

National Honor Society Officer Application

Student Name: _____

Email Address: _____

Phone Number: _____

There are three officer positions in our Chapter of National Honor Society.

Job Descriptions

As **President** you will need to speak in front of your peers and be an effective speaker and listener. You will bring meetings to order, and clearly explain the activities of the club. You will offer your leadership by ensuring that all members are attentive when you are speaking, encourage all members to actively participate in the activities, and answer members' questions or seek the guidance of the sponsors for answers. You will need to problem solve when members do not agree, and you will need to maintain a positive working environment among all members. You will need to be prompt and prepared for all meetings. You will need to consult with your sponsors for brainstorming ideas and decisions to be made. You will need to be able to motivate members to make NHS an outstanding service club. You will compose and submit any meeting or event announcements to the appropriate contact. The President and Vice President will also be responsible for distributing warning information to members who miss meetings or members who do not turn in completed service hours on time. Warnings are to be distributed within three days of a meeting/submission due date.

As **Vice President** you will assist the President in carrying out his/her duties and you will serve as his/her representative when he/she is not available. You will need to be an effective speaker and listener. You will offer your leadership by ensuring that all members are attentive when you are speaking, encourage all members to actively participate in the activities, and answer members' questions or seek the guidance of the sponsors for answers. You will need to problem solve when members do not agree, and you will need to maintain a positive working environment among all members. You will need to be prompt and prepared for all meetings. You will need to consult with your sponsors for brainstorming ideas and decisions to be made. You will need to be able to motivate members to make NHS an outstanding service club. The President and Vice President will also be responsible for distributing warning information to members who miss meetings or members who do not turn in completed service hours on time. Warnings are to be distributed within three days of a meeting/submission due date.

As **Secretary**, you will need to have excellent writing skills. You will also need to be a highly organized person. You will be responsible for recording in writing everything discussed at the monthly NHS meetings. You will need to take notes during each meeting about what is being discussed. You must accurately record what is being said or decided without adding your opinions. You will need to submit the notes typed in a Google doc to the sponsors at least two to three days after the meetings. You will also need to share a copy of the minutes with the other NHS members. You will need to meet with the President, Vice President and sponsors to take notes about their meetings as well. You will need to maintain a NHS electronic file in Google docs to keep the minutes filed and keep a record of major decisions made or to be made, questions and problems, project ideas, etc. As Secretary, you will also be responsible for updating meeting attendance records and sending meeting reminders to all NHS members.

You will have an opportunity to speak to members before elections.

In approximately 1-2 minutes, please plan to share why you are the best candidate for the position.

All applicants answer the following questions:

A. The top three reasons I want to be an NHS officer:

1.

2.

3.

B. Three qualities I possess to make me a strong NHS officer:

1.

2.

3.

C. I am interested in the office of _____ because

D. How active would you like NHS to be in our school and community?

E. Two NHS goals I would like to pursue this year as an officer:

1.

2.

F. Other activities in which I am now involved:

#Hours per Month

1.

2.

3.

4.

5.

Do you have a job? _____ How many hours per week? _____

G. I carry a leadership role in the following activities:

Hours per Month

1.

2.

3.

H. What makes you a strong leader?

I. What makes you a good communicator?

J. My passion in school:

K. My passion outside of school:

Other Comments: