



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

Job purpose

The *Junior Class Co-Presidents (JCCP)* lead the Junior class, along with the Junior Class Council, in developing a unitive class experience through programming efforts. This includes voicing interests and concerns of juniors in the Boardroom, planning and executing Junior class events and representing the Junior class to faculty and administration. Specifically, responsibilities include compiling a list of potential commencement speakers to present to President Ryken and hosting or sponsoring the annual October event “Terrace Trick or Treat”.

Duties and responsibilities

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

Summer Preparations

- 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.

Board Responsibilities

- Prepare for each board meeting by reading all necessary material sent by Administrator.
- Write weekly reports to the Administrative Manager, Student Body Vice-President and Student Body President to update board members and advisors.
- Develop For the Good of the Order discussions and introduce Proposals that promote the interest of the Junior Class.
- Work with the Senior Banquet Committee to recruit junior volunteers for Senior Banquet.
- Fall Semester 2020*: Appoint student leaders and facilitate the Student Voter Education Task Force for the 2020 elections (*Task Force leadership within SG subject to change).

Class Council

- Organize and execute four (4) class events with the Junior Class Council (S’mores and Stories, Terrace Trick or Treat, Christmas Party, Senior Year’s Eve) during the course of two semesters.
- Strategize fundraising efforts to support junior class programming costs.
- Oversee media collection of the class council Media Manager for future use by the senior class council.

Administration Responsibilities

- Attend and be prepared to engage in the monthly Faculty Business Meetings.
- Meet with President Ryken to discuss commencement speaker recommendations.



Qualifications

When considering yourself for this position, keep in mind the integrity, work ethic, and discipline necessary to carry out the responsibilities of the Junior 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
- Must be hands-on and be willing to roll up your sleeves to perform any and all responsibilities needed to ensure success
- Able to engage with different perspectives respectively and prioritize the junior class’ interests over personal interests
- 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

Working schedule

While most of the required responsibilities of Junior 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 Board Room [3:45 – 5:15 pm]
- Weekly Wednesday Board Dinner [5:15 – 6:15 pm]
- Bi-Monthly Thursday Lower Beamer Office Hours [7 – 8 pm]

JCCP Schedule

- Weekly Class Council Meeting [scheduled by the Co-Presidents]
- Bi-Weekly Student Voter Education Task Force meetings (Fall 2020 ONLY)
- 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>