



National Honor Society

Saraland High School

Forms are due to
Mrs. Huff in Room 121 by
2:00pm on April 27th.

Officer Application Form

Officer Application for the 2022-2023 School Year

Applications due:

BY Wednesday, April 27th by 2 pm to Mrs. Huff WITH A TYPED

ONE PARAGRAPH "SPEECH"

Officer Selection

The National Honor Society is a voluntary organization that strives to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in high school students. At Saraland High School, the officers of the chapter shall be President, Vice President, and Secretary.

Officer selection is based upon the following method:

1. Returning active NHS members will apply in April. All active members of the returning class are eligible to vote.
2. Applicants for officer positions will run for a particular office and be elected by the members into that office.

Officer Requirements and Responsibilities

Officer Responsibilities

Officer positions will not be solely based on the following criteria, but will be heavily considered during the selection process; meeting attendance, volunteer hours, overall participation and demonstration of the following NHS traits of Leadership, Service and Character.

All officers need to possess the following traits:

- Organized – able to maintain accurate records and keep track of important information
- Responsible – able to follow through on plans, doesn't procrastinate
- Dedicated – willing and able to commit your time in order to attend officer meetings and fulfill the duties of your office
- Enthusiastic – excited about making this chapter the best it can be

All officers are expected to:

- Attend monthly officer meetings
- Make NHS a priority amongst your responsibilities.
- Attend monthly NHS meetings to be held the 3rd Wednesday of every month either in the morning or afternoon.
- Participate in chapter service projects - **At least one** officer must be at each chapter project
- Responsible for planning and overseeing **one (1)** service project.
- Follow a monthly rotation of assisting with inputting service hours, typing up agendas, etc.,

Officer Roles:

President

- Create meeting agendas for officer and chapter meetings
- Lead chapter meetings
- Delegate responsibilities as necessary
- Speaks at NHS induction ceremony
- Work with the chapter advisor to plan a calendar of activities for the upcoming year

Vice President

- Type and distribute meeting agendas for officer and chapter meetings
- Assume president's duties when he or she is not present
- Participate in the NHS induction ceremony
- Maintain attendance records and written excuses. You will be responsible for meeting sign-in sheets.

Secretary

- Maintain attendance records and written excuses. You will be responsible for meeting sign-in sheets.
- Issue warning letters to members in need of disciplinary action
- Handle all correspondence such as thank you notes and invitations
- Participate in the NHS induction ceremony



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Name _____

Phone _____ E-mail _____

I would like to run for the office of (check only one; see responsibilities on reverse side):

_____ President _____ Vice-President _____ Secretary

Offices I have held in other organizations:

APPLICATION QUESTIONS

1. In 25 words or less, describe why you would make an outstanding NHS officer.

ELECTION SPEECH—TYPED COPY WHEN SUBMITTING APPLICATION.

I understand the requirements and responsibilities of being an NHS officer and agree to abide by them if elected.

Student Signature

Parent Signature