National Junior Honor Society Officer Application

Checklist:
1. Application
2. Essay/Speech

The NJHS chapter at ASU Preparatory Academy is led by 6 elected officers in addition to 2 faculty advisors. The description of each office is listed on the pages that follow. Only 8th grade students may run for office.

If you are interested in running for an office, please submit this application along with your essay to Mrs. Wojtalik, no later than Wednesday, August 23rd, 2017. Candidates will present their essay as speeches at the second meeting of the school year, Thursday, August 24, 2017, and all members will vote for the candidate of their choice at the end of the meeting.

Types of Officer:
1. Parliamentarian
2. Vice-President
3. Historian
4. President
5. Secretary
6. Treasurer
PARLIAMENTARIAN

DUTIES AND RESPONSIBILITIES OF THE PARLIAMENTARIAN:

1. Make sure that the meetings follow the rules outlined in Robert’s Rules of Order.
2. Meet with the other officers and faculty advisers prior to meetings.
3. Teach Robert’s Rules of Order to the members. (You will receive a simplified version from the advisers and are to hand these out at one of the first meetings. With the help of the other officers discuss these rules and illustrate how they are used.)
4. Help maintain order during meetings – with the permission of a faculty adviser, you may expel a member from the meeting if that member is being disruptive.
5. Answer any questions regarding proper procedures.
6. Make sure the officers are following Robert’s Rules of Order - make helpful suggestions/corrections when necessary.

TEACHER RECOMMENDATIONS:

_____________________________ would like to run for Parliamentarian of the National Jr. Honor Society. (Your name)

He/she needs the recommendation of three teachers who believe that he/she will do an outstanding job as Parliamentarian. If you feel he/she can fulfill the above mentioned duties and responsibilities, please sign below.

TEACHER NAME/SIGNATURES:

Name ________________________ Signature ________________________________

Name ________________________ Signature ________________________________

Name ________________________ Signature ________________________________

STUDENT QUALIFICATIONS:

On a separate sheet of paper write an essay (200 words or less) telling why you would like to serve as Parliamentarian and why you are qualified for the position. You may also state the type of activities you would like to see the organization take part in during the upcoming year and how the National Jr. Honor Society can help its school and community.
VICE-PRESIDENT

DUTIES AND RESPONSIBILITIES OF THE VICE-PRESIDENT:

1. Serve as the “right arm” to the president and as the organizer and coordinator of all committee and project work.
2. Works with the other officers and the faculty advisors to help plan the program of the organization.
3. Meets with the officers and faculty advisors.
4. Works with committee chairmen to review their progress on activities and projects. Make sure the chairmen have the necessary forms for completing activity reports.
5. Greets and welcomes all visitors.
6. Keeps a notebook which organizes all committee reports and reports of activities.
7. Takes the president’s place at meetings if the president is absent. Works closely with the president.
8. Carries out any tasks delegated by the president.
9. Attends as many committee meetings as possible and helps them with planning and carrying out their functions.
10. Arranges the physical setting of the meeting room.

TEACHER RECOMMENDATIONS:

_____________________________ would like to run for Vice-President of the National Jr. Honor Society. (Your name)
Jr. Honor Society. He/she needs the recommendation of three teachers who believe that he/she will do an outstanding job as Vice-President. If you feel he/she can fulfill the above mentioned duties and responsibilities, please sign below.

TEACHER NAME/SIGNATURES:

Name ___________________________________ Signature ________________________________
Name ___________________________________ Signature ________________________________
Name ___________________________________ Signature ________________________________

STUDENT QUALIFICATIONS:

On a separate sheet of paper write an essay (200 words or less) telling why you would like to serve as Vice-President and why you are qualified for the position. You may also state the type of activities you would like to see the organization take part in during the upcoming year and how the National Jr. Honor Society can help its school and community.
HISTORIAN

DUTIES AND RESPONSIBILITIES OF THE HISTORIAN

1. Take pictures at the meetings, activities, service projects, induction, etc.
2. Serve as the chairperson of the NJHS Scrapbook Committee.
3. Hold meetings with your committee to design the yearly scrapbook and to put the scrapbook together.
4. Turn in scrapbook to the faculty advisers prior to second semester exams or the last meeting of the year.
5. If you are unable to attend a function, have someone from on your committee there to take pictures.
6. Turn in all receipts for film, development, and scrapbook material to the treasurer.
7. Meet with the other officers and the faculty advisors prior to the meetings.
8. Make sure the scrapbook is creative, includes photographs, notes and letters, newspaper articles, service projects, and fund-raising projects. Include a summary of events and label all pictures.

TEACHER RECOMMENDATIONS:

__________________________ would like to run for Historian of the National Jr. Honor Society. He/she needs the recommendation of three teachers who believe that he/she will do an outstanding job as Historian. If you feel he/she can fulfill the above mentioned duties and responsibilities, please sign below.

