

**EHS General Meeting
Agenda
3/19/18**

- I. Attendance
- II. Reminder of Points
 - A. 20 needed to be in good standing by April meeting; by today's meeting to run for an officer position
- III. Meetings
 - A. General: 04/16 (**Now a Super Testing Day, switch to 4/18 pending**)
- IV. Activities and Meetings
 - A. Falcon Cove Tutoring (OCT-MAR) - Email lucyclentano1@gmail.com to sign up
 - 1. 2 points
 - 2. Wednesdays, Dates: 4/4, 4/11, 4/18
 - B. Book Drives (MAR-APR) - **Due 4/4**
 - 1. Broward County Libraries - 5 books/CDs/DVDs for 1 point
 - 2. Greatest contributor \$25 Barnes & Nobel gift card
 - C. Outside Contests
- V. Check your points- <http://ehsofcbhs.wixsite.com/1617/member-points>
- VI. Explanation of officer positions
- VII. Interested in running for office?
 - 1. 20 points as of this meeting
 - 2. Email Fonseca with all positions of interest by **4/03**

All officers will be required to fulfill regular member duties as well as their own. In addition, all officers are responsible for attending officer meetings (1 per month) and taking pictures of all events for which they are responsible. Be advised that officers will work on International Fest over the summer. See back for descriptions.

President

The President will be responsible for the following duties:

- Leading the monthly general meetings (creating and typing agenda for officers' meetings and general meetings)
- Supervising monthly GRULES and MISTAKEN Words posters (October-March)
- Heading Poetry Contest (February)
- Coordinating International Fest (Summer and October)
- Downloading and arranging pictures within the EHS website
- First to fill in when another officer cannot preside over his/her duties

Vice-President

The Vice-President will be responsible for the following duties:

- Attending monthly IOC meetings
- Creating and typing minutes for officers' meetings and general meetings)
- Coordinating Tutoring with Falcon Cove (October-March)
- Coordinating Homecoming (October)
- Downloading and arranging pictures within the EHS website
- Second to fill in when another officer cannot preside over his/her duties

Secretary

The Secretary will be responsible for the following duties:

- Creating an EHS mass email account
- Posting minutes on website
- Communicating with members regarding general Society matters
- Updating EHS spreadsheet to keep track of member responsibilities
- Confirming completion or failure to complete EHS responsibility with members
- Third to fill in when another officer cannot preside over his/her duties

Treasurer

The Treasurer will be responsible for the following duties:

- Receipting expenses, reimbursing members, completing purchase orders, filing all paperwork with Administration
- Organizing both Book Drives for public library and Cypress Bay (March-April)
- Supervising Short Story Contest (December)
- Coordinating soldier letter writing project (November)
- Downloading and arranging pictures within the EHS website
- Fourth to fill in when another officer cannot preside over his/her duties

Elderly Chair

The Elderly Chair will be responsible for the following duties:

- Coordinating visits with the elderly home from the beginning of the year
- Supervising member coordinators
- Attending all visits (an average of 1 per month for a total of 10)
- Maintaining communication with Secretary regarding attendance
- Providing paperwork to advisor for approval and confirmation of participation
- Downloading and arranging pictures within the EHS website

- Fifth to fill in when another officer cannot preside over his/her duties

Youth Chair

The Youth Chair will be responsible for the following duties:

- Coordinating visits with the elementary school at onset of year
- Supervising member coordinators
- Attending all visits (an average of 1 per month for a total of 10)
- Maintaining communication with Secretary regarding attendance
- Providing paperwork to advisor for approval and confirmation of participation
- Downloading and arranging pictures within the EHS website
- Sixth to fill in when another officer cannot preside over his/her duties