



# L'Anse Creuse Middle School-Central National Junior Honor Society



## *Officer Application*

If you are interested in becoming an officer of the MS-C National Junior Honor Society, please review and complete the following information. Once completed, return it to either Mrs. Siefert or Mrs. Vecore by the deadline indicated.

### **Officers' Duties and Responsibilities**

#### President

- Preside over meetings
- Provide leadership skills
- Organize fundraisers and group activities
- Obtain service opportunities (group and individual)
- Participate in the planning and implementation of the Spring Banquet/Induction Ceremony

#### Vice-President

- Complete duties of the president in case of president's absence
- Help preside over meetings - maintain order
- Obtain service opportunities (group and individual)
- Organize fundraisers with the president
- Participate in the planning and implementation of the Spring Banquet/Induction Ceremony

#### Secretary:

- Record minutes for all meetings
- Keep records of membership attendance at meetings
- Obtain service opportunities (group and individual)
- Submit school-wide announcements
- Oversee the creation of posters, etc.
- Create news bulletins or press releases of important information or activities
- Participate in the planning and implementation of the Spring Banquet/Induction Ceremony

#### Treasurer:

- Maintain an accurate record of all chapter funds and report at meetings
- Organize fundraisers with the president
- Collect and counts all funds
- Organize ordering of supplies, etc.
- Obtain service opportunities (group and individual)
- Participate in the planning and implementation of the Spring Banquet/Induction Ceremony

#### Historian:

- Take pictures of events and meetings
- Update the NJHS bulletin board with current events, pictures, announcements, etc.
- Assist Secretary with news bulletins and press releases
- Obtain service opportunities (group and individual)
- Participate in the planning and implementation of the Spring Banquet Induction Ceremony

DUE: \_\_\_\_\_

- Responses to 4 questions
- Member Signature
- Parent/Guardian Signature
- Three Teacher Recommendations
- TYPED SPEECH to be presented to the membership on the day of the vote.

NAME: \_\_\_\_\_

Office you would like to hold: \_\_\_\_\_

On a separate piece of paper, respond to the following using complete sentences. Answers should be brief, only 3-5 sentences each.

1. Describe the most important quality you believe an officer of the NJHS should have.
2. Describe previous experience(s) and/or skills you have that would make you a good candidate for the officer position you would like to hold.
3. Officers meet on a regular basis, often outside school hours. Explain the importance of these meetings.
4. In addition to school work, extracurricular activities, community service hours, etc., officers of the NJHS are required to help attain service hour opportunities for members. How will you help find and/or create opportunities?

I am aware of the duties of the office for which I am applying. I am willing to perform these duties to the best of my ability and will assume this leadership position in a positive manner. I will attend all required meetings.

\_\_\_\_\_  
NJHS Member Signature

\_\_\_\_\_  
Date

I am aware that my son/daughter is applying for an executive position in the NJHS. S/he is dependable, assumes leadership positions in a positive manner, and will attend all required meetings.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I recommend this student to be considered as an officer in the NJHS. S/he is dependable, possesses qualities of a good leader, and will set a good example for other NJHS members to follow.

\_\_\_\_\_  
Teacher Recommendation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Recommendation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Recommendation

\_\_\_\_\_  
Date