Are you reliable, responsible, positive, and looking for an opportunity to lead? Consider running for an NAS officer position for 25-

National Achievers Society
Officers' Responsibilities

**** Please read over descriptions of of icer responsibilities***
**** All NAS members should be knowledgeable of the expectations for <u>each of icer position.</u>***
**** Consider skill set, strengths, and other obligations when deciding to run for or nominate someone for an of icer position.***

President

Responsibilities include:

- Preside over all NAS general monthly meetings and executive board meetings
- Organize meetings with officers *at least one week prior* to monthly meetings
- Oversee the completion of projects and events
- Represent NAS at school related functions and service events
- Encourage other officers/members to assist in planning for events
- Provide effective leadership
- Type up agenda for each meeting or delegate
- Work with advisor to monitor membership status and criteria
- Remind members of membership criteria
- Attend all monthly and officer-related meetings
- Communicate well with the advisors and officers

Vice President

Responsibilities include:

- Assist with presidential responsibilities listed above
- Represent NAS at school related functions and service events
- Preside over NAS general monthly meetings and NAS executive board meetings in president's absence
- Type up or assist with the agenda for each meeting if needed
- Maintain order at each meeting
- Assist advisors and Community Service Chairperson with identifying and communicating re: volunteer service agencies so NAS members have options and opportunities to serve ● Attend all monthly and officer-related meetings
- Communicate well with the advisors and officers

Secretary

Responsibilities include:

- Ensure that attendance is effectively taken at each meeting
- Record and maintain accurate records including minutes and attendance for all meetings
- Log attendance within one week of each monthly NAS meeting

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- Be prepared to read and review the minutes at executive board meetings and general monthly meetings
- Use and educate members about Robert's Rules of Order for voting and decision making. https://jurassicparliament.com/wp-content/uploads/2019/05/Junior-High-School-Essential-Guidelines.pdf
- Keep all information organized in notebook or e-file to be passed on to the next secretary
- Select a member to record minutes at any meeting for which the secretary cannot attend ● Attend all monthly and officer-related meetings
- Communicate well with the advisors and officers

Historian



Responsibilities include:

- Photograph/document NAS events and service outings
- Organize and maintain a scrapbook/photostory/slideshow/google site, or etc. of all chapter activities for the academic year
- Communicate organizational activities and meetings via all communication methods and social media outlets
- Communicate organizational activities w/ the yearbook staff, newspaper staff, or other school media and provide summaries and/or pictures of NAS activities when necessary
- Keep NAS bulletin board neat and up to date
- Attend all monthly and officer-related meetings
- Communicate well with the advisors and officers

Community Service Committee Chair

Responsibilities include:

- Organize and conduct committee meetings as needed to handle committee functions
- Seek out community service opportunities for members and obtain advisor approval
- Post / Advertise approved opportunities for NAS members
- Organize and oversee outreach programs and service projects
- Work with the NAS advisors to keep a track of members completing community service
- Work with the other officers to complete tasks and achieve NAS goals ● Attend all monthly and officer-related meetings
- Communicate well with the advisors and officers

Social Committee Chair

Responsibilities include:

- Organize and conduct committee meetings as needed to handle committee functions
- Seek out social activities and obtain advisor approval
- Organize / Coordinate group social activities
- Organize networking activities with neighboring NAS chapters (e.g. MHS, LRHS, WFHS, WHS, etc.)
- Work with the other officers to complete tasks and achieve NAS goals
- Attend all monthly and officer-related meetings
- Communicate well with the advisors and officers

***Note:** All officers must attend each monthly officer meeting and general membership

meeting. Exceptions must be approved by a NAS advisor.

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Nomination Instructions:

1. NAS members can nominate themselves and/or nominate someone else in NAS. 2. If nominating someone else, be sure to get their approval before writing their name down. 3. Nominate self or others carefully. Consider skill set, strengths, and other obligations when deciding to run for an officer position.
4. Make your selections based on who you think *will do the best job* (not popularity/friendship).

*** NAS members will be informed if they are nominated and can run for only one position.**
*** Candidate presentations and elections will take place at the 3/20/25 NAS meeting at 2:30pm in the media center. Candidates are welcome to advertise/lobby prior to 3/20/25.**

Tear at the line and complete your nominations!

Nomination Form

(Due by Thurs. Feb. 20 to Ms. Martz in Student Services or
bring to the Feb. 20 NAS meeting (2:30pm, media center)

President (first and last name): _____

Vice President (first and last name): _____

Secretary (first and last name): _____

Historian (first and last name): _____

NAS Community Service Committee Chairperson (first and last name):

_____

NAS Social Committee Chairperson (first and last name):

_____

