

**Maine National Honor Society Annual State Convention**

**March 14, 2023**

**Adviser Checklist for State Convention and Banquet:**

\_\_\_\_\_ Registration is completed via the MPA website.

\_\_\_\_\_ Service Project description is submitted by March 3, 2023 (JotForm link).

**If your chapter has a candidate running for state office or regional representative:**

\_\_\_\_\_ Candidate Information Form is submitted by March 3, 2023 (JotForm link).

- Brief Personal Profile of 150 words or less is uploaded to the Candidate Information Form.
- Picture of Candidate in .jpeg is uploaded to the Candidate Information Form.
- Advisor Checklist for State Convention and Banquet is signed by the Adviser and the Principal and uploaded to the Candidate Information Form.
- Candidate's speech is uploaded to the Candidate Information Form

\_\_\_\_\_ Adviser reviews and approves the candidate's speech.

\_\_\_\_\_ Officers, Advisors, and Candidate reviews duties and responsibilities of officers.

\_\_\_\_\_ Adviser reviews guidelines for the advisers of state officers.

**\_\_\_\_\_ Adviser and candidate are able to attend 6 - 8 planning meetings via Zoom, as well as Banquet and Convention with state officers.**

Adviser's signature \_

\_\_\_\_\_  
(required)

Principal's signature \_

\_\_\_\_\_  
(required)

**Once signed by Adviser and Principal, please make sure to upload on the Candidate Information Form by March 3, 2023.**

# Maine National Honor Society Annual State Convention

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## Officer and Adviser Duties:

### Duties and Responsibilities of Officers, Regional Representatives, and Advisers:

#### President:

- A. Preside at all meetings of the MNHS Executive Board.
- B. Represent the MNHS at any public function.
- C. Appoint all necessary committees and serve as an ex-officio member of all committees.
- D. Prepare and present agenda for each meeting to the State Advisers at least one week in advance of State meetings.

#### Vice President:

- A. Perform the duties of the President in the absence of the President.
- B. Perform any duties delegated by the President.
- C. Assist the president in the planning and implementation of the annual MNHS convention.

#### Secretary:

- A. Keep notes of the annual convention.**
- B. Keep and disseminate the minutes of every MNHS executive board meeting.
- C. Conduct all necessary correspondence and other duties delegated by the Executive Board.

#### Public Relations Coordinator:

- A. Gather and submit information regarding the annual convention to be included in the MPA newsletter.
- B. Submit press releases concerning MNHS activities to various media.
- C. Maintain social media presence for the MNHS.

#### Regional Representative:

- A. Attend all Executive Board meetings and actively participate in the operation of the MNHS.
- B. The representatives shall be responsible to serve as liaisons between the MNHS Executive Board and the chapters within that person's regions.

The duties and responsibilities of MNHS officers outlined above are as stated in the MNHS constitution. **All officers and advisers are expected to attend all meetings.** The meetings are held via Zoom. Regular meetings are held in September, October, January, February, and, if necessary, in March. There will be an in-person meeting at the MPA in February/March to prepare for the Banquet and Convention, as well as an in-person transitional meeting that convenes in April/May. Local advisers **MUST** accompany their State officer to the Executive Board meetings.

Election of officers is held at the state convention. The mission of the officers is to organize and publicize the state convention. Local and State advisers and MPA committee representatives assist the MNHS officers in working together to complete the necessary tasks for a smooth-running convention.

## Rules for Candidates

The following are the rules for all candidates, including Regional Representatives, running for an office of the MNHS Executive Board. They will be strictly enforced.

1. A candidate must be a junior in order to run for an office.
2. No write-in candidates will be accepted. Any region not presenting a candidate by the pre-registration deadline will not be represented on the MNHS Executive Board for the next year.
3. **Only one candidate may run per chapter.**
4. All speeches made by candidates must be written in advance, proofread, and approved by the chapter advisor. The Executive Board reserves the right to disqualify any candidate for inappropriate language or content. **Speeches should be 3 to 6 minutes in length.**
5. Prepared speeches will be confined to the assigned topic (listed below) for each officer and regional representative. Candidates are not to re-state their complete profiles since they will be read aloud upon the introduction of the candidates.
6. All candidates running for an office, including regional representative, will give their speeches to the entire convention. There will be no regional meetings.
7. All campaigning and speeches are expected to be conducted in a responsible, respectful manner, characteristic of the National Honor Society.

### Topics of Speeches:

- President: Leadership
- Vice-President: Service
- Secretary: Character
- Public Relations Coordinator: Scholarship
- Regional Representatives: All four values of NHS – Leadership, Service, Character, Scholarship

Regions: Northern, Central, Eastern, and Western.

Carefully read the list of duties and responsibilities of MNHS officers and regional representatives. Encourage a student who is willing to actively participate on the MNHS Executive Board to run for an office. Also, encourage students to consider the position of regional representative. This is an important role of the MNHS Executive Board, but one often overlooked by those choosing to run for office.

Students interested in running do not need to have previously attended a MNHS Convention. It is an excellent opportunity for members of a chapter to work together and campaign for their candidate. It is also an excellent leadership experience for candidates.

**Any Chapter submitting a candidate must do so on the Candidate Information Form (see enclosed link).**

**This speech must be uploaded on the Candidate Information Form with all of the requested documents by Friday, March 3, 2023. It will then be delivered by the student on stage.**