



# *Pre-Professional Health Honor Society*

## *Officer Application 2016-2017*

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Current overall GPA: \_\_\_\_\_

### **Desired Position: (ONLY CHOOSE ONE)**

Secretary

Historian/Web Master

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Age: \_\_\_\_\_

### **Officer Commitment**

Have you held a leadership position in PHS before?

Yes

No

If yes, what position was held? \_\_\_\_\_

If elected, would you be able to attend officer meetings?

Yes

No

If elected, would you be able to attend general meetings?

Yes

No

Please list any conflicts or involvements you will have throughout the PHS Organization year including other clubs, sports, theatre, work, etc.:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### **Short Answers**

List any achievements, honors, or awards: \_\_\_\_\_

\_\_\_\_\_

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What leadership positions have you previously held? \_\_\_\_\_

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What are some of your hobbies or interests? \_\_\_\_\_

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PHS's foundation lies in teamwork. What could you contribute to this team? \_\_\_\_\_

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Please list what ideas you plan to contribute to this upcoming service year. \_\_\_\_\_

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**PARENTAL CONSENT AND ACCEPTANCE**

Please sign below to confirm your willingness to commit your time and effort to Rock Ridge High School Pre-Professional Health Honor Society for the 2017 - 2018 school year shall you be elected/appointed as an officer.

I, \_\_\_\_\_, certify that the information provided is complete and accurate. I also certify that I am the author of the answers provided and that they are true and of the utmost sincerity.

Student Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Student Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sign below if you give your consent for the student above to run for office and commit the necessary time and effort to make Rock Ridge High School Pre-Professional Honor Society a success if he/she is elected/appointed as an officer.

Parent Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Parent Name: \_\_\_\_\_





## **Officer Positions**

PHS is led by a student board. The president, vice president, secretary, treasurer, and historian/webmaster comprise the board. In some cases, one or more of these offices may be combined (i.e. secretary-treasurer or secretary-historian).

### **President**

The president is responsible for setting and monitoring the goals of the organization, running meetings, appointing committee chairs and delegating tasks as necessary, recruiting, training and retaining members and maintaining regular communication with members of his or her division.

### **Vice President**

The role of the vice president can be summarized in one word: service. The vice president serves the president, other officers, committees and the general membership. He or she is also expected to learn the duties of the president in order to fill in or take over as necessary.

### **Secretary**

The office of secretary is one of the most demanding in the organization and a good secretary is essential to the proper functioning of any PHS. The secretary is responsible for taking minutes, keeping records and maintaining all important files for the organization.

### **Treasurer**

The treasurer controls the organization's money, both its collection and disbursement. He or she collects member dues, prepares and monitors the budget and maintains accurate financial records.

### **Historian/Webmaster**

The historian/webmaster is responsible for keeping the membership informed about important activities, opportunities and deadlines at the organization, district and international level. The "bulletin" may be a printed piece or electronic update. A webmaster is responsible for the public image of the organization as it relates to Internet-based mediums like a website or social media. He or she creates, updates, and maintains the organization website where appropriate, and he or she manages the social media accounts for the organization.