

NHS Officers (Juniors)

***If you are elected to a position on the NHS Executive Board you cannot be an officer in any other club or Honor Society on campus for the 2018-19 school year.

Name: _____

ID#: _____

I am running for: (Please check by the appropriate office)

Co Vice-President _____

Co-Vice Presidents are responsible for:

- Preside over the Junior NHS Meetings
- Coordinate activities for the group
- Work with the Senior Co-Presidents to organize and oversee the NHS service projects during the year
- Preparing notices to those members who have not turned in service hours that they are in danger of being dropped from NHS

Secretary _____

Secretary is responsible for:

- Keeping accurate attendance records
- Turning in attendance sign in sheets to Mrs. Duke the week following each meeting for her to copy for her records
- Posting attendance records after each meeting
- Preparing notices to those members who have missed 3 meetings that are being dropped from NHS

Treasurer _____

Treasurer is responsible for:

- Checking the receipt books in order to keep accurate records regarding dues payments
- Preparing notices regarding loss of membership for nonpayment of dues
- Keeping accurate records of the service hours for each member, posting those records on Mrs. Duke's door after every monthly meeting and providing her with a copy of the posting.

Please be aware that NHS officers carry the major responsibility of running the Society and keeping its records. It requires time commitment. In addition to the responsibilities of their own office, officers meet 30 to 40 minutes once a month to prepare agendas and make decisions regarding the Society. If you are unable to give the time required for this office, please reconsider.

(over)

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Please write clearly and legibly your reasons for wanting this position and the strengths you will bring to the position. This will be presented in verbal form to the Society on the day of elections (Oct 22, 2018).

Signature

Return to Mrs. Duke in A204 by Tuesday, 10/16/18 before school.