NHS Officer Elections for 2011-12

All offices require a big commitment, but the activities are all fun. Time commitments vary with the scheduling of events. An active club is the most fun kind of club, and it can stay busy all year. Be prepared for about an hour a week minimum, off and on, throughout the year in addition to standard membership commitments and individual officer tasks (bigger activities take more time).

*President*

Make it happen. Organize all club activities with the cabinet, and personally see that they are successfully executed. Either lead or delegate leadership for each event (delegation and communication are important skills). Schedule all cabinet meetings and prepare, with the cabinet, what will happen in the big group meetings. Work with ASB and the administration to ensure projects run smoothly, timely and problem-free. Periodically send e-mails/updates to communicate with members and board. Note: The President MUST be a senior in the 2012-13 school year.

*Vice President*

Duties are basically the same as the President. If the President is ever unable to lead the group, the VP will step in for him/her. The VP will also lead and organize many of the year’s events. Use e-mail/phone/other reminders to make sure all board members are informed of and attend the board meetings.

*Treasurer*

Keep track of the money. This includes profit from activities (Roundup, etc.) and the use of funds (paying for induction, club trips, etc.). The treasurer also reminds club members to pay their dues! Be on good terms with the bookkeeper. Keep your eyes and ears on all fundraising activities for Honor Society and other organizations.

*Communications Manager*

The Communications Manager is responsible for maintaining the website for the club. He or she will make regular updates, advertise upcoming club events, post meeting dates, etc. His or her main responsibility will be compiling an e-mail list of members and sending any news, community service events, etc. out to the group via both e-mail and the website.

*Secretary*

The Secretary is responsible for keeping accurate records for the group. He or she must keep minutes, compile a list of members, and make sure that everyone receives information/newsletters. The secretary will also take neatly written notes during meetings (cabinet & big group) that, after being used, can be put on the website along with the newsletter, points for members and current calendar of events. The Secretary must also keep records of the service hours that members complete.

*Class Cabinet Members*

There is one of these for each class. Along with planning and leading events, class cabinet members promote club enthusiasm and unity in their grade level by arranging fun club activities. They also act as ears for members to communicate with the board of officers. Each cabinet member will also make sure that all members in their grade are up to date on club goings-on.

Application to run for

RHS National Honor Society Office 2012

\*Please prepare a short speech (approximately one minute) to present at the election meeting. Applications are due on Monday, June 4, 2012. Bring them to Ms. Richard’s room (C214) or email to lrichard@lwsd.org. Elections will be held at 12:05 on Wednesday, June 6, 2012 in room C214. You must be present at the election meeting to run for office.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Grade (10 or 11): \_\_\_\_\_\_\_\_\_\_\_

Office Position Desired:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you want to run for office?

List ideas for one in-school and one out-of-school (community) activity or fundraiser that NHS could run next year.

 IN SCHOOL ACTIVITY:

 COMMUNITY ACTIVITY:

*Effectively running the club and making it a fun year for Honor Society members should be the primary reason you run for office – NOT because you want to put it on your college applications.* If you are already heavily involved in athletics and other time-consuming activities, you should not run for office.

* I understand that being a National Honor Society Officer can be a significant time commitment.
* I understand that if elected but am found to be unable to fulfill my duties as an officer, I will be replaced by the runner-up in the election and will no longer be eligible to refer to myself as an NHS officer on official documents*.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_