

Duties of National Honor Society Officers

President

- 1.) Preside over all meetings.
- 2.) Meet with administrator to update them on chapter activities and goals.
- 3.) Assume leadership role in organizing service projects and events.
- 4.) Organize Induction Ceremony.
- 5.) Research possible service projects and activities for chapter.
- 6.) Read and become familiar with the NHS handbook and constitution and be able to inform members of its contents.
- 7.) Organize annual Blood Drive.

Vice President

- 1.) Preside over all meetings in absence of President.
- 2.) Assume leadership role in organizing events and service projects.
- 3.) Assist in organizing Induction Ceremony.
- 4.) Assist in organizing Blood Drive.

Secretary

- 1.) Take minutes at all meetings-copy and give to advisor.
- 2.) Read back minutes from previous meetings.
- 3.) Keep accurate attendance-contact members who have missed meeting without notifying advisor.
- 4.) Write announcements and have them approved by advisor.
- 5.) Distribute all information and materials for fundraisers and service projects.
- 6.) Assume leadership role in organizing fundraisers and service projects.

Treasurer

- 1.) Collect all money made or raised by chapter, and fill out deposit slips when necessary.
- 2.) Take accurate inventory of all needed supplies and make order.
- 3.) Fill out NHS chapter information for the following year.