

## Johns Creek (JCHS) NHS Officer Elections 2011-2012

The officers of the chapter shall be president, vice president, corresponding secretary, recording secretary, treasurer, parliamentarian, and historian. Duties are primarily shared among the leadership core throughout different times of the year with many tasks completed in conjunction with the chapter adviser, though typical annual duties can be delineated as follows:

**President** - Community Service Projects/Ideas, Policy/Procedure Issues, etc.

**Vice-President** – Coordinate Committee Chairs, Community Service Projects/Ideas, Election Committee Chair, Policy/Procedure Issues, etc.

**Corresponding Secretary** - On-campus communication, e-mails, hallway posters, Induction Ceremony Chair, Social Committee Co-Chair, etc.

**Recording Secretary** – minutes at executive council and members meeting, Community Service Hours Compliance Committee Chair.

**Treasurer** – Dues, Fundraiser Chair, Induction and Graduation Order Merchandise Processing, etc.

**Parliamentarian** - Setting & Keeping Meeting Agendas, Member Attendance, T-shirt Design Chair, etc.

**Historian** - Documentation of events year-round for annual report composed at year's end, Technology Committee Chair, etc.

Shared responsibilities of the officers include officiating at the annual induction ceremony, filling general membership orders in the spring, conducting meetings, recording general membership attendance, general record keeping, motivating members, publicizing events, etc.

NHS conducts officer elections to provide the general membership with a viable and active student leadership core. Officers are elected by their NHS class peers in August 2011. Officers must be seniors in the year they plan to serve except for Parliamentarian and Historian.

Officer candidates must sign up to run for office as they turn in completed applications for the purpose of composing an official ballot. Officer Applications are due Wednesday, August 10 to Mrs. Hunter in room 141. Officer candidates must also attend a mandatory meeting with the NHS advisers (Thursday, August 18) prior to the campaign period to verify their candidacy and intent to run - otherwise, they may be removed from the ballot. Campaigning for office consists of one week of hallway poster campaigning (August 22 – 26) conducted according to student government campaign guidelines, with elections held before school, at lunch, and after school on Wednesday, August 31, a single school day. Election results will be shared with the principal prior to posting by the end of the first full school day after election day. Officers are officially installed at the first meeting in the new academic year, Wednesday, September 7.