



**CHARACTER • SCHOLARSHIP • LEADERSHIP • SERVICE**

# NATIONAL HONOR SOCIETY

*East Lansing High School*



## Officer Application Forms

**Due Friday 4/12 by 2:45 in room 610**

**Dates to Remember:**

Officer Applications DUE..... April 12, 2019 at the end of the school day, turn into room 610

Election Speeches..... April 15, 2019 during the NHS Meeting at 2:45 pm

Induction and Officer Ceremony..... April 30, 2019 in the Student Union at 6:30 pm



March 4, 2019

Dear Prospective NHS Officer:

Please take a few minutes to carefully read all of the materials in this packet. It contains information for you and your parent(s) to read regarding our expectations as an officer of East Lansing High School's National Honor Society. We believe it is best for student leaders to know what is expected of them before they choose to run for office.

As an NHS officer, you will be a student leader on campus and a visible role model. If you are successful in your application for office, you must maintain high standards of conduct, attendance, and school spirit during your tenure in NHS. NHS officers are required to exhibit the highest standards of moral and ethical character while serving as a role model to fellow students.

You will also be assuming a variety of responsibilities. You will be expected to attend all meetings and activities sponsored by NHS. You will be expected to participate in a variety of service projects that fellow officers agree to sponsor throughout the school year.

If you are elected, you will be required to attend officer meetings once a month. These meetings are extremely important in planning and implementing activities and managing events that can have a positive and meaningful impact on our campus. You will be directly managing up to 150 students who are members of NHS and who are looking to you for guidance and support. Our mission is to support all ELHS students and provide a strong example of scholarship, leadership, service, and character.

Most importantly, your tenure as an NHS officer will likely be one of the most rewarding and memorable experiences of your high school career. You will have the opportunity to be involved in a group that has the potential to be highly effective as a decision-making body, planning and creating events and demonstrating the meaning of compassionate acts of kindness.

If you have any questions or concerns about the duties and responsibilities outlined in this packet, please contact Mrs. Seyka at [sheri.seyka@elps.us](mailto:sheri.seyka@elps.us). Good luck!

Sincerely,

Sheri L. Seyka



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## NHS Officer Job Descriptions:

### ELHS Chapter Officers:

The chapter officers consist of a president, vice-president, secretary, treasurer, historian and parliamentarian. The officers are to be elected by the membership in the spring of each year and are to serve as outstanding role models to the members and the student body. NHS officer candidates must fill out the application forms and deliver a campaign speech of no more than 200 words to their peers. A majority must be cast to elect any officer to the Trojan Chapter of the East Lansing High School National Honor Society.

- **President:** It shall be the duty of the president to preside over meetings, set agendas for the meetings, coordinate work, function as an intermediary, represent chapters at other meetings as required, take ultimate student responsibility for all chapter functioning, lead the club in the revision of the National Constitution and serve as the chairperson for the Spring and Fall Parent/Teacher Conference events.
- **Vice President:** The vice-president shall fulfill the duties of president as circumstances require and oversee the number of community service hours opportunities, while evaluating the need for developing new committees to help with the smooth functioning of the chapter. Vice President also assists in Public Relations for NHS, makes school announcements, and serves as the chairperson for the Thanksgiving Food Drive.
- **Secretary:** The secretary shall assist the president in writing agendas for all meetings, maintain the NHS communication platform (Google Classroom), be responsible for attendance at all monthly meetings, maintain accurate electronic records, maintain club rosters, oversee publicity of chapter events/correspondence and serve as the chairperson for one of the NHS Red Cross Blood Drives.
- **Treasurer:** The treasurer shall develop and accurately maintain all financial records, communicate with the NHS chapter advisor to manage the NHS account and purchase orders, oversee all chapter fundraising activities and serve as the chairperson of one of the NHS Red Cross Blood Drives.
- **Historian:** The historian shall maintain accurate electronic records of community service hours. This job requires bi-weekly filing and updating of service hours, as well as notifying members that hours are updated. The historian is also responsible for dealing with hour penalties and frequently communicating with members about any issues concerning hours. At the induction ceremony the historian will prepare a slideshow highlighting community service events over the past year.
- **Parliamentarian:** The parliamentarian shall work with the secretary to ensure that correct procedures regarding minutes and agenda items are followed, including assisting in attendance at the monthly meetings. Also responsible for updating and maintaining the official NHS calendar on Google Classroom, post and organize communication on the Remind 101 platform and serve as the chairperson of one of the NHS Red Cross Blood Drives. They will also record summaries and attendance of all officer meetings.



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## **East Lansing High School National Honor Society Officer Election Rules and Guidelines**

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### **RULES**

1. Candidates must complete all sections of this application and turn in by the assigned due date. Applicants must also have within 4 hours of their yearly required NHS hours completed at time of application due date (4/12).
2. A 3.5 Academic Grade Point Average must be maintained your entire time in office. Candidates must maintain a record of outstanding citizenship and follow all school rules outlined in the student handbook including the NHS Discipline Guidelines.
3. All NHS Officers must be able to meet for monthly officer meetings. Once you are elected, failure to be able to meet during TWO of these meetings will result in forfeit of position.
4. Officer Applications must be submitted to Mrs. Seyka in room 610 by the end of the school day on Friday, April 12, 2019.
5. Campaigning for officer elections may not be done on school grounds or on social media.

# East Lansing High School National Honor Society Officer Application

According to the National Bylaws, National Honor Society Officers are students who exhibit the highest standards of moral and ethical character while serving as a role model to fellow students.

**Teachers:** Your signature is an endorsement of this candidate as a qualified and deserving representative to serve as a National Honor Society Officer for the upcoming school year. In signing below, you are expressing confidence in this candidate's ability to conduct the business required by the Trojan Chapter of the East Lansing High School National Honor Society.

**Student Name:**\_\_\_\_\_ **Running for:**\_\_\_\_\_

Printed Teacher Name: <i>(Applicant fill in)</i>	Teacher Signature	Comments

## APPLICATION QUESTIONS

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

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2. List two areas within the NHS program that you feel are functioning well.

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3. List two areas of the NHS program that you feel could be improved and explain how they could be improved.

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[illegible]