



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: **Advisor to the National Honor Society - High School**

PURPOSE: To supervise this activity which recognizes those students who have met the academic and service eligibility standards in their continuous organized service to the school.

ACTIVITIES:

1. Informs the members of the senior and junior classes at the appropriate times of the eligibility standards for admission to the Honor Society.
2. Conducts the evaluation of all candidates and their eligibility with the procedures established for verification. This includes checking academic ratings and leadership and character standards with activity and athletic advisors.
3. Confers with the principal after the results of the evaluations have been tallied and arranges for a date for the induction ceremony. (Two annually)
4. Arranges for an induction ceremony including a guest speaker, NHS pins, and press releases.
5. Supervises the election of officers and oversees their service program and activities sponsored during the year.
6. Oversees the collection, deposit, and use of all monies raised through fund raising projects.
7. Informs eligible members of the national scholarship program and encourages participation in it.
8. Informs the designated secretary in charge of the Commencement of students to be recognized in the program and with hoods for the academic robes.
9. Checks those special hoods are placed in gown boxes and are returned after usage.
10. Notifies the National office of the honor society chapter of the required information they need and submits to them an end of the year report.
11. Is responsible for turning in all financial information on a timely basis and must "close" the club's books prior to the end of the school year in order to receive final stipend payment.



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FUNDING: Self-supporting -- pins paid for from Principal's Fund.

DURATION: September - June

This activity functions throughout the year requiring the advisor to oversee it before, during, and after school. A few nights may be devoted to induction ceremonies and activities of the organization.

STIPEND: Based on Schedule B of the Working Agreement.

BOE Approved Date:
BOE Review Date: