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

Office for which you wish to run: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please explain why you think you would be a good representative for the office for which you wish to run (this is your “campaign speech”).

READ THE FOLLOWING CAREFULLY AND THEN SIGN THE STATEMENT TO SHOW THAT YOU UNDERSTAND WHAT IS EXPECTED OF YOU.

An NJHS officer is a representative of Murray Language, so he\she is expected to behave at all times in a manner to uphold the high standards of scholarship and conduct which our society and our school promote. Any student elected to office for this year will be expected to:

1. Exhibit honesty, courtesy, integrity, and high moral standards at school and at functions away from school.
2. Show loyalty and dedication to the NJHS. Officers must be determined to work hard on planning and carrying out projects.
3. Attend officer meetings and regular council meetings.
4. Accept ruling and judgments by the sponsors and the principal without complaint.
5. Be enthusiastic about school and honor society, encouraging everyone to participate in projects.

I UNDERSTAND AND ACCEPT THE RESPONSIBILITIES AS LISTED:

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What are the responsibilities of each office?**

**President:** The president is the leader of NJHS. This person is responsible for helping plan lead the NJHS meetings. It is this person who leads the meetings, not the sponsors. Therefore, if the sponsor is absent, the meeting should go on. The president will have an important role in the induction ceremony in the spring.

**Vice-President:** This person is to assist the president with anything that is delegated to him\her. If the president is absent, the vice-president will take over as the person in charge. The vice-president will be responsible for making all necessary announcements regarding NJHS.

**Secretary:** The secretary oversees marking the official roll for honor society. He\she will keep up with attendance at each meeting. He\she will take minutes at each meeting and prepare the report to read at the following meeting.

**Treasurer:** The treasurer oversees handling our NJHS budget and approving expenditures. The treasurer also keeps track of total service hours and helps update the service hour spread sheet.

**Parliamentarian -**The parliamentarian will insure the meetings are run properly.

**Historian:** The historian oversees documenting all projects and activities of the NJHS. The documentation should be done with pictures and written articles. The historian will also help update and maintain the National Junior Honor Society webpage.

**Please let me know if you have any questions. Please turn in the signed application to Ms. Broy, Room 118, by Monday, November 15th (at the meeting).**

Thank you and good luck!

Ms. Y Broy

NJHS Faculty Advisor



National Junior Honor Society

Officer’s Packet

If you are interested in becoming an officer for the remainder of this school year, please review and complete the following information carefully and return it with your commitment letter.

1. Officer Student Information Sheet Form

2. Typed Speech

**The president** will conduct meetings in cooperation with the faculty advisor.

**The vice-president** will assist the president in his/her duties, and take the place of the president in his/her absence.

**The secretary** will take the minutes and will write business and social correspondences.

**The treasurer** will work with the faculty advisor to assist with financial matters and to present a financial report.

**The historian** will keep record of the activities of the society, and organize a scrapbook.

**The parliamentarian** will take attendance at all meetings, keep order at all meetings and monitor the participation of the membership.

CONTACT INFORMATION & PARENT ACKNOWLEGDEMENT



Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Last

Student E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One YOU can check regularly…even in the summer!

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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Home Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Cell Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent E-mail Address



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.

1. Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Comments:

2. Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Comments:

**\*\*Don’t forget\*\***—You must also include a typed speech. Those students selected by the

Murray Language Academy Advisory Council will be required to read their speech at the new member meeting.