

# **Article 4. Duties of the Class Cabinet Members**

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## **Section 1. Duties of the Class President**

The Class President shall uphold the following duties:

- Represent the interests and concerns of their respective classes on the Congress.
- Inform their classmates of Proposals, programs, class specific events and other information as deemed necessary by the Executive Board of the Diplomatic Congress.
- Develop a Strategic Plan that shall define the goals, budget, and timeline the Class Cabinet will pursue during the academic year.
- Compose a transition memo at the end of the academic year at the request of the Diplomatic Congress executive board.
- Preside over their respective Class Cabinet in Class Cabinet meetings, which shall be held at least monthly during the academic year.
- Attend weekly General Assembly meetings and serve on at least one Congressional Committee of the Diplomatic Congress.
- Be a voting member of the Diplomatic Congress.

## **Section 2. Duties of the Vice President of the Class Cabinet**

The Vice President of each Class Cabinet shall uphold the following duties:

- Assume the role of the Class President should the Class President be unable to discharge the duties of the office.
- Work generally on all matters concerning the Class Cabinet, including but not limited to class programming and Class Cabinet meetings.
- Sit in for the Class President as a proxy on the Diplomatic Congress when they are unavailable to attend General Assembly Meetings.
- Attend all meetings of the Class Cabinet.

## **Section 3. Duties of the Treasurer of the Class Cabinet**

The Treasurer of each Class Cabinet shall uphold the following duties:

- Maintain a budget of expenses and oversee all matters of Class Cabinet finance including allocation and distribution of the budget.
- Provide Class Cabinet with an overview of the budget at each meeting.
- Formulate, direct, execute, and publish the Class Cabinet budget in accordance with guidelines set forth by the Diplomatic Congress for Congressional Agencies.
- Submit an annual budget request for the Class Cabinet as requested by the Diplomatic Congress in the Spring semester for the following academic year.
- Work closely with the Diplomatic Congress Treasurer to ensure feasibility of budget requests and expenditures.
- Maintain records of every transaction involving the Class Cabinet account.
- Attend all meetings of the Class Cabinet.

## **Section 4. Duties of the Secretary of the Class Cabinet**

Each Secretary of the Class Cabinets shall uphold the following duties:

- Keep and disseminate meeting minutes, reports, meeting attendance records, and other relevant materials to the Cabinet.
- Attend all meetings of the Class Cabinet.

### **Section 5: Duties of the Communications Director**

The Communications Director of each Class Cabinet shall uphold the following duties:

- Effectuate all outward facing communication campaigns, including but not limited to, posters, mass email communications, the webpage and social media.
- Oversee the Communications Committee in the Class Cabinet.
- Assist in the drafting and dissemination of student polls and surveys.
- Attend all meetings of the Class Cabinet.

### **Section 6: Duties of the Programming Director**

The Programming Director of each Class Cabinet shall uphold the following duties:

- Design, implement, and oversee all programs and events for the Class Cabinet.
- Maintain a running record of events of unique interest to members of their class and disseminate information on these events.
- Assist the Class President in creating the Strategic Plan for each academic year.
- Attend all meetings of the Class Cabinet.

### **Section 7: Duties of the Senators and Class Representatives**

The Senators and Class Representatives shall uphold the following duties on the Class Cabinet:

- Serve on one of the committees of the Class Cabinet.
- Participate actively in the implementation of Class Cabinet events.
- Attend all meetings of the Class Cabinet.