

Interested in an Executive Officer position in the National Honor Society?

April 9 - May 2 – interested members receive officer information and application

Monday, May 5 – Deadline to declare candidacy, submit application

Wednesday, May 7 – Executive officer candidate speeches / application review / Q & A session / Elections!

VERY IMPORTANT information about NHS Executive Officers – Please read carefully

ARTICLE V: EXECUTIVE OFFICERS

Section 1. The Executive officers shall be co-president, co-president, treasurer, multi-media specialist, secretary and past officer.

Section 2. Executive student officers shall be elected at the last meeting of each school year. All active members in good standing are eligible to run for an officer position. However, at least 2 positions must be held by election year freshmen or sophomores (sophomores/juniors during active year of service). All active members in good standing are eligible to vote.

Section 3. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. Executive Officers must maintain the National Honor Society, its ideals, its meetings, events and functions as a top priority. Officers should NOT be overcommitted. Failure to do so may result in removal from position and re-election.

Section 5. Executive Officer attendance is essential to the proper functioning of the organization. Executive Officer general meeting and executive meeting absence is limited to 2 total per academic year.

Section 6. After 2 total absences (general or executive meetings), the officer's position may be in jeopardy. The Faculty Council will decide if another election should take place to re-elect an officer who is unable to properly fulfill their attendance obligation.

Section 7. Exec Officers absent from Executive Meetings aren't allowed to present any agenda items at the following General Membership meeting.

Section 8. Exec Officers absent from General Membership meetings aren't allowed to present agenda at the following General Membership meeting.

Section 9. Executive Officers will properly prepare general membership meeting agendas, NHS calendar & yearly goal-setting.

Section 10. Executive members, in conjunction with the advisor, will lead General Membership meetings with a collaborative and inclusive spirit inspiring participation and encouraging input from general members.

Section 11. It shall be the duties of both **Co-Presidents** to equally:

- a) Preside at general membership meetings and to be the central spokesperson of the NHS chapter
- b) Conduct the chapter's regular and special meetings, or delegate appropriately
- c) Create & maintain binders with important NHS docs, service, fundraising, any new ideas kept in central location
- d) Serve as the liaison between chapter and other clubs on campus.
- e) Actively participate in the general membership agenda creation
- f) Distribute the general membership meeting agenda to the members prior to the meeting.
- g) Distribute information to the General Membership via Facebook page or email
- h) Participate in Facebook and Email group discussions
- i) Encourage NHS members to be active in the chapter and its committees and events
- j) Lead by enthusiastic example and remain a positive role model
- k) Appoint NHS members who have leadership abilities to lead certain committees and roles
- l) Survey members to see what contacts they may have in the community for service ideas
- m) Involve as many members in the decision-making process as possible
- n) Allow NHS members the chance to share ideas and create an NHS chapter community spirit
- o) Be open to new ideas
- p) Assist the adviser with ordering NHS products and wearables
- q) Help the adviser complete paperwork to prepare an event or meeting.
- r) Assist the advisor with awards events, fundraising events and the Induction Ceremony
- s) Work closely and collaboratively with the advisor and other executive officers
- t) Thoroughly understand the NHS chapter by-laws
- u) Attend ALL meetings (Executive and General) and extra NHS events
- v) Regularly contribute to the NHS Facebook page

Section 12. It shall be the duty of the **Treasurer** to:

- a) Be diligent in following school procedures in handling money
- b) Review financial reports with the advisor
- c) Know the exact balance on hand when you take over
- d) Meet with ASB clerk (Araceli Zonda) to learn what forms need to be signed and turned in to collect payment.
- e) Create & maintain a binder containing all pertinent financial & fundraising docs kept in a central location
- f) Keep detailed and accurate records of each member's dues
- g) Make a monthly report at meeting so all members know where the chapter stands financially.

