

# NATIONAL HONOR SOCIETY OFFICERS' JOB DESCRIPTIONS

---

The following highlights the specific duties of each office. Each officer is expected to attend all meetings on time and actively participate in NHS activities.

## **President**

- >Facilitates communication among officers
- >Produces the New Member Induction in the fall semester and Officer Induction in the spring semester
- >Produces the Plano Showcase in the spring semester

## **Vice-President**

- >Organizes tutoring list and all tutoring projects; keeps record of approved tutoring
- >Handles purchase orders, direct pays, and petty cash with Ms. Wiswell's prior approval
- >Organizes Homecoming Week festivities and other school-related projects

## **Recording Secretary for Juniors**

- >Coordinates registration of incoming junior members
- >Creates and maintains records of members and their status, including contact information, dues, personal hours, projects, etc.
- >Posts probation/good standing lists every semester
- >Fields questions by members of their status, explains reasons for probation, etc.

## **Recording Secretary for Seniors**

- >Coordinates registration of senior members
- >Maintains existing records of members and their status, including personal hours, projects, etc.
- >Posts probation/good standing lists every semester
- >Fields questions by members of their status, explains reasons for probation, etc.

## **Corresponding Secretary**

- >Produces NHS correspondence (thank you's, probation letters, etc.)
- >Establishes and maintains e-mail distribution for all PSHS NHS members
- >Maintains PSHS NHS website and updates it with current information and dates

## **Activities Officer (3 positions)**

- >Locates and publicizes (sponsors) at least two projects at all times (except in May)
- >Communicates with contact person of sponsored project
- >Communicates with other officers and Ms. Wiswell for appropriate support
- >Maintains project logs regarding members and hours

## **Public Relations**

- >Makes and posts NHS publicity signs, as appropriate
- >Writes and submits announcements
- >Plans and maintains the two NHS bulletin boards by the Lecture Hall

## **Action Coordinator**

- >Schedules manning tables for collection of papers, donations, etc.
- >Prints membership certificates and induction programs
- >Supports other officers, as needed

Action Committee members are available to help, as needed, for a variety of tasks.