



*Applications Due  
to Ms. Debban  
(B17 or  
[Elizabeth.debban  
@gcpsk12.org](mailto:Elizabeth.debban@gcpsk12.org))  
by March 25th at  
2:10pm*

# Officer Application Packet

## Brookwood High School Chapter

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Our NAHS chapter is only as active as its leadership, so careful consideration must be given to the selection of candidates for office. The Brookwood High School Chapter of the National Art Honor Society is a service organization that has been an integral part of the Brookwood Visual Arts culture since its charter in 1982. The officers must have a deep commitment to carry out the duties of their respective offices and must have shown character and performance in their prior membership in NAHS. All officer applicants must be rising juniors or seniors.

**President:** The candidate must exhibit leadership qualities and be the “face” of NAHS. They will promote enthusiasm for chapter activities and to follow through to a successful completion. Applicant must be capable and comfortable with public speaking in front of large audiences and be able to work independently without teacher direction.

**Vice-President:** The candidate for the office of NAHS Vice-President must possess the same qualities as those required for the President and be able to take over the duties of the office in the absence of the President. The Vice-President must be capable of planning and executing a program of activities for the chapter.

**Treasurer:** The candidate for the office of NAHS Treasurer must be capable of managing chapter funds and keep accurate records of income and expenditures.

**Secretary:** The candidate for the office of NAHS Secretary must be able to pay strict attention to detail in writing minutes at every meeting. If a meeting must be missed, the secretary will find a suitable replacement.

**Historian:** The candidate for NAHS Historian must be able to create and maintain a comprehensive visual record of the chapter’s activities. Experience with a camera & managing photos is a must.

### DESCRIPTION OF DUTIES

#### **President:**

1. Responsible for planning the officer meetings and delegating tasks for each NAHS/ Art Club meeting, as well as planning and presenting yearly NAHS/ Art Club agenda with officers and sponsor by August 1<sup>st</sup>.
2. Maintains clear communication with sponsor regarding all meeting topics (supplies, logistics, etc.) in

a timely manner.

3. Responsible for managing the organization and execution of the Empty Bowls service project.
4. Clearly defines and oversees tasks to be completed by other officers as necessary.
5. Speaks at NAHS Induction Night and Art Show.
6. Collaborates with vice president to communicate with society and club members (Remind, morning announcements, paper schedules, etc.)
7. Initiates discussion with officers and sponsor regarding society involvement in NAHS State Conference, All State Art Symposium, and Throwdown.

**Vice-President:**

1. Assumes the duties of the President in his/her absence, as well as actively working with the President to ensure meeting success.
2. Manages and oversees the documentation of hours for Sophomore and Junior NAHS members maintaining active membership (sign-in).
3. Manages and oversees the documentation of hours for Senior NAHS members earning honor cords (sign-in and sign-out).
4. Coordinates club communication with sponsor (Creating Remind messages for sponsor to send, Writing announcements for sponsor to submit at least one week in advance)

**Treasurer:**

1. Keeps accurate records of income and expenditures.
2. Organize the purchase of club and society supplies and ensures that receipts are submitted to sponsor for student reimbursement in a timely manner (food, art materials, etc.).
3. Responsible for club/society t-shirt planning and ordering, and communicating with president and sponsor as needed.
4. Maintains effective communication with president and sponsor about budget and effective use of budget for supply needs.
5. Helps sponsor manage funds raised from Empty Bowls service project.

**Secretary:**

1. Documents proceedings at all NAHS officer meetings and shares with officer team and sponsor in a timely manner.
2. Works closely with vice president to manage and oversee the documentation of hours for Sophomore and Junior NAHS members maintaining active membership (sign-in).
3. Works closely with vice president to manage and oversee the documentation of hours for Senior NAHS members earning honor cords (sign-in and sign-out).
4. Writes thank you notes for faculty and community assistance in projects. These may include guest speakers, artist/demonstrators, parents, or business groups who prepare refreshments, decorations, and favors for special event chapters.
5. Shares Remind sign-up information with members and produces meeting schedules for distribution in fall and spring semesters.

**Historian:**

1. Takes and collects photographs at all NAHS and Art Club meetings and events. If the historian cannot attend a meeting or event, they designate someone to take photographs in their place.
  2. Creates a slide show with the photographs for the Brookwood Art Show in April.
  3. Maintains a positive and active presence on social media for Brookwood's NAHS (Instagram, Twitter, Buster Connects, etc). Posts notifications about meetings the day before, and posts after meetings and events.
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**Officer Applicants MUST:**

1. Turn in officer applications no later than **March 25th at 2:10pm.**
2. Sign up for NAHS on MyPaymentsPlus by September 1<sup>st</sup> 2021.
3. Have been a previous active member of NAHS (Earn at least 10 hours as a Sophomore or Junior)
4. Be a rising Junior or Senior with and A or B average in previous and current art classes
5. Be available for after school meetings and other obligations
6. Plan to attend the Brookwood Art Show and officer meeting in May if selected as an officer
7. Officers and applicants will be notified on the status of their application by April 25th

***Application for National Art Honor Society Officer Positions***

Please detach and turn in to Ms. Debban in B17 or email to [Elizabeth.debban@gcpsk12.org](mailto:Elizabeth.debban@gcpsk12.org) by March 25th at 2:10pm.

**Student Name:** \_\_\_\_\_

**Grade Level 2021-2022:** \_\_\_\_\_ **Current Guided Study Teacher:** \_\_\_\_\_

**Current Art Teacher and Class Period:** \_\_\_\_\_

**Student Phone Number:** \_\_\_\_\_

**Student E-mail Address:** \_\_\_\_\_

**I am interested in the position of ...**

(select THREE, and rate **1**(most interested), **2**(moderate interest), **3**(some interest):

|                |  |
|----------------|--|
| President      |  |
| Vice-President |  |
| Treasurer      |  |
| Secretary      |  |
| Historian      |  |

**Please attach and submit a *typed* description (at least 100 words) addressing the following questions:**

1. Why are you a strong candidate for your desired NAHS position? What sets you apart from the other applicants?
2. What other commitments will you have next year? (clubs, organizations, sports, out of school activities, etc.) How would this affect your ability to serve as a leader of NAHS?
3. What art courses or other art experience do you have?
4. What is your favorite NAHS or Art Club activity that you have participated in and why?
5. If you were to plan a meeting for Art Club and NAHS in February and couldn't spend ANY money, what would we do?
6. If you are applying for President, please elaborate on what you will bring to NAHS in terms of leadership and vision. Where do you see your NAHS going, and what will the program be doing?