

National Honor Society Officer Application

To be an Officer of the National Honor Society at White Oak High School you must complete an Officer Application and be a Senior in good standing the year you serve. You must also have served no less than 10 service hours during the previous school year. Be as detailed as possible and turn in your application to Mrs. Cook in Room 122 no later than **September 15, 2023**. Late applications will *not* be accepted.

The following list includes anticipated duties. However, these duties can be altered as needed. While all officers will be expected to devote much of their time without supervision, collaboration with the chapter adviser is not required unless specific permission is given. All items to be submitted to a third party must be reviewed by the adviser before submission. Officers are also encouraged to meet one-on-one with the adviser to discuss activities in progress.

If you intend to run for any NHS office, you must carefully review these obligations and ascertain that you are able and willing to comply with them. Keep in mind that these duties are in addition to the duties and responsibilities of membership. Officers are not exempt from individual service hours, chapter projects and attendance requirements.

You will need to include a letter of recommendation from a faculty member. There will be a character evaluation form sent to faculty members and staff that will go into the decision of who will be officer.

President – Must be a senior

- Create the agenda for all meetings with the advice and consent of the faculty advisor and shall be open to input from all members regarding the content of agendas. Send agenda to secretary in advance of meetings.
- Preside at all meetings of the National Honor Society.
- Represent the chapter in public relations and official functions
- Plan a rough calendar for the NHS year: service projects,
- See to it that the chapter performs a group community service project each semester. At least one project must be organized by the secretary; the other project will be organized by the treasurer.
- Maintain communication with the advisor regarding all NHS matters.
- Maintain communication with the other officers and hold them accountable for performing their duties.
- Keep a list of all members' email addresses to communicate updates and reminders about meetings, projects, service opportunities, etc.
- Make sure that attendance is taken at each meeting and inform absent members of what they missed at a meeting.
- Miss no more than one meeting per year (barring extenuating circumstances).
- Preside over the induction ceremony.
- Represent the chapter in public relations and official functions.
- Lead the Pledge of Allegiance at the annual Scholastic Day Assembly.
- Set an example of scholarship, leadership, character and service for others to follow

Vice President – Must be a senior

- Work closely with the president and faculty advisor to assess progress towards meeting chapter goals.
- Perform any duties delegated by the president.
- Preside at all meetings and perform all presidential duties in the absence of the president.
- Keep accurate attendance of all meetings and projects. Make the faculty advisor aware of students who have missed two or more meetings.
- Notify the president of members who have missed a meeting so that the president may update them with a copy of the minutes.
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Set an example of scholarship, leadership, character and service for others to follow.

Secretary – Must be a senior

- Prepare and provide the President with the minutes of each chapter meeting.
- Lead and organize one of the two-chapter service projects (either first or second semester).
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Set an example of scholarship, leadership, character and service for others to follow.

Treasurer – Must be a senior

- Lead and organize one of the two-chapter service projects (either first or second semester).
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Set an example of scholarship, leadership, character and service for others to follow.

Reporter – Must be a senior

- Take pictures at all National Honor Society related events to be used in news releases, WOHS Facebook, WOHS webpage, and yearbook.
 - Add pages to the NHS Memory Book each year documenting our projects. (start a memory book!)
 - Release news and information to local news media and make use of other opportunities to promote National Honor Society.
 - Represent the chapter in public relations and official functions.
 - Speak at the induction ceremony on one of the four tenets of the NHS.
 - Set an example of scholarship, leadership, character and service for others to follow.
-
- **Failure of an officer to perform designated responsibilities and duties shall result in his/her removal from that office.**

Name: _____ Grade (2023-2024): _____

Please consider me for the following position (You may check more than one):

☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer ☐ Reporter

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

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

List all of the projects and activities that you voluntarily served in during this current school year. Include any hours you served during the summer prior to this current school year. Include supervisors' names and contact information.

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?

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 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 2023-2024 school year.

Student Signature

Date

I will support my son/daughter in his/her responsibilities as a National Honor Society officer for the 2023-2024 school year.

Parent Signature

Date

Elections will take place at our meeting (or by google doc) in September 2023.