



OFFICER JOB DESCRIPTION - PRESIDENT

The President serves as a model and provides leadership to the entire Junior Board.

The President must be an age of twelve or older and commit to serving on the Junior Board for one year.

The President will facilitate all Junior Board Meetings held quarterly.

The President will arrive 30 minutes prior to the quarterly Board Meetings to prepare with other officers and the Volunteer Manager.

The President will assist the Volunteer Manager at all fundraisers and with the coordination of the event.

The President will prepare the Vice-President for all role responsibilities if absent.

It is an HAH policy that all Junior Board Members under the age of 12 must be accompanied by an adult at all HAH events.



I would like to be President of the Junior Board because:

Please list your involvement in school extracurricular or community volunteer activities:

Name _____ E-mail/Phone No. _____

Parent Signature _____ E-mail/Phone No. _____



OFFICER JOB DESCRIPTION – VICE-PRESIDENT

The Vice-President serves as a model and provides leadership to the entire Junior Board.

The Vice-President must be a member of the Junior Board for a minimum of one year.

The Vice-President will assist the President with facilitating all Junior Board Meetings held quarterly.

The Vice-President will arrive 30 minutes prior to the quarterly Board Meetings to prepare with other officers and the Volunteer Manager.

The Vice-President will assist the Volunteer Manager at all fundraisers and with the coordination of the event.

The Vice-President will perform all role responsibilities of the President or Documentarian if absent.

It is an HAH policy that all Junior Board Members under the age of 12 must be accompanied by an adult at all HAH events.



I would like to be Vice-President of the Junior Board because:

Please list your involvement in school extracurricular or community volunteer activities:

Name _____

E-mail/Phone No. _____

Parent Signature _____

E-mail/Phone No. _____



OFFICER JOB DESCRIPTION – DOCUMENTARIAN

The Documentarian serves as a model and provides leadership to the entire Junior Board.

The Documentarian must be a member of the Junior Board for a minimum of one year.

The Documentarian will attend and record minutes at quarterly Board Meetings.

The Documentarian will arrive 30 minutes prior to the quarterly Board Meetings to prepare with other officers and the Volunteer Manager.

The Documentarian will assist the Volunteer Manager at all fundraisers and with coordination of the event.

The Documentarian will prepare the Vice-President for all role responsibilities if absent.

It is an HAH policy that all Junior Board Members under the age of 12 must be accompanied by an adult during HAH events.



I would like to be Documentarian of the Junior Board because:

Please list your involvement in school extracurricular or community volunteer activities:

Name _____

E-mail/Phone No. _____

Parent Signature _____

E-mail/Phone No. _____