TEACHER NAME/SIGNATURES:

Name __________________________ Signature __________________________
Name __________________________ Signature __________________________
Name __________________________ Signature __________________________

STUDENT QUALIFICATIONS:

On a separate sheet of paper write an essay (200 words or less) telling why you would like to serve as Historian and why you are qualified for the position. You may also state the type of activities you would like to see the organization take part in during the upcoming year and how the National Jr. Honor Society can help its school and community.
DUTIES AND RESPONSIBILITIES OF THE PRESIDENT:

1. To be the effective, responsible leader other organization, committed to maintaining the aims and purposes of the organization—leadership, service, character, citizenship, and scholarship.
2. Works with the other officers and faculty advisors to help plan the program of the organization.
3. Meets with the other officers and faculty advisors prior to the meetings to prepare the agenda.
4. Conducts all meetings according to parliamentary procedures.
5. Begins and ends meetings on time.
6. Maintains discussion of relevant items on the agenda.
7. Calls on committee chairs to give reports on specific functions or activities.
8. Clarifies discussion on activities and projects and makes sure plans are carried out.
9. Calls on the other officers for input as the discussion relates to their area of specific responsibilities.
10. Attends all scheduled meetings.
11. Delegates responsibilities to appropriate officers and committees.
12. Encourages participation of all members and visitors.

TEACHER RECOMMENDATIONS:

_____________________________ would like to run for President of the National (Your name) Jr. Honor Society. He/she needs the recommendation of three teachers who believe that he/she will do an outstanding job as President. If you feel he/she can fulfill the above mentioned duties and responsibilities, please sign below.

TEACHER NAME/SIGNATURES:

Name ___________________________ Signature ___________________________

Name ___________________________ Signature ___________________________

Name ___________________________ Signature ___________________________

STUDENT QUALIFICATIONS:

On a separate sheet of paper write an essay (200 words or less) telling why you would like to serve as President and why you are qualified for the position. You may also state the type of activities you would like to see the organization take part in during the upcoming year and how the National Jr. Honor Society can help its school and community.
SECRETARY

DUTIES AND RESPONSIBILITIES OF THE SECRETARY

1. Keeps and accurate, legible record of the decisions and activities of the organization.
2. Works cooperatively with the vice-president to make sure the following are at each meeting: meeting minutes, officer notebooks, master calendar, records, correspondence, committee and individual assignments, roster, and attendance records.
3. Takes attendance quickly by use of sign-in sheets and keeps permanent records.
4. Has available minutes of all previous meetings for the year, and reads them upon request.
5. Records the actual wording of each motion, who made the motion, and the voting results.
6. Presents incoming correspondence to the secretary.
7. Answers all correspondence following the organization’s instructions.
8. Meets with the other officers and faculty advisors prior to the meetings.
9. Writes letters of request, praise, regret or apology; thank you notes, invitations, congratulations, etc.
10. Keeps a record of minutes, committee reports, bulletins, correspondence, etc.
11. Coordinates the efforts of the poster committee.

TEACHER RECOMMENDATIONS:

_____________________________ would like to run for Secretary of the National Jr. Honor Society. He/she needs the recommendation of three teachers who believe that he/she will do an outstanding job as Secretary. If you feel he/she can fulfill the above mentioned duties and responsibilities, please sign below.

TEACHER NAME/SIGNATURES:

Name ________________________ Signature ____________________________

Name ________________________ Signature ____________________________

Name ________________________ Signature ____________________________

STUDENT QUALIFICATIONS:

On a separate sheet of paper write an essay (200 words or less) telling why you would like to serve as Secretary and why you are qualified for the position. You may also state the type of activities you would like to see the organization take part in during the upcoming year and how the National Jr. Honor Society can help its school and community.
TREASURER

DUTIES AND RESPONSIBILITIES OF THE TREASURER:

1. Manages and records the financial affairs of the organization.
2. Maintains on paper in a notebook an accurate financial record of all expenditures and income...mental notes are not acceptable.
3. Work with the school secretary in maintaining a knowledge of the financial records of the institution.
4. Meet with the other officers and faculty advisors prior to scheduled meetings.
5. Become aware of any financial aspects of any proposed projects.
6. Present financial status reports at the meetings when called upon.
7. Give the secretary a copy of the financial reports.
8. Work closely with the faculty advisors and the president on all money matters.
9. Make recommendations for approval or disapproval of a financial activity while being discussed.
10. Work with the advisors on filling out forms for money-making projects. These must be approved by the principal ahead of time.

TEACHER RECOMMENDATIONS:

_____________________________ would like to run for Treasurer of the National Jr. Honor Society. He/she needs the recommendation of three teachers who believe that he/she will do an outstanding job as Treasurer. If you feel he/she can fulfill the above mentioned duties and responsibilities, please sign below.

TEACHER NAME/SIGNATURES:

Name __________________ Signature __________________
Name __________________ Signature __________________
Name __________________ Signature __________________

STUDENT QUALIFICATIONS:

On a separate sheet of paper write an essay (200 words or less) telling why you would like to serve as Treasurer and why you are qualified for the position. You may also state the type of activities you would like to see the organization take part in during the upcoming year and how the National Jr. Honor Society can help its school and community.