



National Honor Society Officer Job Duties

To be a part of the Executive Council of the National Honor Society at JSerra Catholic High School you must complete an Officer Application. Be as detailed as possible and turn application into Mrs. de Boisblanc in room 3205 no later than **Friday, August 14, 2020.**

The following list includes anticipated duties. However, these duties can be altered as needed. While all officers will be expected to put in a lot of time on their own, collaboration with the chapter adviser is not required unless specific permission is given. All items submitted to a third party must be reviewed by the adviser before submission. It is also expected that these officers along with the adviser will constitute the executive committee of the National Honor Society and will attend a meeting of the executive committee once monthly or more if necessary. Officers are also encouraged to meet one-on-one with the adviser to discuss activities in progress.

President – Must be a senior

- Oversee the NHS Chapter at JSerra.
- Preside over all meetings.
- Communicate with the teacher adviser to assure proper management.
- Assume leadership role in organizing fundraisers and service projects.
- Delegate responsibilities to the other officers and run Officer Meetings.
- Read and become familiar with the NHS handbook and constitution and be able to inform members of its contents.
- Assist with Induction Ceremony in September.
- Research possible service projects and activities for chapter.
- Along with teacher adviser, assist with service hour approvals.
- Mandatory attendance – Father/Daughter Dance.
- Mandatory participation in Lilies of the Valley Orphanage service project.

Vice President – Must be a senior

- Assist the President in any way possible; run meetings in President's absence.
- Responsible for member attendance at all meetings and keep accurate attendance.
- Write up release to website and yearbook about upcoming events.
- Attend all Officer Meetings.
- Assist with Induction Ceremony in September.
- Assume leadership role in organizing fundraisers and service projects.
- Mandatory attendance – Father/Daughter Dance.
- Mandatory participation in Lilies of the Valley Orphanage service project.

Secretary – May be a junior or senior

- Submit morning announcements as necessary
- Assist adviser with website updates
- Alert members of upcoming meetings and keep accurate attendance.
- Assist Vice-President with taking attendance at all meetings
- Record meeting results (minutes), copy and give to adviser.
- Have on hand for each meeting:
 - a. National Honor Society Minutes Log (which also includes copies of all handouts given at meetings)
 - b. Committee reports and calendar
 - c. Official National Honor Society Handbook
 - d. Copies of the chapter constitution and bylaws
- Attend all Officer Meetings
- Assist with Induction Ceremony in September
- Mandatory attendance – Father/Daughter Dance
- Mandatory participation in Lilies of the Valley Orphanage service project.

Treasurer – May be a junior or senior

- Track money brought in through fundraiser(s) and service projects.
- Take accurate inventory of all needed supplies and make order.
- Attend all Officer Meetings
- Assist with Induction Ceremony in September
- Assist with fundraiser(s) and service projects.
- Mandatory attendance – Father/Daughter Dance
- Mandatory participation in Lilies of the Valley Orphanage service project.

Historian – Must be a junior

- Attend all Officer Meetings.
- Maintain the NHS bulletin board (Bldg. 3) with updated photos and information
- Communicate with adviser about current activities, and reminders regarding membership
- Assist with Induction Ceremony in September
- Assist with fundraiser(s) and service projects
- Mandatory attendance – Father/Daughter Dance
- Mandatory participation in Lilies of the Valley Orphanage service project

International Student Officer- May be a junior or senior

- Attend all Officer Meetings
- Alert members of upcoming meetings and review duties, times and membership obligations
- Communicate with adviser about current activities, and reminders regarding membership
- Assist with Induction Ceremony in September
- Assist with fundraiser(s) and service projects
- Mandatory attendance – Father/Daughter Dance
- Mandatory participation in Lilies of the Valley Orphanage service project



National Honor Society Officer Application
JSerra Catholic High School
2020-2021

Complete the following information about your desire and abilities to serve as an officer for the JSerra Catholic High School National Honor Society. Answer each item as completely as possible. You may not need all the space provided or may need to attach a separate sheet to complete your answers. Completed application forms are due to Mrs. de Boisblanc by **Friday, August 14, 2020**. NO late applications will be accepted!

Name: _____ Grade: _____

Please consider me for the following position (Check only one):

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Vice-President | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Historian | <input type="checkbox"/> International Student Officer |

List all school and community organizations that you are currently involved in or plan to take part in during the 2020-2021 school year.

List any offices held or other specific duties you are responsible for in these organizations.

Please base your answers to the following questions on the office you are seeking.

Why do you want to serve as an officer in the National Honor Society?

What talents and abilities do you possess that would benefit the National Honor Society?

Share your vision for the JSerra Catholic High School Chapter of the National Honor Society for the 2020-2021 school year and describe how you would help contribute to that vision.

Being a National Honor Society officer is a greater commitment than being an active chapter member. Your attendance is expected at all meetings and activities unless you are absent from school or have made responsible arrangements with the adviser prior to the meeting or activity. You will be expected to carry out your responsibilities to the best of your abilities and without constant reminders at each activity.

I am willing to serve as a National Honor Society officer for the 2020-2021 school year.

Student Signature

Date

I will support my son/daughter in his/her responsibilities as a National Honor Society officer for the 2020-2021 school year.

Parent Signature

Date

Elections will take place at our first meeting. Please keep a copy of your completed application.