

CLASS OF 2012 - OFFICER APPLICATION

This form is due back to Mrs. Cacioppo or Ms. Ward by **September 8.**

Name: _____

Position Applying for: _____

Home Address: _____

City, Zip _____

E-mail address: _____

List all extracurricular activities you plan to participate in for the 2011- 2012 school year:

Describe three qualities or skills you possess that would be beneficial to your role as a class officer. Explain how these qualities have benefitted you in the past:

1. _____

2. _____

3. _____

List any previous leadership positions/experiences:

What goals, ideas and plans do you have for your class for the future?

How do you plan to communicate with everyone in your class?

Teacher Recommendation from _____
(Teacher signature)

Duties and Responsibilities

ALL Officers and Executive Council members are expected to...

- ❖ Represent the Class of 2012 and the NHS community with the highest standards of personal, professional and ethical conduct. Violations of the NHS Code of Conduct and/or district policies will require disqualification from service, along with any appropriate and necessary school and district consequences.
- ❖ Always communicate in a proactive, appropriate and timely fashion.
- ❖ Work as a team, officers and council members together.
- ❖ Work to build individual skills and group cohesion.
- ❖ Be accountable to yourselves, each other, and your class. Follow through!
- ❖ Be flexible to assist advisors and help develop student leadership roles over time.

President

- Set agenda for student business, lead meetings
- Communicate with staff/faculty, students, administration
- Report important information to your class, or delegate such responsibility to another officer.

Vice-President

- Assist the class president in any way possible with class duties
- Develop Action Teams to plan for events and issues as they arise
- Represent the president in his or her absence
- Acquire approval from administration for posters and announcements

Treasurer

- Distribute class funds and keep a running ledger of the class account
- Record receipt of money collected from fundraisers and events

Secretary

- Take minutes any time the class or class officers meet and provide this information to all class officers and advisors.
- Write thank you cards/letters when needed.
- Disseminate information to the class and respond to all correspondence directed to the class.
- Create and maintain a binder of materials for the entire council and advisors