



CHARACTER * SCHOLARSHIP * LEADERSHIP * SERVICE

NATIONAL HONOR SOCIETY

Lawrence Free State High School

**Officer
Application**

Due: 3:30pm, Friday, February 19, 2021 (Attendance office)



Dear Prospective NHS Officer:

If selected as an NHS officer, you will be a student leader on campus and a visible role model. If you are successful in your application for office, you must maintain high standards of conduct, attendance, and school spirit during your tenure.

You will also be assuming a variety of responsibilities. Some of those will begin this spring as you will meet with the current officers to establish routines, and prepare for next year's responsibilities. You will be expected to establish the agenda, to attend, and to participate in all meetings and activities sponsored by NHS. You must keep meticulous records and be in constant communication with other officers, members, and administration. Officers will also be asked to attend the LEAD conference and to plan and run the induction ceremony.

If elected, you will also set-up and attend regular NHS Officer meetings. These meetings are extremely important in planning and implementing activities and managing events that can have a positive and meaningful impact on our campus. You will be directly managing close to 300 NHS members and working closely with school staff and administrators as well as leaders from the community. The mission is to support all Free State students and to provide a strong example of scholarship, leadership, service, and character.

Most importantly, your tenure as an NHS Officer will likely be one of the most rewarding and memorable experiences of your high school career. You are committing to a year of service and you will have the opportunity to be involved in a group that has the potential to be highly effective as a decision-making body by planning and creating events and demonstrating the meaning of compassionate acts of kindness.

Please print-out and complete the application page of this packet and return it to the Free State Attendance office no later than 3:30pm on Friday, February 19th. No late applications will be accepted. If you have any questions or concerns about the duties and responsibilities outlined in this packet, please contact Mrs. Romero at: eromero@usd497.org.

Best of Luck,

Mrs. Romero
NHS Adviser



NHS Officer Job Descriptions:

The Lawrence Free State High School chapter of NHS consists of five officers: President, Vice President, Director of Activities, Director of Communications, Director of Activities, Secretary, and Director of Firebirds' First Friends. The officers are selected in the spring of each year and serve as outstanding role models to the members of the student body. All officers attend officer meetings. While officially, their duties are distinct, officers must exhibit a spirit of cooperation and a willingness to help fellow officers during particularly busy times. Candidates must fill-out an application.

President:

It shall be the duty of the president to preside over meetings, organize and host the induction ceremony, set agendas for the meetings, coordinate work, function as an intermediary, represent chapters at other meetings as required, take ultimate student responsibility for all chapter functioning, and lead the club in the revision of the National Constitution. The president must maintain a delicate balance between leading and encouraging other officers, members, and interested students to take on leadership responsibilities.

Vice President:

The vice-president shall fulfill the duties of president as circumstances require, oversee the number of community service hours rendered and monitor other programs, while evaluating the need for developing new committees or routines to help with the smooth functioning of the chapter. The vice president also assists in Public Relations for NHS, records volunteer hours, and manages requirements for volunteer hours.

Director of Activities:

The Director of Activities reaches out to the members, school staff, and the community to locate volunteer opportunities for members as well as for NHS sponsored events. The Director will communicate with community organizations about their needs and organize events for students.

Director of Communications:

The Director of Communications shall acquire and maintain up-to-date contact information for members and provide members and officers meeting reminders. The director will also act as an intermediary between officers and members and handle member inquiries, concerns, and complaints.

Secretary:

The secretary's primary responsibility is to keep the official records of chapter business and serve as the official correspondent for the chapter. The secretary shall take minutes of all meetings, create the Induction program, maintain accurate electronic records, and maintain club rosters. These records are particularly important when new officers are elected. The secretary position requires accuracy, neatness, and attention to detail.

Director of Firebirds' First Friends:

The Director of Firebird First Friends (FFF) organizes new student orientation specifically for students who are new to the school their junior or senior year or students from any grade who enroll after August. The director will organize liaison lists for counselors and organize student volunteers who wish to welcome new students.

All positions require an officer to be mature, organized, have good time management skills, sound judgment, able to work with many different kinds of people and personalities, have a good relationship with the chapter, faculty, and student body, and be energetic.

National Honor Society Officer Application
2021-2022



Name: _____

Cumulative GPA (weighted & non-weighted) _____

Cell Phone Number: _____ Do you have unlimited texting? Yes / No

Email Address: (please print clearly) _____

1. Please rate your interest in each of the following positions on a scale of 1-6 (one=highest & 6=lowest). If you are NOT interested in one or more of the positions, do not rank them.

- | | |
|---|---|
| <input type="checkbox"/> President | <input type="checkbox"/> Director of Communication |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Director of Activities | <input type="checkbox"/> Director of Firebird First Friends |

Explain your rankings: _____

For the following section, you may write on the back or attach a printed page.

2. As an officer, you are expected to lead with the 4 NHS Pillars in mind. How do you exemplify these?

3. Being involved in Free State activities is important; however, being an officer for NHS is a time commitment. Will you have the time to keep this organization running smoothly?

4. What activities or commitments do you have that you could foresee might keep you from your responsibilities as an NHS officer?

5. What role do you think NHS plays at Free State High School and the community?

6. Email Mrs. Romero (before the application due date) at eromero@usd497.org to receive the link to schedule your interview.