

To: NJHS members interested in running for the Executive Committee

You will need to put together a minute speech (absolutely no more than 1:30) telling your club members why you should be elected as an officer. Remember, this should not be a speech about promises or activities you want to plan. We do that as an entire club. However, your objective is to prove you are a capable person who can handle the job requirements. Second, you need to prove you can speak well in front of an audience. Third, you need to suggest you are a leader, but also a worker. Finally, you need to realize taking on the role as an officer means dedication and hard work; this will mean extra time outside of the meetings and activities.

Officer duties are as follows:

**PRESIDENT** – presides at meetings and provides direction, keeps record of projects and ensures follow through by the members, sends correspondences (thank you notes), makes/hangs signs for meeting times, submits financial requests, and meets with sponsors prior to each club meeting/activity.

**VICE PRESIDENT** – assists President at meetings, takes attendance at meetings and also maintains attendance book for every meeting and activity, assists President with organization of year activities, and meets with sponsors prior to each club meeting/activity.

**SECRETARY** - keeps minutes at meeting, keeps track of service hours for all members throughout the year, responsible for writing and submitting articles and/or press releases to community, assists in organization of year activities, and meets with sponsors prior to each club meeting/activity.

**TREASURER** – maintains a treasury log of chapter funds, communicates with committee chairs regarding financial matters, officer liaison between committee chairs and sponsors, assists in organization of year activities, and meets with sponsors prior to each club meeting/activity.

**\*\* Any member interested in running for one of these officers' positions must submit your intent in writing to Mrs. Deer (room 101) NO LATER THAN 3:30 by Friday, April 29, 2016.**