

**Elgin Middle School NJHS
Officer Responsibilities**

President

- **Presides over meetings**
- **Provides leadership skills**
- **Organizes fundraisers**

Vice President

- **Presides over meetings in the absence of the president**
- **Oversees the group service projects**
- **Records individual service hours for all members**

Secretary

- **Records minutes at all meetings**
- **Performs all official student communication**

Treasurer

- **Records and reports on all funds**

Historian

- **Assists in maintaining websites**
- **Documents the years activities both in text and images**

Public Relations Coordinator

- **Contact members about upcoming events**

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Applicants must file an intent to run for office with Mrs. Davidson/Mrs. Bucher no later than August 1, 2020. All applicants will then go through an interview process with the Faculty Council either in person or through virtual meetings. The final decision for each office will be based off of the application and recommendation from the Faculty Council. Applicants can file for any/all positions they wish to serve.

4. In addition to school work, extracurricular activities, community service hours, etc., officers of the NJHS are required to help attain service opportunities for members. How will you help find and/or create opportunities?

I am aware that my son/daughter is applying for a position as an officer in the NJHS. He/she is dependable, assumes leadership in a positive manner, and will attend all required meetings.

Officer Candidate Signature: _____

Parent/Guardian Signature: _____

I recommend this student to be considered as an officer in the NJHS. He/she is dependable, possesses qualities of a good leader, and will set a good example for other NJHS members to follow. (An email from the two teachers will also be sufficient)

1. Teacher
signature _____

2. Teacher
signature _____

