August 3, 2016

NJHS First Meeting Agenda

* Welcome: Expectations of membership in NJHS: PRIDE. Academics, athletics, in the halls, at after school activities, on and off campus etc.
* Flag Duty and Announcement Duty:

-Expectations for Flag Duty, Watch video on appropriate and respectful folding and care of U.S. flag

-Expectations for Announcements

* Running for Office: Weds. Aug. 4-19 track 1-2 Officer application window: Track 1& 2 entries **due Fri. Aug. 19.**Weds. Aug. 24- Fri. Sept. 9 Track 3-4 Officer application window: Track 3 & 4 entries due **Thurs. Sept. 8.** This year is going to be a little different, candidates will be interviewed by the Yearbook Staff. These videos will be recorded, at the Tues. Sept. 20 meeting tracks 2,3,4 will watch the videos and vote at this meeting.   Track 1 will watch the videos online over track out and vote by Weds. Sept. 28. Applications will be available outside the 8th grade bathroom tomorrow or printed from the NJHS webpage.
* The offices: All officers will meet weekly during Smart Block to catch up on business.

**President-** Ms. Lynch’s go to person, in charge of planning and running meetings with the help of the other officers. Creating announcements and emails/texts to members with important announcements. Contacting agencies regarding volunteering or donations.

**Vice President-** President’s go to person, in charge of assisting in/ any and all planning and running meetings asked of them by the president. Creating announcements and emails/texts to members with important announcements. Contacting agencies regarding volunteering or donations as per the President’s request.

**Secretary-** Keeps track of notes, minutes from meetings, and most importantly service hours. Two people will share this job as it is one of the biggest because of all the hour sheets. These officers will tally and report all hours earned monthly to the members, they will post this information monthly outside the 8th grade bathroom.

**Treasurer**- In charge or requesting money boxes from PTSA for fundraisers and allocating money we earn for donations or other things for the group.

* All applications will be turned in to the front office and they will put them in my box. You will be contacted by Sept. 13 to discuss your interview.
* Earning hours and turning hour sheets in. Keeping track of hours, you ask….not your parents