

*Vitoria-Gasteiz*  
*Sociedad Honoraria Hispánica*  
*Eastside High School*

**Boletín especial de la Sociedad Honoraria Hispánica**

Students members of the *SHH* who are interested in running for office should carefully read the descriptions of officers duties and requirements. If you would like to run for an office, complete the "Potential Candidate" form and return it to Sra. De Jesús no later than September 27<sup>th</sup>, 2021. If all requirements are met, your name will appear on the ballot for elections to be held the day of the second mtg. on October 1st, 2021. *Please be prepared to give a speech.*

**DESCRIPTIONS OF OFFICERS' DUTIES FOR POTENTIAL CANDIDATES**

PRESIDENT: The President is expected to be able to conduct the meetings in Spanish, and to preside over the initiation ceremony. S/he should be a good representative of the spirit and standards of the *SHH*. S/he must have leadership qualities, be dependable in attendance and in duties, and be willing to learn all the aspects of the club. This person will be responsible for all officers and members carrying out their respective duties. And finally, coordinate all activities and trips with the sponsor. This person should be diplomatic, tactful, sensitive and open-minded.

VICE-PRESIDENT: The VP must have all the qualities of a good president as s/he may have to fill in at any given time. This person will be in charge of coordination of the initiation ceremony and will assist the president in conducting it. S/he will also be head of "*special programs*" that may arise throughout the year. This person should be diplomatic, tactful, sensitive and open-minded. .

SECRETARY: The Secretary records the minutes of all board and general meetings, keeps attendance, takes care of correspondence, organizes the files, writes announcements, and is *CHAIRMAN* of the advertising for the *SHH*. This person should be a good writer as well as very creative.

TREASURER: The Treasurer is responsible for all money transactions, such as collecting dues, money for trips, fund raisers, etc. S/he counts and deposits all monies and keeps records of all transactions. Needless to say, this person should be trustworthy and careful.

HISTORIAN: The Historian takes photos of club events, takes care of *SHH* publicity - school and community newspapers, as well as arranges the scrapbook to be entered at the *Florida State Spanish Conference*. This person should be dependable, resourceful and very, very creative.

**ALL OFFICE CANDIDATES TAKE NOTE**

Elected officers must be available after school from time to time to meet and help coordinate and plan activities. This is necessary for good organization and to maintain an active club.

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**SHH Potential Candidate Information**

If you are considering running for office you must:

1- Read the "Description of Officers' Duties and Requirements"

2- Complete this form, *{please print}* and return it to Sra. De Jesús no later than 09/10/18

3- Be prepared to give a short speech for our first mtg. on September 12, 2018.

Student's name: \_\_\_\_\_

Office sought: \_\_\_\_\_

Explain briefly why you would function well in this office:

- List some ideas for programs, activities, etc. that you feel would be good for our club:
  
  
  
  
  
  
  
  
  
  
- Are you presently holding office in any other club or activity? If yes, explain.
  
  
  
  
  
  
  
  
  
  
- Do you have a job or any other time-consuming activity apart from school? If yes, explain.