coordinator at least one week in advance of the activity.
- IX. Report regularly to the Class President.
- X. Attend ASC Conference.
- XI. Be responsible to the Class Cabinet for all actions.
- XII. Attend all Class events and Class Cabinet meetings.
- XIII. Meet with SGA VP as needed.
- XIV. Maintain academic and probation eligibility throughout duration of term.



### Class Treasurer

- I. Work in conjunction with Class Advisor to ensure all payments for Class Cabinet activities are paid on time.
- II. Plan a yearly budget to be approved by the Class Cabinet and submitted to the Executive Treasurer.
- III. Be trained by the Executive Treasurer and meet as needed.
- IV. Be prepared at each Class Cabinet meeting to give an account of the class funds.
- V. Keep electronic records of financial activities (budgets, expenses, receipts, deposits, etc.) on OneDrive.
- VI. Submit a report of Class Cabinet expenditures and current funds to the Executive Treasurer each semester.
- VII. Provide feedback to Executive Treasurer for updating handbook/job description.
- VIII. Attend ASC Conference.
- IX. Report regularly to the Class President.
- X. Be responsible to the Class Cabinet for all actions.
- XI. Advise the Class Cabinet on all monetary decisions.
- XII. Attend all Class events and Class Cabinet meetings.
- XIII. Meet with the Executive Treasurer as needed.
- XIV. Maintain academic and probation eligibility throughout the duration of the term.



### Class Chaplin

- I. Serve on the Spiritual Life Board and, with that, a voting member of the Asbury Student Congress.
- II. Plan spiritual events for your class. The senior, junior, and sophomore Class Chaplains shall plan a tentative schedule for class spiritual events for the following year to be submitted by the Class Vice President to the Campus Calendar Committee.
- III. Be responsible for any devotional times at Class activities.
- IV. Encourage the fulfillment of the objectives and goals of the Spiritual Life programs as found in the Handbook for Community Life and Residence Life and other university documents.
- V. Report regularly to the Class President.
- VI. Regularly update the Vice President for Spiritual Life on class spiritual activities.
- VII. Attend ASC Conference.
- VIII. Be responsible to the Class Cabinet for all actions.
- IX. Attend all Class events and Class Cabinet meetings.
- X. Meet with the VP of SLB as needed.
- XI. Maintain academic and probation eligibility throughout the duration of the term.



### Student Intercultural Programs Representative

- I. Serve on the Student Congress as a voting member
- II. Serve on the Student Intercultural Programs Branch
- III. Attend all Class events and Class Cabinet meetings
- IV. Represent the feelings and opinions of their Class to the Student Congress and the Student Intercultural Programs Branch.
- V. Attend the ASC Conference
- VI. Report regularly to the Class President
- VII. Report regularly to the Vice President of Student Intercultural Programs Provide insight to the class regarding cultural competency of Class events Assist in planning Student Intercultural Program events
- VIII. Assist in creating proposals regarding intercultural issues to present to ASC
- IX. Meet with the VP of SIP as needed.
- X. Maintain academic and probation eligibility throughout the duration of the term



### Activities Directors

- I. Oversee the planning and organization of all Class social activities in conjunction with the Class Cabinet.
- II. Attend ASC Conference.
- III. Report regularly to the Class President.
- IV. Be responsible to the Class Cabinet for all actions.
- V. Attend all Class events and Class Cabinet meetings.
- VI. Maintain academic and probation eligibility throughout duration of term.



### Publicist

- I. Serve as a liaison to the Executive Publicist and meet with him/her as needed.
- II. Inform Class members of all Class activities.
- III. Prepare and release a Class newsletter at the Class Cabinet's discretion.
- IV. Obtain and follow campus publicity guidelines from the Executive Publicist at the discretion of the Class Cabinet.
- V. Attend and take pictures of Class functions and activities.
- VI. At the end of each academic year, submit a collection of photos (digital or otherwise) to Archives.
- VII. Take historical records of the events of the Class.
- VIII. Be responsible to the Class Cabinet for all actions.
- IX. Attend all Class events and Class Cabinet meetings.
- X. Keep accurate and permanent minutes of Class Cabinet meetings and distribute to all Class Cabinet members.
- XI. Submit a copy of all minutes to the Executive Secretary.
- XII. Keep attendance at Class Cabinet meetings.
- XIII. Perform regular secretarial duties, such as preparing any Class letter or address from the Class President.
- XIV. Contact Class Cabinet members regarding Class Cabinet meetings.
- XV. Attend ASC Conference.
- XVI. Report regularly to the Class President.
- XVII. Be responsible to the Class Cabinet for all actions.
- XVIII. Attend all Class events and Class Cabinet meetings.
- XIX. Serve on the Elections Committee.
- XX. Maintain academic and probation eligibility throughout duration of