



<b>Job title</b>	<i>Sophomore Class Co-President, Student Government</i>
<b>Reports to</b>	<i>Student Body Vice-President and Director of Student Activities Office (SAO)</i>

### **Job purpose**

The purpose of *Sophomore Class Co-Presidents (SCCP)* is to represent and engage with the Sophomore Class through Student Government boardroom and class event programming. Sophomore Class Co-Presidents will work closely with the Center for Vocation and Career to promote the Canvas series, designed to connect sophomores with the CVC and its resources. The Co-Presidents and their council will also work to facilitate an environment for sophomores to bond with one another and further connections within the class.

### **Duties and responsibilities**

Varying from weekly, bi-monthly, monthly, or sporadic commitments, these duties serve as a snapshot of what to expect from the Sophomore Class Co-President:

#### Summer Preparation

- Begin creating the vision and goals for the position in the upcoming year.
- Complete any assigned readings or duties in preparation for Leadership Development Week at Honey Rock.
- Connect with the Study Body President, Vice President and other SG Board members.
- Connect with the Director of CVC to start planning Canvas series for all Sophomores.

#### Student Government Board Related Duties

- Write weekly reports to the Administrative Manager, Student Body Vice-President and Student Body President to update board members and advisors.
- Prepare for each Boardroom by reading all necessary material.
- Develop For the Good of the Order discussions and introduce Proposals that promote the interest of the Sophomore Class.
- Create proposals and For the Good of the Orders to be submitted to the board.
- Work with other Class Co-Presidents to pass proposals and to create multi class events.

#### Class Council

- Support and listen to students within the class.
- Lead event-planning meetings, delegate responsibilities for event preparation and advertising.
- Manage or delegate someone to regularly update the class Instagram.

#### Administration Responsibilities

- Maintain a relationship with CVC director, event coordinator; take on and delegate Canvas event promotion responsibilities.



### Qualifications

When considering yourself for this position, keep in mind the integrity, work ethic, and discipline necessary to carry out the responsibilities of the Sophomore Class Co-President.

Qualifications include:

- Possess excellent leadership, interpersonal and communication skills
- Strong teamwork and collaboration skills
- Motivated and resourceful
- Project and process management capabilities
- Ability to write professional emails and reports
- Strong problem-solving skills and demonstrated ability to take initiative and critically analyze information and procedures in a push toward constant improvement
- Strict attention to detail while able to prioritize issues appropriately
- Must be hands-on and be willing to roll up your sleeves to perform any and all responsibilities needed to ensure success

### Working schedule

While most of the required responsibilities of SCCP can be incorporated into your schedule flexibly, there are other unique, one-time, or sporadic responsibilities that may be omitted but are an aspect of this role. These are unchanging commitments that must fit your schedule:

#### General Board Schedule

- Weekly SAO Office Hours [date/time chosen at beginning of semesters]
- Weekly Wednesday Boardroom [3:45 – 5:15 pm]
- Weekly Wednesday Board Dinner [5:15 – 6:15 pm]
- Bi-Monthly Thursday Lower Beamer Office Hours [7 – 8 pm]

#### SCPP Schedule

- Monthly Tuesday Faculty Business Meetings [4:15 – 5:30 pm]
- Weekly Class Council Meetings (Scheduled by the Co-Presidents)

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<b>Approved by:</b>	<i>Sarah Yoon, 2019-20 Student Body President</i>
<b>Date approved:</b>	<i>February 13th, 2020</i>
<b>Reviewed:</b>	<i>February 13th, 2020</i>