National Junior Honor Society Officer Duties

ALL OFFICER AND COMMITTEE CHAIR REQUESTS **MUST** BE EMAILED BY APRIL 27th TO BE INCLUDED ON THE BALLOT.

*No names will be added to the ballot after the due date.

**President** - **Must be an 8th grader**

Responsibilities to include:
- Preside with Adviser at all meetings.
- Work with Adviser throughout school year.
- Meet with Adviser prior to meetings to discuss meeting notes, etc.
- Assist or prepare an agenda/meeting notes for each meeting.
- Must be able to check email/daily, help maintain NJHS website and announcements.
- Must make true commitment to attend all meetings and all/most NJHS functions.
- Research on fundraising and community service ideas.
- Must maintain exceptional leadership skills.
- As a leader of N.J.H.S. your actions are HIGHLY visible to others. By planning ahead, listening, organizing, and keeping your commitments you will inspire others to do the same.

**Vice President** - **Usually an 8th grader/Can be 7th grader**

Responsibilities to include:
- Preside in the absence of the President.
- Liaison for the Adviser and President – if a member has problems they can go to Vice President for help.
- Work with Adviser and President throughout school year.
- Assist or prepare an agenda/meeting notes when needed.
- Must be able to check email/website daily.
- Should work well with committee chairs for reports, status updates, and projects.
- Must demonstrate leadership and organizational skills.

**Secretary/Historian** - **Can be 7th or 8th grader**

Responsibilities to include:
- Attend events to photograph/record.
- Record minutes at each meeting, submit minutes to be approved no more than one week after meeting dates. Add additional notes and information to agenda/meeting notes.
- Read meeting notes prior to each meeting.
- Hang meeting reminder notices in appropriate areas of the school.
- Manage/create ideas for bulletin boards, signs, induction ceremony programs, and T-shirts.
- Must be able to check email/website daily.
- Must make true commitment to attend all meetings and a good amount NJHS functions.
- Must be timely, organized, and efficient with club expectations.
Treasurer - Can be 7th or 8th grader.

Responsibilities to include:
● Keep record of chapter expenses and all other financial transactions of the chapter.
● Report budget/account at meetings. You will need to see the adviser prior to every meeting to get an account statement.
● Report to NJHS members all aspects of fundraising and service needs.
● Handle all money earned at fundraisers.
● Must be able to check email/website daily.
● Must make true commitment to attend all meetings and a good amount NJHS functions.
● Must be a thorough when it comes to understanding numbers, money, and budgeting.

Committee Chairs:

*Induction Rehearsal/Ceremony - must be an 8th grader
*Fundraising - Can be 7th or 8th grader
*School Service - Can be 7th or 8th grader
*Community Service - must be an 8th grader

Responsibilities to include:
● Work with Adviser on all/most community service projects.
● Research on fundraising and community service ideas, and/or ceremony expectations.
● Work with other officers and NJHS members with ideas.
● Report to board and NJHS members all aspects of fundraising, ceremony, and/or service needs.
● Help where and whenever needed, flexible schedule.
● Must be able to check email/website daily.
● Must make true commitment to attend all meetings and a good amount NJHS functions.

***There will be two committee chairs, the second committee chair will be voted in by the second meeting of the following year.***