Welcome to the Class Officer Team!

I would like to personally thank you for your willingness to serve and represent the student body at Berry College as a Class Officer. This is a great honor and should be taken seriously. Throughout the year, please refer back to this handbook to help with any questions or process clarification you need.

As you may know, serving as a class officer is vitally important to the operations of SGA. As you serve in this capacity, you are representing the students of your class and the Berry College student body by providing input in the business of SGA and the college and by providing communication about campus issues to your peers.

Berry and SGA views your new position as that of a leader on campus. You are expected to engage and lead your class through service and experience. You can find our expectations of you as a class officer outlined on the next page of this document.

I thank you for taking on this responsibility and serving as a class officer as a busy college student. If at any moment you have questions or need assistance, please feel free to contact me or any other Executive SGA officer.

I am looking forward to a productive year with each of you!

Thanks!

David Lindsey

SGA VP of Administration

Anna Katherine Drew

SGA President

**Expectations:**

As I mentioned in the letter on the previous page, serving as a class officer is a vital part of the SGA mechanism. In this position, you serve as a leader of your class by representing the issues of your class to SGA and the college in key decisions that are being made helping to meet the needs of your class in SGA. SGA views your role as having duties and responsibilities that you are expected and required to uphold. In order to better clarify your role as a class officer, we have developed the following list of expectations:

* To regularly attend SGA meetings, **not missing *MORE THAN* three meetings per semester**. We will have a sign-in sheet for you to sign-in at every meeting.
* To **maintain communication** with the SGA Executive Board through the VP of Administration, David Lindsey.
* To obtain a **class faculty advisor by October 1st**.
* To **meet monthly (or more if you would like)** as class officers with your advisor.
* To **plan at least one class-specific event per semester**.
* To create a **class identity** by seeking out students from all areas of campus.
* To **participate with the other class officers in planning Mr. Berry during the Spring Semester**. The Junior Class will plan the event, but all classes help during the event.
* To **serve** on designated committees as dictated by your position.
* To undertake any projects as decided and delegated by the SGA Executive Board.
* To **report** on your operations during the designated time in SGA meetings.
* To develop an **effective communication** mechanism with your class in order to represent them at SGA meetings.
* To **meet regularly** with the executive officer appointed to your team.

**Why?**

We have developed this list of expectations because you have been elected to your position. By virtue of this election, your peers have entrusted you to lead their class. While we do serve as a bridge between the administration and students, we have a more important role of serving the students through governance. This is done through creating a healthy class identity that fosters and educates a better understanding of education through the head, heart, and hands. Thus, following these expectations, the SGA Executive Board is hoping that you will lead your class in better understanding and fulfilling Martha Berry’s mission.

**Check-List**

Per Officer:

* Less than 3 absences Fall Semester
* Less than 3 absences Spring Semester
* Committee Assignment

Per Class:

* Fall Social Event
* Spring Social Event
* Meetings with Class Advisor

Per Entire Team:

* Student Affairs Committee
* Mr. Berry

**Class Event:**

The Executive Board expects that you host one class event per semester. This can be something as simple as a bonfire for all of the December graduates or a class wide picnic at Oak Hill. Feel free to use your creativity to help design a project that fits your officer’s strengths and the identity and make-up of your class! We hope that you can include your advisor to help brainstorm. Your class funding can assist (each class receives $200 per year). If you are struggling to come up with a class event please feel free to stop by the SGA office. I would be glad to discuss ideas with you.

**Mr. Berry:**

SGA currently holds the responsibility of planning and staffing Mr. Berry during Spring Semester. At this point, the Junior Class holds the responsibility of coordinating the event with the help of the other classes. The Vice-President of Administration, David Lindsey, will work with the Junior Class to prepare for the event. All officers will be expected to attend a planning meeting during Fall Semester.

