

## Senior Class President Job Description

### Throughout term

The President of the Senior Class will be responsible, first and foremost, for presiding over any and all meetings for officers, and will work with the class sponsors in preparing the agenda for all meetings. The President will ensure that all other elected and appointed officers fulfill their duties as assigned. The President will also maintain a good level of academic and behavioral standing.

The President will promote class affinity and school loyalty by working with the other class officers and the Alumni Association leadership to plan and implement at least one social activity per semester during the school year prior to graduation.

The President and Campaign Manager and others as deemed appropriate by the Senior Class sponsors will work with the Advancement office to organize the Senior Class Gift. Graduates are invited to choose a collective gift for the class, or make a gift to an area on campus that means the most to them.

The President will serve as a representative of the senior class to the greater Collegedale School System community and as a liaison between the senior class and Southern Adventist University faculty, staff, and administration.

If at any time the President cannot fulfill the duties and responsibilities of the office, the Vice President shall then assume the office of President of the Senior Class.

### For Graduation

The President assists with finding graduate participants for the weekend programs, in coordination with the Academic Administration Office, filing roles during Consecration on Friday evening, church services on Saturday, and the Commencement Service on Sunday. The President and Pastor will collaborate to plan the Sabbath School Program.

During the Commencement on Sunday, the President gives the class response following the commencement speaker's remarks. The President will work with Michelle Younkin in the Graduate Studies Office, who will provide a list of eligible Master's graduate participants for the graduate student response. Both responses should be no more than three minutes.

After the officers have asked individuals to participate in the graduation weekend programs and confirmed that they are willing to do so, the President ensures that the Academic Administration Office has received a list of confirmed May graduation participants **at least 30 days prior to graduation**.

### After Graduation

The President will continue to represent the class by supporting and promoting reunion activities that may be planned for celebrating meaningful milestones (10, 25, and 50-year anniversaries). The President may be invited by Alumni Association leadership to help plan and communicate reunion activities to classmates.

During the first 10 years after graduation, the President may be invited by the Alumni Association leadership to submit nominations for candidates to be considered for serving a two-year term as the

GOLD (graduates of last decade) President to be elected by the Association as a representative for young alumni programs and activities.

Contact information:

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President

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