

Duties of NHS Officers and Board Members

I pledge myself to uphold the high purposes of the National Honor Society to which I have been selected, striving in every way by word or deed to make its ideals the ideals of my school and my life.

All officers and board members are asked to maintain a notebook throughout the year to pass onto the next year's officers.

President:

- Preside over all meetings which will be held at 11:10 in room 320 on the first and third Tuesday of every month during the 2011-2012 school year.
- Prepare agenda for all meetings and give a copy to one of the advisors in advance; so that copies can be made for briefing those members not able to attend the meeting.
- Check in personally (preferred) or by e-mail at least once a week with the advisor
- Lead and plan all NHS group community service projects
- Assist in planning and implementing fund raising for NHS
- Assist in planning, setting up and working for the March/April Induction ceremony.
- Give a short speech at the Induction ceremony

Vice President

- Run meetings if President is absent
- Write the monthly meeting reminder for PTV and submit it so it will run at least 5 days in advance of all NHS meetings
- Special Announcements that go into PTV submitted and those in NHS do interviews.
- Check with the Secretary and get an agenda and warning note to any NHS member who did not attend or check in at the monthly meeting.
- Send reminders to members by email/face book of upcoming fundraisers, deadlines, etc. and put on PTV announcements if appropriate
- Give a short speech at the induction ceremony.

Secretary

- Prepare Sign-In sheets and have them ready for the monthly meetings
- Take the attendance at each meeting, condense and record it in an ongoing Excel spreadsheet
- Provide an updated spreadsheet of attendance to each advisor within One Week after each ALL NHS meeting
- File a copy of the agenda and attendance from each meeting in the record binder
- Help plan agendas for meetings
- Take Minutes at every regular meeting and prepare those minutes
- Send by email a copy of the minutes of the meetings to each advisor within one week of the meeting and file the minutes in the binder.
- Prepare and send all thank you notes and communication for the organization.

- Assist and plan all fund raising
- Assist in planning, set up and working at the initiation ceremony
- Give a short speech at the induction ceremony

Treasurer

- Will be counting all money during fundraising and this person should plan on doing this during free periods or after school during those times along with advisor
- Fill out Deposit Slips and P.O.'s to be checked and signed and turned in by Advisor.
- Meet with advisor about fundraising events and getting everything we need at local commissary, shopped, PX/BX.
- Collect DUES, transfer those records to an Excel spreadsheet and update as needed when dues are paid first month of coming back to school August-September - \$10
- Assist the Secretary in attendance, minutes, and absences in the monthly NHS meetings.
- Give a short speech at the induction ceremony.

Board Members (6)

Two board members will be assigned as committee chairman for the NHS Chapter Projects

- (1) Staff Breakfast
- (2) Induction in March/April
- (3) Final Exam Survival Bags

Take pictures and Video Footage for all events/fundraisers

Update Bulletin Board (s) for each month Themes and special focus.

Organize Fundraisers, work tables during lunch and other times.

Will also be assigned as chairmen of other project committees as they arise

Will assist the 4 officers in any way they can

The 4 Officers will also assist the Board Members in their projects

Will NOT give a speech at induction but WILL sit on stage and be recognized with the 4 NHS Officers.