

National Honor Society

Officer Responsibilities

President: The president first serves as the junior secretary and then as the president the following year. This position is open to sophomore applicants who exhibit strong leadership and wish to make NHS their top extracurricular activity. The president oversees the other officers and makes sure all the goals of NHS are being met by attending and helping to plan most NHS activities and meetings. The president conducts the monthly chapter and presidency meetings and works closely with the NHS advisor.

Vice President: The VP oversees all service projects including planning and carryout. NHS sponsors at least one main project a month, but often does more. The VP should plan to attend all service activities or arrange to have another presidency member there. The VP also assists the president by filling in for him/her at meetings if necessary. Those who would like to be in a leadership position and who can think of, plan, and follow through with creative service project ideas should consider applying for this position.

Historian: The historian is responsible for compiling pictures of NHS meetings and activities throughout the year. The historian is also responsible for overseeing the publicity committee which makes posters and spreads the word about upcoming meetings and activities. It is the job of the historian to keep the members informed. Applicants with an artistic flare are more likely to enjoy this job.

Secretary: The main job of the secretary is to keep accurate records of membership, probation, termination, reinstatement, fee payments, and meeting attendance. (The junior and senior secretaries take roll at the meetings, but the secretary compiles the entire list.) The secretary is in charge of contacting new members via mail and keeping the minutes of the chapter and presidency meetings. The secretary also oversees the tutoring program. The person who applies for this job should be one who exhibits attention to detail and organizational skills.

Senior Secretary: The job of this secretary is to take roll for senior members during all meetings. It is very important that the senior secretary keep accurate rolls as meeting attendance for seniors can make the difference between graduating with the NHS cowl and not. The senior secretary is also in charge of the recycling program and should be available Thursday afternoons to get the volunteers started. If the senior secretary is not available, he or she should arrange to have someone else start the recyclers.

Junior Secretary: The junior secretary helps plan all the social aspects of NHS throughout the year. He or she also takes roll for all juniors during the chapter meetings. The main responsibility of the junior secretary is to shadow the president, attend as many activities as possible, and learn how the organization runs. The junior secretary should plan on learning how to lead in order to assume the responsibilities of president the following year.

If you wish to be considered for any positions listed above, complete the application and return it to Mrs. Albrecht before May 4th.