

OFFICER RESUME

- 1. Personal information including contact information and age as of Dec. 31**
- 2. Your educational experiences and major**
- 3. Your future goals and plans**
- 4. NJHA activities (local, state and national)**
- 5. Other activities involved in**
- 6. Documentation of public speaking and written skills**

Critical information needed:

- 1. A cover letter explaining yourself and what NJHA means to you**
 - **What office are you seeking, and what will your contributions be in that office**
 - **How do you envision you will help NJHA**
 - **Specific activities you plan to do; consider the 5 hours per week commitment, list by month or quarter of year.**
 - **At end of the term of office, if seeking re-election or another office, what criteria do you plan on using to note your success in the previous year.**
- 2. A letter of recommendation by a NJHA leader (not related)**
- 3. A letter of recommendation by a Non-NJHA leader (not related)**
- 4. A letter of support from a parent or guardian. LETTER MUST BE SIGNED**

Suggestions in preparation of making the application and the interview

- 1. Know the HYCEL**
- 2. Read and be knowledgeable of the Constitution and by laws of NJHA**
- 3. Be familiar with the history of NJHA**
- 4. Know the organization structure of NJHA; the relationship of the Foundation Board and the Youth Officers**
- 5. Be knowledgeable of the sponsors of the Foundation and NJHA.**

RESUMES SHOULD BE SUBMITTED BY SEPTEMBER 15 TO:

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Running for National Office

1) General guidelines

Applications must be filled out by all youth wishing to run for a national office and sent to the advisor(s) no later than the set deadline. This also includes youth who currently hold a national office and wish to run for a position at the coming convention. Application forms may be obtained at <http://www.njha.org/pdfs/offnom.pdf>.

- When feasible, no more than two youth from the same state may hold national office in the same year.
- The president may be 22 years old in the year that he/she is elected.
- An individual running for president must be willing to serve an additional year as past president.

2) Youth Officer Duties

President:

Represent the organization and lead the officer team into new heights in planning and implementing the coming convention. Other duties include:

- Preside at all meetings of the Association
- Chairman of the Executive Committee
- General supervision of association affairs
- Voting member of the NJHF (National Junior Horticultural Foundation) Board of Trustees
- Recommend and execute duties for Executive committee
- Year-round communication with members, youth coordinators, all other officers, and state leaders
- Appreciation to donors from officers, youth coordinators and youth
- Ambassador to organizations such as National Grange, FFA, 4-H

Vice President:

Organize, encourage, and lead the Youth Coordinators while involving them in the convention and horticulture related activities either on the internet or at their local level. Other duties include:

- Assume duties of the President in the event of the latter's absence.
- Voting member of the NJHF Board of Trustees
- Coordinating Youth Coordinator communication and activities throughout the year and at convention

- In charge of opening and closing banquet Flag Shows at convention
- In charge of the closing banquet slideshow at convention
- Make and distribute *The Executive* newsletter

Secretary:

- Record minutes of the annual meeting and Executive Committee meetings
- Submit all copies of these minutes to all members of the Executive Committee, Board of Trustees and NJHF Historian
- Voting member of the NJHF Board of Trustees
- Coordination of banquet information at convention (banquet agendas, etc.)

Regional Directors (3: Eastern, Central, and Western):

- Gather articles and information for 2 annual regional Newsletters
- Attend all NJHF Board of Trustees meetings
- Specific and personal correspondence to Youth Coordinators (YCs) in region
- Offer information, encouragement and advice to YCs about promotion and activities in NJHA
- Communicate officer and YC activities to State leaders.

Past President:

Assist with and offer guidance to incoming officers and help officers with tasks and responsibilities. Other duties include:

- Recruit and support active members, YCs, and state leaders in inactive states
- Voting member of the NJHF Board of Trustees

General Duties for All Officers:

- Attend Youth officer team (Executive Committee) meetings.
 1. At adult advisor's home in December/January following election
 2. At hotel site of coming convention in June following election
- Attend annual NJHA Convention.
- Personal purchasing of officer uniform (official jacket and tie provided).
- Promotion/representation of NJHA
- Write an article for every *Going and Growing* newsletter.

Expenses paid for travel and accommodations for above mentioned meetings and for other approved expenses (postage, copying costs, etc.) pending availability of funds.

3) **Nominating Committee**

The Nominating Committee shall interview each candidate that has applied for to be considered as a national officer/regional director and shall nominate one candidate for each office. The slate shall be presented at the annual meeting; additional nominations may be made from the floor. Delegates nominated from the floor must have applied for a national office and been interviewed by the Nominating Committee. Officers shall be elected annually by a majority vote of the members present. A quorum must be present. Voting shall occur.

The nominating committee for the national officer team will consist of: the advisor(s), Past President, President, Executive Secretary, and others appointed by the advisor(s).

In the event that a position on the youth officer team becomes vacant, the position will be handled as follows:

- The position of the president will be filled in by the vice president.
- The position of past president, vice president, secretary and the regional directors will be filled by an individual appointed by a committee consisting of the president, adult advisor(s), and executive secretary.