National Honor Society Officer Duties and Descriptions

President:
• Co-plan and attend all Executive Committee Meetings
• Preside at all meetings of the chapter
• Represent the chapter at all events associated with the chapter
• Appoint necessary committees
• Organize the Spring Induction and Freshman Camp
• Serve as ex-officio member on all committees
• Delegate responsibilities to members
• Assist and communicate with the Advisor

Vice-President:
• Attend all Executive Committee Meetings
• Preside at chapter meetings in the absence of the President
• Oversee the work of all committees
• Plan and produce the end of year event
• Assist the Advisor in all leadership projects

Secretary:
• Attend all Executive Committee meetings
• Record minutes of all chapter meetings and maintain an archive
• Record attendance for all chapter meetings and maintain an archive
• Assist the Service Officer with volunteer hour record keeping
• Assist the Advisor as necessary

Service Officer:
• Attend all Executive Committee meetings
• Coordinate large chapter-wide service activities
• Research and recommend service opportunities for the chapter
• Record member service hours each semester and keep accurate records
• Track Individual Service Projects
• Assist Advisor as necessary

Historian
• Attend all Executive Committee meetings
• Keep a record (written, photographs, video) of chapter events
• Create the chapter scrapbook web page
• Assist the Advisor with the Chapter Web page

Publicity Coordinator
• Update members on chapter activities
• Publicize chapter activities in the community as appropriate
• Assist the Advisor and webmaster with the Chapter Web Page