

# **2024 – 2025 Executive Board Member Application**

Flip this form over to see the duties of each office to aid in your decision.

I am interested in running for: \_\_\_\_\_

## *Elected Positions*

President  
Vice-President  
Secretary  
Treasurer  
Communications Chairperson  
Northern Area Rep  
Central Area Rep  
Southern Area Rep

## *Appointed Positions*

Convention Chairperson

Name \_\_\_\_\_

Year in School: 9 10 11 12

Email Address \_\_\_\_\_

School Name \_\_\_\_\_

Advisor's Name \_\_\_\_\_

Advisor's Email \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of Advisor \_\_\_\_\_

**All applicants and their advisors** must be available for interviews on **February 13th at Addison Trail.**

**Convention Chairperson Applicants:** *Have the following available on February 13th at 4:00pm*

1. Possible dates for the NED Convention in late February of 2024.
2. Possible facilities available for a convention: your school auditorium or gym for general assemblies, classrooms for small group meetings, cafeteria service; a local community college, hall, or country club.
3. Possible theme ideas, opening group activities, and food options.

APPLICATIONS MUST BE Filled out by BY FEBRUARY 2, 2024

Ms. Megan Cantos  
NED Executive Director  
Ridgewood High School  
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Norridge, IL 60706  
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# **Duties of the Executive Board**

## **I. President**

- i. Preside over all board meetings and prepare an agenda for all board meetings.
- ii. Prepare for the Convention.
  1. Prepare an opening speech for the Convention.
  2. Receive constitutional amendments for the district Convention.
  3. Prepare a script for the Convention.
- iii. Secure the speaker for the Convention and inform the speaker of the Convention.
- iv. Act as a liaison between the NED and the IASC.

## **II. Vice President**

- i. Be prepared to preside in the absence of the President.
- ii. Assist the President in every way.
- iii. Publish and distribute the NED Handbook and Membership Directory and other resource material under the auspices of the NED.
- iv. Be responsible for Discussion Group Leaders.

## **III. Secretary**

- i. Take minutes at all board meetings and send copies of the minutes for the next board meeting to all board members at least one week prior to the next board meeting.
- ii. Send out all letters and correspondence as requested by the Board.
- iii. Act as an overseer of the Hall of Ideas.

## **IV. Treasurer**

- i. Receive all expense sheets from board members and pay by check all approved bills.
- ii. Deposit and disburse all monies in and from the NED checking account held at the bank of the Treasurer's choosing.
- iii. Prepare and mail the Membership Drive letters.
- iv. Send out membership certificates to schools that join NED.

## **V. Convention Chairperson**

- i. Be responsible for the district Convention held in the chair's high school or other facilities.
- ii. Work with the Executive Board on any project undertaken by the district.
- iii. Notify the IASC Executive Secretary of the date of the proposed Convention.
- iv. Make arrangements for the use of the necessary rooms needed to host the Convention.
- v. Make an agenda for the Convention.

## **VI. Communications Chairperson**

- i. Maintain and update the NED website.
- ii. Post all announcements and information requested by the Executive Board.
- iii. Be responsible for and oversee the election procedures for the election of officers at the Convention.
- iv. Be chairperson of the Credentials Committee.

## **VII. Area Representative**

- i. Serve as a liaison between the NED Executive Board and the specific schools within the representative's area.
- ii. Assist the Treasurer with membership responsibilities as needed.
- iii. Be responsible for updating the advisor e-mail list and update contact information for schools within the representative's area.
- iv. Personally contact the Student Councils of at least five schools within the area every year.