**National Honor Society**

 **Pine View School**

 Thomas Guilford Chapter, Osprey, Florida

 **Application for National Honor Society Executive Officer**

See attached document for description of Office qualifications and responsibilities

Thank you for your interest in a leadership position with the Pine View National Honor Society. Please complete this form accurately and honestly. All applications will be reviewed by the advisor and current officers. The advisor and officers reserve the right to review all applicants prior to the general election. **Please submit application to Mrs. Melton by March 1, 2019 by 2:00pm.**

Please print neatly/legibly!

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA: \_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

There are five Executive Officers (President, Vice President, Secretary, Community Service Officer, Communications Director/Historian). The selection committee reserves the option of placing prospective candidates in positions that fulfill the needs of the Pine View NHS. A description of the responsibilities of each office is outlined in the attached sheet.

**Please indicate which officer position you are running for:**

**\_\_\_\_\_\_ President \_\_\_\_\_\_ Vice President \_\_\_\_\_\_ Secretary \_\_\_\_\_\_ Comm. Director**

Complete the following in one or two sentences.

1. Describe your leadership qualities.

2. Give specific examples of how you have participated in NHS activities in the past.

3. Explain two ideas that you would initiate to improve the Pine View NHS club.

1.

 2.

4. Being an NHS officer is a time-consuming and demanding job. Officers have additional meetings, sometimes after school, and all officers are expected to help run club meetings, tutoring, and other events. List all other activities that you are/will be committed to during the next school year.

**LIST ALL ACTIVITIES (Club, sports, jobs, etc.)**

**Describe how this might affect your ability to be a leader in NHS activities, meetings, and responsibilities.**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. List two Pine View teachers that can be contacted for a reference or recommendation.**

 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. List two reasons you have applied to be an NHS Executive Officer.**

 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Note**: Along with a completed application, a 1-2-minute speech will be given at the officer election meeting. (No drop downs)

**NHS**

**Officer Responsibilities**

**President**

* coordinate/oversee/emcee induction of new members
* be aware of and able to assist in all on-going service activities
* develop final agenda for monthly member meetings as per designated template
* insure final agenda for monthly member meetings are approved/initialed by advisor(s) prior to posting
* post approved agenda for monthly member meetings in designated classrooms one week prior to meeting
* run monthly meetings
* be prepared to assist/fulfill the job of all Officer positions if needed
* assist/train incoming President

**Vice President**

* oversee Scholars for Scholars program
* fulfill all Presidential duties when President unable to do so
* assist/train incoming Vice President

**Secretary**

* write minutes of all Officer’s meetings as per designated template
* publish minutes of all Officer’s meetings to appropriate recipients within seven days of meeting
* write minutes of all monthly member meetings as per designated template
* publish/post minutes of all monthly member meetings within seven days of meeting
* oversee proper/appropriate correspondence
* fulfill all Vice-Presidential duties when Vice President unable to do so
* assist/train incoming Secretary

**Community Service Officer**

* coordinate/oversee all service opportunities beyond Scholars for Scholars
* work with Communications Director to insure service opportunities are advertised
* oversee official service records for all members
* forward official service records for all members to advisor(s) within seven days of member meetings
* post updated service records monthly
* fulfill all Communications Director/Historian duties when Director/Historian unable to do so
* assist/train incoming Community Service Officer

**Communications Director/Historian**

* work with Community Service Officer to insure service opportunities are advertised
* oversee website and update as needed
* product photographic record of NHS activities during school year
* post Historian’s report (photographic record) on website
* fulfill all Secretarial duties when Secretary unable to do so
* assist Secretary in recording attendance at member meetings
* fulfill all Service Officer duties when Service Officer unable to do so
* assist/train incoming Communications Director/Historian assimilate to job

Any Officer accumulating two unexcused absences of Officer’s and/or Regular Meetings or failing to fulfill the duties of his/her office will be removed. Should this occur, the removed officer is required to turn over all official NHS materials in his/her possession to Mrs. Melton within 48 hours.