

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.

Secretary

Criteria:

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

Responsibilities

1. Help the president prepare and post the agenda for each chapter meeting
2. Prepare and present the minutes of each chapter meeting
3. Organize all committee reports
4. Be responsible for chapter correspondence
5. Maintain a member attendance and activity records
6. Keep track of committee calendars
7. Have on hand for each meeting:
 - a. National Honor Society Minutes Log (which also includes copies of all handouts given at meetings)
 - b. Committee reports and calendar
 - c. Official National Honor Society Handbook
 - d. Copies of the chapter constitution and bylaws
8. Help plan fundraisers and community services
9. Writes and sends donation letters and contacts businesses to follow-up written requests
10. Maintains records to be passed on to next year's officers including a list of addresses and phone numbers of all businesses who provided donations
11. Handle communications for the society, which includes sending thank-you notes to those who have assisted you or made donations