

ACKNOWLEDGEMENT OF YOUR LEADERSHIP RESPONSIBILITIES

CLASS OFFICERS

DUTIES OF CLASS PRESIDENT

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Be available to listen to the concerns and accolades of classmates, and address the class with issues that affect the entire class.
- Serve as the central point of communication for all class officers; conducting class officer meetings and making sure class officers are effectively and efficiently fulfilling their roles.
- Utilize all information and bring forth class sentiment (not personal opinions or agendas) to the attention of the SGA and conversely, inform the students about university and SGA issues and activities.
- Give a weekly report of class activities at the SGA meeting and obtain answers and information when asked for by the SGA Executive Council or any other Senator.
- Report important information to your class, or delegate such responsibility to another officer.
- Attend SGA Constitution/Bylaws Committee meetings the last Tuesday of every month (when held).
- COMP Only – Take part in COMP Council of Leaders.

DUTIES OF CLASS VICE PRESIDENT

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Assist the class president in any way possible with class duties, mainly listening to classmate's suggestions and funneling the information to the class president and the SGA.
- Assist the class president with the guidelines set forth in the Student Body Bylaws and Constitution; the vice president should understand both documents in their entirety.
 - The vice president may represent the president in his or her absence.
 - The vice president is a member of the SGA Academic Committee.
- Attend Outreach Committee meetings the last Tuesday of every month (when held).

DUTIES OF CLASS TREASURER

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Distribute class funds and keep a running ledger of the class account.
- Post all expenditures in the classroom as a matter of public record.
- Be familiar with the financial aspects of the Student Body Bylaws and Constitution.
- Sign reimbursement forms meeting the requirements for approval of the expenditure.
- Attend Finance Committee meetings the last Tuesday of every month (when held).

DUTIES OF CLASS SECRETARY

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Disseminate information to the class and respond to all correspondence directed to the class.
- Take minutes any time the class or the class officers meet and provide this information to all class officers.
- Write thank you cards to all visiting clinicians for their time.
- Attend Newsletter Committee meetings the last Tuesday of every month (when held).

DUTIES OF CLASS RECREATION LEADER

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Coordinate class-specific and cross-program social and recreational activities.
- Attend all Student Organization Committee meetings (typically in September, January and February).

DUTIES OF CURRICULUM REPRESENTATIVE

- Serve as a direct link between the students and the faculty.
- Address issues such as test return, handouts and general concerns about the curriculum.
- Obtain student opinion about the curriculum (problems, solutions, tests, quizzes and remediation) and attempt to initiate changes in curriculum policy in response to student requests.
- Attend Curriculum meetings - curriculum concerns that are of the general interest to the class will be handled within each respective college between the designated curriculum representative and faculty, and when necessary, by the Academic Dean or his/her designee.

DUTIES OF ALUMNI REPRESENTATIVE

- Read the student leader handbook and pass the class officer quiz by the deadline.
- Attend monthly Alumni Committee meetings (when held).
- Assist in establishing alumni contacts or mentors for students.
- Promote the transition of students to active alumni.
- Assists other class officers with their duties and listens to classmates suggestions.

DUTIES OF LIBRARY/TECH REPRESENTATIVE

- Read the student leader handbook and pass the class officer quiz by the deadline
- Serve as the class liaison to the ITDL department by facilitating communication between the two and reporting any problems or concerns related to technology used by the student body (A/V, network, blackboard, printers, clickers, etc). This includes attending 2 one-hour meetings per year with ITDL staff.
- Learn how to use the classroom podium touch panel, and assist faculty/guests with this technology when needed.
- Complete training on TurningPoint (polling software), and provide assistance when needed.
- Attend Library Committee meetings the 2nd Monday of August, November, January & March.

DUTIES OF CLASS REPRESENTATIVES (During Clinical Years Only)

- Communicate class concerns to administration.
- Facilitate the reimbursement process for any purchases made through the class account (including graduation dinner dance in your final year - if applicable).

DUTIES OF CAPA REPRESENTATIVE (Physician Assistant Program Only)

- The CAPA representative communicates information concerning seminars, meetings and general activities of the organization to fellow classmates as well as conveys concerns and ideas from the students to the professional organization.

DUTIES OF APTA REPRESENTATIVE (Physical Therapy Program Only)

- The APTA representative communicates information concerning seminars, meetings and general activities of the organization to fellow classmates as well as conveys concerns and ideas from the students to the professional organization.

DUTIES OF CDA REPRESENTATIVE (Dental Medicine Program Only)

- The CDA representative communicates information concerning seminars, meetings and general activities of the organization to fellow classmates as well as conveys concerns and ideas from the students to the professional organization.

By signing below, I acknowledge that;

- I will adhere to all election rules in the **Student Body Bylaws** and **SGA Constitution** or risk disqualification.
- I understand that a grade check will be done for all candidates and that if I am not currently in “good academic standing” as defined by my college catalog, I will not be permitted to run for office.
- If elected, I understand that if I fail to meet the above criteria during my term in office, I will not receive validation from my Dean or any other WesternU entity regarding my leadership role.
- If elected, I will read and adhere to the policies outlined in the **Student Leader Handbook, Student Body Bylaws** and **SGA Constitution**.

Printed Name

Signature

Date

Program/Graduation Year

Position for Which You Wish To Run

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Phone Number

@
WesternU ID Number

@westernu.edu
E-Mail

Student Affairs Professional (SAP) Signature

Date

SAP = Dr. Schilling or Tiffany Witherspoon (CAHP: DPT), Roy Guizado or Angela Marcrum (CAHP: MSPA), Sean Rowan (CDM), Mitzi McKay (CGN), Ann Ellis (CO), Dr. Kalousek (COMP), Dirk Foley (COMP-Northwest), Mark Iannuzzo (COP), Amber Del Pozo (CPM), Dr. Bossong (CVM), Jodi Olson (GCBS)