- h) Advise the chapter when finances are concerned, what can be afforded, etc.
- i) Assist the Co-Presidents with financial issues.
- j) Never leave the chapter's money box unattended.
- k) Always have another person present when counting money from a fundraiser.
- l) Make a receipt of money collected and have another person initial all receipts.
- m) Deposit money ASAP. Don't take money home. If necessary, have the adviser secure it until it can be deposited.
- n) Review procedures with any students helping with handling money for the chapter.
- o) Keep expenditures noted in the meeting minutes
- p) Make sure the chapter never spends more money than it has in the account.
- q) Oversee the details of chapter fundraising activities
- r) Participate in the Bringing Home the Bacon fundraising committee
- s) Thoroughly understand the NHS chapter by-laws
- t) Attend ALL meetings (Executive and General) and extra NHS events
- u) Regularly contribute to the NHS Facebook page

Section 13. It shall be the duty of the **Multi-Media Specialist** to:

- a) Remain equitable to the amount of public exposure each member receives (do not only take/post photos of same people)
- b) Keep organized record and photo/video documentation of all chapter events and activities
- c) Share/post our accomplishments and events via Facebook (images and/or written posts)
- d) Be yearbook main contact
- e) Attend all events (required/non-required) with camera to collect footage, or, if unavailable, to delegate task to a member
- f) Create photo/video montages when asked
- g) Contribute regularly to the group Facebook page
- h) Create/delegate all publicity for upcoming events (posters/flyers/ etc)
- i) Thoroughly understand the NHS chapter by-laws
- j) Attend ALL meetings (Executive and General) and extra NHS events
- k) Manage and create Sign-up Genius for all event registrations
- l) Work closely with Past Officer to manage the Adopt-A-Highway Program and recruit monthly cleanup volunteers

Section 14. It shall be the duty of the **Secretary** to:

- a) Record detailed general meeting minutes (see example below)
- b) Record detailed executive board meeting minutes
- c) Send complete general membership meeting minutes within 7 days of the meeting date to the advisor
- d) Maintain a current and accurate listing of committees and their members
- e) Handle all communications incoming and outgoing, including thank you notes
- f) Assist Co-presidents in creating agenda for meetings
- g) Thoroughly understand the NHS chapter by-laws
- h) Attend ALL meetings (Executive and General) and extra NHS events
- i) Regularly contribute to the NHS Facebook page

Section 15. It shall be the duty of the **Past Officer** to:

- a) Be a former Executive Board member serving in a peer advisory role
- b) Attend all Executive Board meetings to advise when necessary
- c) Share past experience and ideas, but not to undermine the current Board
- d) Perform any special task or duty asked of him/her by the Exec Board and/or the advisor
- e) Lead in an enthusiastic manner encouraging all NHS members to become involved
- f) Be a positive role model for general members
- g) Regularly contribute to the NHS Facebook page
- h) Participating in NHS events
- i) Thoroughly understand the NHS chapter by-laws
- j) Attend ALL meetings (Executive and General) and extra NHS events
- k) Work closely with Multi-Media Specialist to manage Adopt-A-Highway Program & recruit monthly cleanup volunteers

Section 16. For whatever reason, if any of the Executive Board positions should come vacant during the school year; a re-election of the position should take place at the next general membership meeting.

Section 17. Mandatory Executive Board meetings will be held every month, in addition to monthly general membership meetings. Additional meetings may be added to this schedule as necessary.

Section 18. If General Members, other Executive Officers or the Advisor observes an Executive Officer not properly fulfilling their officer role, a formal warning will be issued. If responsibilities remain neglected, the officer may be referred to the Faculty Council. Their title could be revoked and a new officer elected.

Office: *Co-President*

Name:

Class of:

Important Dates:

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NHS Co-President's Duties

- a) Preside at general membership meetings and to be the central spokespeople of the NHS chapter
- b) Conduct the chapter's regular and special meetings, or delegate appropriately
- c) Create & maintain binders with important NHS docs, service, fundraising, any new ideas kept in central location
- d) Serve as the liaison between chapter and other clubs on campus.
- e) Actively participate in the general membership agenda creation
- f) Distribute the general membership meeting agenda to the members prior to the meeting.
- g) Distribute information to the General Membership via Facebook page or email
- h) Participate in Facebook and Email group discussions
- i) Encourage NHS members to be active in the chapter and its committees and events
- j) Lead by enthusiastic example and remain a positive role model
- k) Appoint NHS members who have leadership abilities to lead certain committees and roles
- l) Survey members to see what contacts they may have in the community for service ideas
- m) Involve as many members in the decision-making process as possible
- n) Allow NHS members the chance to share ideas and create an NHS chapter community spirit
- o) Be open to new ideas
- p) Assist the adviser with ordering NHS products and wearables
- q) Help the adviser complete paperwork to prepare an event or meeting.
- r) Assist the advisor with awards events, fundraising events and the Induction Ceremony
- s) Work closely and collaboratively with the advisor and other executive officers
- t) Thoroughly understand the NHS chapter by-laws
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- v) Regularly contribute to the NHS Facebook page

