**NHS/NJHS**

**Officer Intent-to-Run Form**

**Remove/edit items in blue.** Copy and paste this into a document on school or chapter stationery.

I (insert name) would like to run for the following (NHS) (NJHS) position for the (insert school year) school year. Please circle one: (customize based on officer positions available for your chapter)

President Vice President Secretary/Historian Treasurer Parliamentarian

Due by (insert deadline) to (insert form recipient’s name and location).

Please review the following duties associated with each position. By submitting this form, you acknowledge you have reviewed the duties and, if elected, agree to the responsibilities.

Once your intent-to-run form has been submitted, the adviser will contact you with more information about the campaign and election process.

**Duties (customize the following based on your chapter’s positions and duties)**

All officers: *Work closely with (insert adviser’s name), organize and plan events, oversee membership, attend events, attend biweekly officer meetings, attend monthly membership meetings, communicate with members, and various other duties.*

President: *Oversee chapter events, run meetings, be familiar with bylaws, prepare meeting agenda with the adviser*

Vice President: *Coordinate and monitor group service projects, maintain records/paperwork for service projects*

Secretary/Historian: *Maintain and record members’ hours weekly, record meeting minutes*

Treasurer: *Maintain and organize financial records and attendance records, collect member dues, update attendance records*

Parliamentarian: *Oversee chapter bylaws and ensure every event is done ethically and to NHS standards, maintain and organize Sign-Up Genius for all events*

Duties and responsibilities are subject to change throughout the year.