

## National Honor Society Officer Responsibilities

### *Hermon High School Chapter*

The purpose of the National Honor Society is to create enthusiasm for *scholarship*, to stimulate a desire to render *service*, to promote *leadership*, and to develop *character* in students of secondary schools.

#### **The Chapter President shall . . .**

- create an agenda for chapter meetings and get it approved by the chapter adviser.
- post meeting agendas and reminders on the chapter's Facebook page.
- preside at meetings of the chapter.
- serve as the official representative of the chapter at school and community functions.
- be an active member of the Executive Council.
- serve as the chairperson for the induction/tapping ceremony.
- give a welcome speech at Academic Awards Night.
- Be in charge of morning announcements for the first quarter of the school year.

#### **The Chapter Vice President shall . . .**

- preside at meetings in the absence of the president.
- maintain an accurate record of members' contributions to leadership and service.
- be an active member of the Executive Council.
- serve as the chairperson for Academic Awards Night.
- Be in charge of morning announcements for the second quarter of the school year.

#### **The Chapter Secretary shall . . .**

- keep the minutes and attendance record for the meeting.
- be responsible for all official chapter correspondences.
- be a public relations liaison between the chapter and HHS.
- be an active member of the Executive Council.
- serve as the chairperson for the winter fundraiser.
- Be in charge of morning announcements for the third quarter of the school year.

#### **The Chapter Treasurer shall . . .**

- keep the record of business expenses, dues, and all other financial transactions of the chapter.
- coordinate with the advisor in counting money and organizing financial deposits for the chapter.
- provide a monthly Treasurer's Report.
- be an active member of the Executive Council.
- serve as the chairperson for the spring service project.
- Be in charge of morning announcements for the fourth quarter of the school year.

*I have read the NHS officer expectations and agree to abide by them. I understand that expectations will be monitored and if I fail to adhere to the expectations, my officer status may be revoked.*

Student Name (Print Please): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_