

**NJHS OFFICERS** - NJHS is a student-run organization; the officers hold positions of great responsibility. In addition to the regular meetings, officers meet during lunch earlier in the week to set the agenda and discuss the coming meeting. The officers will be elected by the membership at a meeting in May of each year. The following jobs will be filled:

### **President**

- Calls and presides over meetings
- Provides leadership skills
- Organizes fundraisers in conjunction with the Vice-President
- Meets with adviser prior to each meeting to review agenda
- Participates in annual induction ceremony

### **Vice-President**

- Helps preside over chapter meetings in the absence of the President
- Records service hours for members
- Organizes fundraisers for the chapter
- Participates in annual induction ceremony

### **Secretary**

- Records minutes at all group meetings
- Submits meeting minutes via email to the adviser and members within one or two days
- Helps adviser with organization at meetings
- Assists Vice-President with recording service hours
- Obtains service opportunities and reports at meetings
- Works with the adviser to make any necessary changes to chapter bylaws
- Participates in annual induction ceremony

### **Treasurer**

- Keeps track of all expenses, dues, and other financial transactions
- Participates in annual induction ceremony

### **Historian**

- Keeps bulletin board current with events, pictures, etc. and create a scrapbook of events throughout the year
- Participates in annual induction ceremony

### **Parliamentarian**

- Ensures that all meetings are being governed and following Robert's Rules of Order
- Coordinates a parliamentarian training at the beginning of the school year
- Participates in annual induction ceremony

**Officers will be elected at May 13, NJHS membership meeting. Only current 7th graders may run for office for 2022-23 school year. All current members (7th & 8th grade) are eligible to vote.**

- If you would like to run for office, submit your name here: <https://bit.ly/LivelyNJHS>