

Koda NJHS Executive Committee Roles

President

- i. Create the agenda for all meetings with the advice and consent of the officers and the adviser.
- ii. Preside over all meetings of the Koda NJHS and meetings of the executive committee.
- iii. Appoint necessary committees and delegate leadership responsibilities of service projects and activities.
- iv. Serve as ex-officio (non-voting) member on committees and projects.
- v. Preside at the Induction Ceremony and deliver the speech on “Leadership.”
- vi. Represent the Koda NJHS at all public occurrences.
- vii. See that the names of all persons who participated in each service project and attended each meeting are submitted to the adviser with the help of the Secretary in order that the adviser may fulfill the responsibility of notifying and informing those not fully participating of the responsibilities of NJHS membership.
- viii. Maintain close communication with the chapter adviser.
- ix. Set an example of scholarship, leadership, character and service for others to follow.

Vice President

- i. Preside at all meetings and perform all duties in the absence of the President.
- ii. Retrieve key from main office to open meeting room for all meetings.
- iii. Lead and organize at least one major chapter service project.
- iv. Coordinate and check on the planning activities of the various committees and keep the President informed of their progress and/or challenges.
- v. Perform any duties delegated by the President.
- vi. Coordinate projects and maintain the yearly calendar.
- vii. Deliver an Induction Ceremony speech on “Character.”
- viii. Set an example of scholarship, leadership, character and service for others to follow.

Treasurer

- i. Maintain with the adviser a financial record of all income and expenditures for the period the officer holds office. Recommend fundraising activities for NJHS. Send reminders and collect dues. Set an example of scholarship, leadership, character and service for others to follow.

Secretary

- i. Keep minutes of all meetings.
- ii. Keep accurate attendance of all meetings and service projects and report to the President and the adviser the names of any members who have become inactive.
- iii. Conduct correspondence with the President, adviser and school administration and elements of the community when necessary.
- iv. With the Chapter Historian, collect all publicity, clippings and/or photographs of the chapter.
- v. Set an example of scholarship, leadership, character and service for others to follow.

Historian/Reporter

- i. Collect and bind all Induction Ceremony speeches for posterity and make an effort to obtain whatever speeches were delivered in the past and are, to date, lost in order to build a collection and a tradition.
- ii. Aid the secretary in press, publicity and photography tasks.
- iii. Assure that there is a collection of photographs of NJHS activities for the Koda yearbook, school bulletin boards and press releases.
- iv. Set an example of scholarship, leadership, character and service for others to follow.