What are some goals for our chapter? Are there ideas or processes you think should be added or improved upon?

How will you help create an inclusive and collaborative spirit in our NHS chapter?

What does our chapter of the National Honor Society mean to you?

How will you share your role and effectively work with the co-president?

As a leader, what are your: Strengths?

Weaknesses?

Why should members vote for YOU?

Office: *Treasurer*

Name:

Class of:

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NHS Treasurer's Duties

- a) Be diligent in following school procedures in handling money
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- d) Meet with ASB clerk (Araceli Zonda) to learn what forms need to be signed and turned in to collect payment.
- e) Create & maintain a binder containing all pertinent financial & fundraising docs kept in a central location
- f) Keep detailed and accurate records of each member's dues
- g) Make a monthly report at meeting so all members know where the chapter stands financially.
- h) Advise the chapter when finances are concerned, what can be afforded, etc.
- i) Assist the Co-Presidents with financial issues.
- j) Never leave the chapter's money box unattended.
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As a leader of the organization, what and how will you establish NHS fundraising goals and projects? What ideas?

How will you help create an inclusive and collaborative spirit in our NHS chapter?

What does our chapter of the National Honor Society mean to you?

As treasurer what ideas or processes should be added or improved upon?

How will you effectively work with the other executive officers?

As a leader, what are your strengths? Weaknesses?

Why should members vote for YOU?

Office: *Secretary*

Name:

Class of:

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NHS Secretary Duties

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- g) Thoroughly understand the NHS chapter by-laws
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As a leader of the organization, how will you improve HHS's chapter of National Honor Society? What ideas?

How will you help create an inclusive and collaborative spirit in our NHS chapter?

What does the National Honor Society mean to you?

As secretary, are there ideas or processes you think should be added or improved upon?

How will you effectively work with the executive officers?

As a leader, what are your strengths? Weaknesses?

Why should members vote for YOU?

Office: *Multi-media Specialist* **Name:**

Class of:

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NHS Multi-media Specialist Duties

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- b) Keep organized record and photo/video documentation of all chapter events and activities
- c) Share/post our accomplishments and events via Facebook (images and/or written posts)
- d) Be yearbook main contact
- e) Attend all events (required/non-required) with camera to collect footage, or, if unavailable, to delegate task to a member
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- l) Work closely with Past Officer to manage the Adopt-A-Highway Program and recruit monthly cleanup volunteers

As a leader of the organization, how will you use technology to promote National Honor Society? What ideas?

How will you help create an inclusive and collaborative spirit in our NHS chapter?

What does the National Honor Society mean to you?

As multi-media specialist, are there ideas or processes you think should be added or improved upon?

As a leader, what are your: Strengths?

Weaknesses?

Why should members vote for YOU?

Office: *Past officer*

Name: ALICIA / MOSIN / ZOHAIB

Class of:

Important Dates:

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NHS Past Officer Duties

- a) Be a former Executive Board member serving in a peer advisory role
- b) Attend all Executive Board meetings to advise when necessary
- c) Share past experience and ideas, but not to undermine the current Board
- d) Perform any special task or duty asked of him/her by the Exec Board and/or the advisor
- e) Lead in an enthusiastic manner encouraging all NHS members to become involved
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- h) Participating in NHS events
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Why do you want to remain on the NHS executive board?

How will you help create an inclusive and collaborative spirit in our NHS chapter?

What does the National Honor Society mean to you?

As past officer, are there ideas or processes you think should be added or improved upon?

As a leader, what are your: Strengths?

Weaknesses?

Why should members select YOU?