

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.