

## **President**

### Criteria:

- Leader
- Must be a Senior
- Encourager
- Energetic
- Time Manager
- Able to Spend Time Before and/or After School
- Good Relationship with the Chapter, the Faculty, and the Student Body
- Mature
- Organized
- Have Sound Judgment
- Have the Ability to Work With Many Different Kinds of People and Personalities

### Responsibilities:

1. Preside over meetings according to accepted rules of parliamentary procedure.
2. Prepare the agenda for meetings and typically provides agenda copies to the club's advisor so that NHS members who cannot attend meetings still are privy to the information discussed.
3. Appoint committees and serve on them as a non-voting member.
4. Coordinate the activities of the chapter and evaluate the progress of each division of the program of activities.
5. Represent the chapter in public relations and official functions.
6. Appointing and delegating: take great care in the appointments you make and in delegating tasks. After appointing persons to perform tasks, ensure that the task is done.
7. Work with the chapter advisor to plan a calendar of activities for the upcoming year.
8. Coordinate the planning and the implementation of the induction ceremony and reception.
9. Ensure that the chapter fulfills all chapter standards.
10. Meet/Update/Present chapter status to advisor at least once a month. A regular weekly meeting with advisor is common.