



## NHS Officer Duties and Requirements: 2014-2015

If you intend to run for any NHS office, you must carefully review these obligations and ascertain that you are able and willing to comply with them.

Keep in mind that these duties are in addition to the duties and responsibilities of membership. Officers are not exempt from individual service hours, chapter projects and attendance requirements.

After thoroughly reading and understanding these requirements, you must notify the proper officer of your intent to run for office in writing. In your intent letter, you must include a) why you are running for office and b) what qualifies you for the position.

If you have any questions, do not hesitate to speak with an officer or the advisor.



### **The president of the Pleasanton Chapter shall:**

- Create the agenda for all meetings with the advice and consent of the other officers and the advisor and shall be open to input from all members regarding the content of agendas.
- Preside at all meetings of the National Honor Society.
- Appoint committees if necessary and delegate leadership responsibilities of service projects.
- Plan a rough calendar for the NHS year: service projects, selection process for new members, induction ceremony, elections, etc.
- See to it that the chapter performs a group community service project each semester. At least one project must be organized by the vice-president; the other project may be organized by any officer.
- Organize the induction ceremony of new members and shall appoint current members to fill various roles in the ceremony.
- Speak at the induction ceremony in some capacity.
- Ensure that NHS applications are available to all those interested before the culmination of spring semester.
- Ensure that the selection process of new members runs smoothly by making the application (or revising the old application), helping the advisor coordinate a faculty selection committee and distributing decision letters to all applicants.
- Make sure that all candidates for office are aware of officer requirements and conduct elections for the following school year.
- Coordinate an officer installation ceremony/ celebration at the end of the year.
- Maintain communication with the advisor regarding all NHS matters.
- Maintain communication with the other officers and hold them accountable for performing their duties.
- Keep a list of all members' email addresses to communicate updates and reminders about meetings, projects, service opportunities, etc.
- Call at least one general assembly meeting each month.
- Shall remind members of each general meeting via announcements on the PA system, Parent Organizer and/or email.
- Make sure that attendance is taken at each meeting and inform absent members of what they missed at a meeting.
- Miss no more than one meeting per year (barring extenuating circumstances).



- Set an example of scholarship, leadership, character and service for others to follow.



**The vice-president of the Pleasanton Chapter shall:**

- Preside at all meetings and perform all presidential duties in the absence of the president (See above for presidential duties).
- Lead and organize one of the two chapter service projects (either first or second semester).
- Assist the president in keeping up-to-date on the various workings of any existing committees.
- Perform any duties delegated by the president.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Set an example of scholarship, leadership, character and service for others to follow.



**The secretary of the Pleasanton Chapter shall:**

- Keep minutes of all meetings.
- Keep accurate attendance of all meetings and projects and inform the advisor of any members who miss more than one meeting a semester or who do not participate in service projects.
- Notify the president of members who have missed a meeting so that the president may update them.
- Collect a copy of all NHS agendas, speeches, induction ceremony scripts, selection packets, election procedures, officer requirements, community service guides, individual service logs and any other written material to establish and maintain continuity and traditions.
- Compile and maintain information about current members' individual community service activities that will be shared with new inductees.
- Assist the president in reminding members of any committee duties, induction roles, service project dates and individual log sheet due dates.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Set an example of scholarship, leadership, character and service for others to follow.



**The treasurer of the Pleasanton Chapter shall:**

- Maintain with the advisor a running financial record of all income and expenditures for the current year.
- Collect dues and ensure that all members pay dues.
- Purchase any necessary items for the chapter: induction ceremony supplies, NHS cords/tassels for seniors, etc.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Set an example of scholarship, leadership, character and service for others to follow.



**The chaplain of the Pleasanton Chapter shall:**

- Work with the advisor to establish guidelines for proper meeting conduct and behavior.
- Ensure that order is maintained and procedures are correctly followed at all meetings.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Set an example of scholarship, leadership, character and service for others to follow.