

Class Officer Information

FOR FIRST YEAR STUDENTS

The class officer slate is comprised of four positions: President, Vice President, Secretary, and Treasurer. Although these positions work together as a team, there are still individual responsibilities that each person must keep in mind.

President

As president, you will be responsible for organizing the team to accomplish tasks. You are also responsible for serving as the liaison between the VBA and your class while school is in session. During your weeks at school, you keep the class informed of upcoming events, changes in the schedule, etc. Past presidents have had daily class meetings, newsletters, etc. It is important to remember that you are the face of your class and they need to hear from you. In between sessions, the president maintains contact with the class with the assistance of the secretary. Past classes have created websites and monthly newsletters as a means of staying in contact. Your overall goal is to keep the lines of communication open and the goals on track.

Vice President

The vice president serves as the catch-all. With so many things going on at the same time, the vice president has to be ready to act in the capacity of class president in the event the president is either unable to do so or leaves the banking industry. In addition, the vice president assists in the coordination of the charity project, and assists in the coordination of the 3rd year party. Along with the President, the Vice President works with volunteers who want to help with class initiatives.

Secretary

The secretary is responsible for maintaining the current student roster for your class in conjunction with the VBA, handling class correspondence, updating any websites, etc. Past secretaries have also created "get to know your classmates" interviews.

Treasurer

The treasurer is responsible for collecting class dues and preparing, maintaining, and updating the class budget. In addition, the treasurer is the primary contact for opening a checking account and keeping track of each receipt and disbursement and reporting this to the other class officers. In the event your class has funds remaining after graduating, talk with the VBA staff. In the past, classes have donated the money to the VBA for financial literacy efforts through the VBA Education Foundation.

Elections

1st year class officer elections will take place on Friday morning at 8 a.m. before classes start. By 5:00 p.m. Wednesday, July 29th, any student who wishes to run for office must submit a self-nomination form. This form will include what position(s) you are running for and a short write-up of why you want to serve your class as an officer. Please note, you are able to put your name in for as many of the positions you like and, if elected for one position, your name will be removed from the others. On Friday morning, all officers will be elected via a live poll.

3rd Year Events - In Person

When we are in person at UVA, there are two major events that the 3rd year class will be responsible for planning. The 3rd year party is the largest, most expensive event. As officers, you will be responsible for working with the VBA to determine food and beverages. Your class will help decide on a theme. Decorations, party favors, musical entertainment, location, set-up, and clean-up are all part of your to-do list. It is very helpful to delegate some of this responsibility by organizing a social committee. This committee can assist with most aspects of the party. The dues and donations (please do not solicit your bank for donations) are used to cover this expense because there is no cover charge for the party.

The second major event is the 3rd year class charity/community service event. Past events have included putting together bookbags and school supplies for the local YMCA, bowling tournaments, and a volleyball tournament. Your class decides on the charity and you make it a success! You may even want to think about recruiting a community service chair to help with this project.

Class Dues

To help pay for the 3rd year party, class gifts, and charity expenses, class officers will charge the class annual dues. Dues amounts cannot exceed \$50/year. The 2nd year and 3rd year class officers are a great resource for questions so please feel free to contact them before elections and after for ideas and information.

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Gifts

As soon as you are elected, the work begins. Before leaving school, the officers need to create a budget and determine how much class dues should be in order to purchase the class gifts and accomplish everything needed, such as the 3rd year party.

Here are some examples of a few things classes have done in the past: windbreakers, sweatshirts, travel mugs, key chains, business card holders, 3rd year party gift bags, bookbags, diploma frames, and folding sports chairs.

Gifts Breakdown:

- Welcome gifts for 1st year class (created by 2nd year class)
- 3rd year graduation gift (provided by the 3rd year class)
- All classes gift (t-shirts provided by the VBA)

3rd Year Class Officers

President

Renee Aldrich

National Capital Bank

RAldrich@ncbwash.com

Secretary

Tracy Elliot

AVP, Project Manager

Chesapeake Bank

telliott@chesbank.com

Vice President & Treasurer

Subhojit "JT" Bose

HSBC

jt.bose@us.hsbc.com

2nd Year Class Officers

President

Eric Floyd

C&F Bank

EFloyd@cffc.com

Secretary

Ashley Ratliff-Ives

American National Bank &
Trust Co.

ratliffivesa@amnb.com

Vice President

Huma Onorato

Founders Bank

hOnorato@foundersbank-corp.com

Treasurer

Matt Guth

C&F Bank

mguth@cffc.com