**NJHS Officer Job Descriptions**

Additional officers will be added at sponsor discretion if needed.

**President**- Coordinates NJHS activities, communicates with advisor, attends all meetings (both general membership meetings and officer meetings), runs NJHS meetings, fills in any missing officer position, assists the advisor in finances, and keeps up with which students are not meeting the requirements of NJHS. Prepares meeting agenda and all sign up sheets.

**Vice President**- Provides insight and knowledge about NJHS activities, aids the president, attends all meetings (both general membership meetings and officer meetings), and is in charge of advertising meetings and events.

**Secretary**- Attends all meetings (both general membership meetings and officer meetings),writes down fundraising ideas that are put forth during meetings, notifies those members who do not complete their community service hours, keeps minutes of officer meetings and posts them by providing copies for all officers and advisors by email. Keeps record of people signed up for NJHS functions and attendance.

**Historian**- Helps update the instagram regularly with upcoming meetings and events, takes pictures of fundraisers and events and provides sponsors with pictures, advertise meetings and events, and posts NJHS pictures on our instagram account.\*Historian must have a phone or camera with port to transfer files, as well as a USB OR familiarity with sending pictures via email. Additionally, historians must have an active instagram account.

* All officers must be committed to NJHS and contribute ideas and practices that will benefit the group as a whole
* Officers cannot be an officer of both Student Council and NJHS.
* Officers will be required to attend both officer and general meetings for NJHS.
* If for some reason an officer is unable to perform their job, prior to meeting they must find an officer to cover for them.
* If officers do not stick with this agreement, they may be removed from officer responsibilities.
* Only members inducted in the 6th grade may run for office
* **Vice presidency will be determined by runner up**

If you are interested in running for 2016-2017 executive board you must:

\*Prepare a 1-2 minute speech describing why you are the best candidate for the job you seek. Use the job descriptions to assist with your argument. Also include how you demonstrate the 5 pillars of our society. Speeches do not have to be memorized. Our election will take place at our first meeting, Thursday, November 17th.

Cut bottom portion and return to Ms. Medina by **November 14th** for your name to be placed on the ballot. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CARE Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle office you’re running for: **President Secretary Historian**