

National Honor Society: Officer Position Descriptions

President: Responsible for holding and attending group meetings, sending out Reminds, being in charge of presenting new volunteering opportunities to club sponsor, organizing events (requires participation in all if not most events and meetings), answering questions asked by club members, ensuring running hours spreadsheet is updated and accurate, ensuring volunteer and attendance logs are up to date. Delegating tasks evenly among all officers. Contact with advisor on regular basis, reviewing requirements of officers and members to evaluate involvement. Finding new volunteer opportunities.

Vice President: Aid and assist President in holding meetings, sending out Reminds as needed, helping organize events, *requires same amount of participation as President position*, helping answer questions asked by members, creating sign up forms for upcoming events, assisting the president in organization and supervision. Contact with advisor on regular basis, reviewing requirements of officers and members to evaluate involvement. Finding new volunteer opportunities.

Secretary (1-2 needed): Signing members in and out at events (*one secretary at least MUST be present at each event and meeting to do this*), taking attendance at meetings, taking notes at meetings and sending those to bookkeeping, helping where help is needed. Finding new volunteer opportunities.

Treasurer: Keeping track of fees and payments required, providing updated logs of students who have paid dues to the President and club sponsor (*working with bookkeeping*), reminding those who have not paid their dues to do so, taking notes at meetings as needed, helping where help is needed. Finding new volunteer opportunities.

Online Liaison & Web Manager: Responsible for ensuring communication between online and in person members during meetings (*having Teams open to access the chat on virtual calls, and making sure any questions and concerns are relayed to the other officers*). Taking attendance for students online using Teams. This officer is also responsible for keeping website up to date with current volunteer and scholarship information. Club advisor will provide the information, Liaison only needs to input and organize on the NHS website. Finding new volunteer opportunities.

All positions require both dedication and responsibility. Officer positions are all-inclusive – some duties should be covered by other officers to fulfil responsibilities (ie: secretary unavailable, treasurer / liaison to take notes). We are in this together and so we need to help each other to make sure that all duties are covered.

FULL (IN-PERSON) OFFICER ATTENDANCE IS THE EXPECTATION FOR ALL MEETINGS AND MOST EVENTS.

I understand and accept the responsibilities that are expected of me.

Printed: _____ **Signature:** _____