

NATIONAL HONOR SOCIETY

***Westlake High School***

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**Officer**

**Application**

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| MARCH 16Due April 28 | Applications Available OnlineVisit sgriffinela.weebly.com, the NHS Tab |
| MAY TBD | Officer Speeches Presented |
| MAY TBD | Elections |

**Dates to Remember**

Dear Prospective NHS Officer Elect:

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 Westlake 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 elect, 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 officer elects 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 before school, after school, or during a weekend morning, whichever works best for all parties involved. 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 WHS students and provide a strong example of scholarship, leadership, service, and character.

Most importantly, your tenure as an NHS Officer Elect 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 Ms. Griffin at griffins2@fultonschools.org. Good luck!

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**NHS Officer Descriptions**

**Article VIII – 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 a nomination form 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 Westlake High School Chapter of NHS.

**Section 1 – 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, and lead the club in the revision of the National Constitution.

**Section 2 – Vice President**

The vice-president shall fulfill the duties of president as circumstances require, oversee the number of community service hours rendered and monitor the mentor program, 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, including maintaining the NHS twitter page and overseeing all fundraising events.

**Section 3 – Secretary**

The secretary shall take minutes of all meetings, maintain accurate electronic records, maintain club rosters, and oversee publicity of chapter event and correspondence. The secretary shall also take on roll of Advertisement Coordinator, which involves flyers, posters around school, overhead announcements, t-shirt design competitions, and communication to all members of NHS, including the use of Remind 101.

**Section 4 – Parliamentarian**

The parliamentarian shall record and coordinate membership, check mandatory attendance, and keep accurate electronic records of community service hours. This job requires weekly filing of service hours and sending out notices of hours not served.

**WHICH OFFICE ARE YOU RUNNING FOR?**

 PRESIDENT SECRETARY

 VICE PRESIDENT PARLIAMENTARIAN



**RULES & ELECTION GUIDELINES**

1. Candidates must complete all sections of this application.
2. A 3.75 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.

1. All NHS Officers must be able to meet before school, after school, or during an open period for officer meetings.

 Once you are elected, failure to be able to meet during one of these times will result in forfeit of position.

1. Applications must be submitted to Ms. Griffin by April 28th.
2. Candidates must be prepared to present speech to NHS the following meeting (May TBD).

**I understand I must follow all of the above rules & guidelines, and if I break any of these rules, I will be disqualified.**

**Student Signature Parent/Guardian Signature**

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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 Elect for the 2017-8 school year. In signing below, you are expressing confidence in this candidate’s ability to conduct the business required by the Westlake Chapter of National Honor Society.**

Signature of teacher here

**CLASS TEACHER IN GOOD STANDING?**

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**APPLICATION QUESTIONS**

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

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

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1. List 2 areas of the NHS program that you feel could be improved.

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**ELECTION SPEECH (200 WORDS MAX )**

Please submit your speech to be recited at the election ceremony by April 28th. You will recite this speech at the next NHS meeting, at a time TBD in May. Please type and deliver to Ms. Griffin’s room 435.