



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

Job purpose

The *Senior Class Co-Presidents (SCCP)* serve the Senior Class in multiple capacities. Together the Co-Presidents will live out Wheaton’s motto of “For Christ and His Kingdom”. This will show itself through by representing the senior class’ interests in the boardroom, planning and executing senior classwide events, and represent the senior class to staff, administration, and faculty. It also will take shape in planning events, gatherings, parting gifts, and goodbyes for the senior class to leave Wheaton well.

Duties and responsibilities

Varying from weekly, bi-monthly, monthly, or sporadic commitments, these duties serve as a snapshot of what to expect from the Senior 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 Senior Class.

Class Council

- Organize and lead the senior class council to create senior class events (ex. Senior Send-Off for December Graduates, Senior Chapel) and a senior media project.
- Work with the Junior Class Council to recruit junior volunteers for Senior Banquet.
- Supervise and support the Senior Banquet Coordinator.

Administration Responsibilities

- Attend and be prepared to engage in the monthly Faculty Business Meetings.
- Meet with President Ryken about the Commencement Speaker.
- Work with Advancement on the Senior Gift Committee.
- Work with the CVC to plan Senior Series events.
- Lifetime commitment to support and represent the class in partnership with the Alumni Association



Qualifications

When considering yourself for this position, keep in mind the integrity, work ethic, and discipline necessary to carry out the responsibilities of Senior 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
- Ability to speak publically
- Able to engage with different perspectives respectively and represent the senior class' interests, not your own.

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 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]

SCCP Schedule

- Weekly Class Council Meeting
- Weekly Senior Class Banquet Meeting [Spring Semester only]
- Senior Class Gift Meeting [monthly Fall Semester, weekly Spring Semester]
- 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>