



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

Job purpose

The *Freshman Class Co-Presidents (FCCP)* represent the opinion of the Freshmen class and serve as the primary freshmen voice to the Student Government board. The Freshmen Class Co-Presidents are ultimately responsible for establishing a vision for the Freshmen class and planning events that create community 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 Freshmen Class Co-Presidents:

Beginning of Year Orientation

- Study SG constitution to gain understanding of board and personal roles and activities.
- Meet with Student Body President and Vice-President and receive training on how to develop a mission/vision, boardroom procedures, and learn about role responsibilities.

Board Responsibilities

- Write weekly reports to the Administrative Manager, Student Body Vice-President and Student Body President to update board members and advisors.
- Prepare for each board meeting by reading all necessary material sent by Administrator.
- Develop For the Good of the Order discussions and introduce Proposals that promote the interest of the Freshmen Class.

Class Council

- Conduct a selection process to find members for a class council.
- Conduct weekly meetings with the class council.
- With the help of the council, plan an event for every quad with the exception of A-quad first semester.

Qualifications

When considering yourself for this position, keep in mind the integrity, work ethic, and discipline necessary to carry out the responsibilities of the Freshmen 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 Freshmen Class Co-President 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 1-hour 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]

FCCP Schedule

- Weekly class council meetings [time TBD]
- Monthly Tuesday Faculty Business Meetings [4:15 – 5:30 pm]

Approved by:	<i>Sarah Yoon, 2019-20 Student Body President</i>
Date approved:	<i>February 12th, 2020</i>
Reviewed:	<i>February 12th, 2020</i>