

Historian Job Description

1. Responsible for documenting Class level pictures. Skilled at taking photos and video editing.
2. Provide and assist the Executive Historian with pictures and video of events throughout the year.
3. Responsible for saving these documents for an awesome retrospective of senior year.
4. Records all Student Council events via photography or video for the end of year video.
5. Responsible for updating bulletin boards and announcements with timely information on Student Government activities.
6. Submits pictures for Student Council's report in the monthly community debrief.
7. Assists with the recruitment tri-fold display annually.
8. Assists executive officers with all duties.
9. Attend Student Council events and meetings.

Senior Class responsibilities:

- Senior class officers are responsible for meeting monthly with Senior Class Sponsor
- Officers will speak/present at Senior Class meetings
- speak/present at Baccalaureate and Graduation
- Design Senior t-shirts & hoodies (if you choose to do one)
- Senior activities (socials, Senior Breakfast, class picnic, HoCo float & spirit week)
- cap and gown orders, graduation announcements
- Assisting in the planning of the Graduation services
- fundraising for the senior gift to the school
- Helping with class song selection.

Junior class officers responsibilities:

- Fundraising activities financing the Junior/Senior prom. will be of the utmost priority for these officers.
- The Junior class will organize and execute the prom as well as assisting the prom sponsors (the staff members that plan prom) with prom t-shirt, and other duties as assigned
- HoCo Float
- Senior Step-Up Day activities.

Sophomore class officers responsibilities:

- community service projects
- promoting class spirit within their class
- running of the Powder Puff event
- creation of HoCo Float
- test season well-wishes
- following year's Freshman Success Day (8th grade)
- Sophomore class officers are responsible for fundraising toward their Junior/Senior prom.

Freshman class officers responsibilities:

- Promoting class spirit and informing their fellow classmates on opportunities to be involved
- Promoting positive behavior
- Helping orient Freshmen about proper procedures and culture of the school
- Assisting their sponsor with test season well-wishes
- Running of the Powder Puff event
- HoCo Float creation
- Running the following year's Freshman Success Day; planning begins in Spring.
- Freshman class officers are responsible for fundraising toward their Junior/Senior prom.