**Baked Goods:**

One of SGA’s biggest fundraisers is our Baked Goods program where parents order care packages from HoneyMoon Bakery and SGA delivers them to the students. Class officers and the executive officers make up the SGA team that picks up and delivers the care packages to the students. This is done through the following process:

1. Receive list with names and room numbers and note for student from SGA office
2. Drive to HoneyMoon Bakery (228 Broad Street)
3. Walk into HoneyMoon Bakery and inform person at register that you are there to pick up Berry College—SGA order
4. Load order into car and deliver to people on list
5. Attach the notes to the Baked Good and leave the care package with the student.

Class officers are responsible for picking up and delivering baked goods on the Tuesday or Thursday that they are assigned.

You will receive an email from London Elrod (VP of Service) with the schedule.

**Committees:**

As part of SGA, we have certain internal committees that assist with our operations. In the Constitution, class officers are required to serve on certain committees. Below is the name of the committee, a brief description of its operations, and what officer serves on what committee.

* **All Class Officers**
	+ Student Affairs Committee
		- Attend a meeting once a month to talk about issues that arise during weekly SGA meetings to form a plan of action on how to tackle these issues. These meetings are mandatory and a part of being a class officer. Class officer teams are expected to make **two proposals** on behalf of the student body per year.
* **President:**
	+ President’s Advisory Council:
		- Attend a meeting with other student leaders at Dr. Briggs’ house with other student leaders once a semester to report and discuss issues of importance to the student body.
	+ Alumni Council:
		- Attend meetings three times an academic year to help plan and partner with Alumni Relations
* **Vice President:**
	+ Special Projects Committee:
		- Assist the Vice President of Service (London Elrod) in determining how to use the Special Projects Fund.
* **Secretary:**
	+ Outreach Committee:
		- Assist the SGA Executive Secretary (Mary Ashford Hyde) in publicizing SGA’s events by hanging posters, sending emails, etc.
* **Treasurer:**
	+ Budget and Finance Committee:
		- Vote on the allocation of the Student Activity Fund to clubs on campus.
		- Meet once a month
		- Contact: Max von Schmeling, Executive Treasurer

 **Information You Should Report:**

As you serve on the internal committees of SGA, you may need to report the committee’s activities to SGA. While the world of committees can sometimes be fraught with paperwork and what can feel like busy work, here’s the information that we’re looking to hear about. (Please note that the committee listed in the examples below is now defunct. Any reference to work in the examples does not necessarily reflect the work of the committee.) You are expected to report any of the following items to SGA during our meetings:

* **Major Achievement by Your Class**
	+ **Example:** Sally won a track meet.
* **Event Your Class is Planning**
	+ **Example:** Come to Mr. Berry
* **Questions/Concerns Voiced Specifically by Your Class**
	+ **Example:** Seniors do not like the graduation robes
* **Present Proposals vetted by the Student Affairs Committee**
	+ **Example:** Conversation surrounding visitation policy

**Contact List for SGA Officers:**

SGA Office: Krannert 302

(706) 236-2288

sga@berry.edu

**Executive Officers:**

**President:**

Anna Katherine Drew

Annakatherine.drew@vikings.berry.edu

**Vice President of Administration:**

David Lindsey

David.lindsey@vikings.berry.edu

**Vice President of Service:**

London Elrod

London.elrod@vikings.berry.edu

**Secretary:**

Mary Ashford Hyde

Mary.hyde@vikings.berry.edu

**Treasurer:**

Max Von Schmeling

Max.vonschmeling@vikings.berry.edu

**Advisor:**

Dean Lindsey Taylor

Ltaylor@berry.edu

**Class Officer Contact List:**

Just as a reference tool, we have attached a list of all of the class officers in case you need help or would like to partner with other classes. This list is below:

**Freshman Officers**

President:

Vice President:

Secretary:

Treasurer:

**Sophomore Officers**

President: Sarah Kettler

Vice President: Eva Proels

Secretary: Johnathan Harrison

Treasurer: James Hancock

**Junior Officers**

President: Bryce Nethery

Vice President: Rebecca Raines

Secretary: Madison Smith

Treasurer: Hunter Berry

**Senior Officers**

President: Bailey Dingley

Vice President: Diamond Newsome

Secretary: Mariana Novakovic

Treasurer: Josie Hadaway