

National Honor Society Officer Duties and Descriptions

President:

- Co-plan and attend all Executive Committee Meetings
- Preside at all meetings of the chapter
- Represent the chapter at all events associated with the chapter
- Appoint necessary committees
- Organize the Spring Induction and Freshman Camp
- Serve as ex-officio member on all committees
- Delegate responsibilities to members
- Assist and communicate with the Advisor

Vice-President:

- Attend all Executive Committee Meetings
- Preside at chapter meetings in the absence of the President
- Oversee the work of all committees
- Plan and produce the end of year event
- Assist the Advisor in all leadership projects

Secretary:

- Attend all Executive Committee meetings
- Record minutes of all chapter meetings and maintain an archive
- Record attendance for all chapter meetings and maintain an archive
- Assist the Service Officer with volunteer hour record keeping
- Assist the Advisor as necessary

Service Officer:

- Attend all Executive Committee meetings
- Coordinate large chapter-wide service activities
- Research and recommend service opportunities for the chapter
- Record member service hours each semester and keep accurate records
- Track Individual Service Projects
- Assist Advisor as necessary

Historian

- Attend all Executive Committee meetings
- Keep a record (written, photographs, video) of chapter events
- Create the chapter scrapbook web page
- Assist the Advisor with the Chapter Web page

Publicity Coordinator

- Update members on chapter activities
- Publicize chapter activities in the community as appropriate
- Assist the Advisor and webmaster with the Chapter Web Page