

# Chatfield NHS Officers' Duties

*(Officers' Duties According to National Headquarters Office Follow)*

## **All NHS Officers Must:**

- ❖ Show intense interest in the NHS and be committed to its success
- ❖ Seek to inspire interest and optimism in others
- ❖ Be willing to accept responsibility and share responsibility with others
- ❖ Give proper recognition to others for work well done
- ❖ Be able to lead a discussion democratically
- ❖ Be respectful and inclusive
- ❖ Keep the adviser informed of all decisions made by the officers
- ❖ Be prompt and attend all meetings
- ❖ Maintain regular communications with adviser(s) and other officers
- ❖ Learn to delegate; allow others to have opportunities for leadership
- ❖ Promote membership
- ❖ Participate in fundraisers
- ❖ Participate in committee functions
- ❖ Meet or exceed the requirements for continued NHS membership
- ❖ Uphold all specific obligations of their office

## **Duties and Responsibilities**

### **President**

The person accepting the office of President assumes the responsibility of doing everything possible to make his or her NHS a stronger, better organization than it was before he/she was installed as President. An effective President will be familiar with the NHS Constitution.

The President MUST realize that he/she cannot assume the responsibility of doing everything. The President's task is to direct and guide. The ability to delegate responsibility without being "bossy" must be cultivated and practiced.

### **Primary duties:**

- Lead the organization;
- Develop meeting agendas in cooperation with the other NHS officers and have it approved by an advisor.

When presiding at meetings, the President will:

- Know and follow the rules of parliamentary procedure;
- Have minutes of previous meetings approved;
- Follow a definite order of business;
- Recognize a speaker when he/she is standing and after the Chair has been properly addressed;
- Confine discussions and motions to business that is before the house;
- Make sure that motions and amendments are clearly understood;
- Require seconds to motions and amendments before proceeding;
- Call on individuals when they can make valuable contributions;
- Make every matter of business a democratic expression of the group;
- See that the Secretary is making proper record of the proceedings;
- Ask for the Advisor's opinion, if necessary;
- Call for order when necessary;
- Refrain from doing most of the talking; the President directs the discussion.

**Vice President**

In properly organized Chapters, the Vice President is not the “forgotten one” of the Chapter. Instead this individual is one of the busiest officers in the Chapter. The Vice President should know the NHS Constitution and should have the ability to handle meetings and know parliamentary procedure. Moreover, this individual should be familiar with the committee organization of the Chapter.

Main duties:

- Assist the President;
- Have charge of setting up and carrying out the planned NHS activities;
- Preside in the absence of the President;
- Assume responsibility for room arrangements at all meetings;
- Be responsible for a report on accomplishments to the Chapter at the end of the year.

**Secretary**

Main duties:

- Prepare and read the minutes of the Chapter's business meetings and the meetings of the officers;
- Prepare the written agenda of each meeting for the President, listing the order of business;
- Answer all correspondence promptly and file the letter and the reply for future reference;
- Keep a membership list and record of attendance at meetings;
- Call meetings to order in the absence of the President and Vice-President/President-Elect and entertain a motion for a temporary chairman;

- Count and record rising vote when taken;
- Keep the permanent records of the Chapter;
- Read communications at meetings;
- Collect and record reports of all committees and all written resolutions.
- Prepare for each meeting the following items: Secretary's book and minutes of previous meetings.

### **Treasurer**

A good Treasurer contributes much toward the efficiency of the Chapter and should be accurate, prompt, and resourceful.

#### **Main duties:**

- Keep the financial records of the Chapter and keep the Adviser aware of any needed funds or transactions;
- Assist in preparing an annual budget of estimated receipts and expenditures;
- Serve as the accountant when items are donated – keeping accurate lists of number and types of donated items and preparing reports for the chapter.

### **Historian**

#### **Main duties:**

- Be the official chapter photographer;
- Maintain photo collection – organize, store, & share (all electronic photos featuring members cannot be shared without permission);
- Provide shared electronic folder(s) of NHS photos with Adviser;
- Maintain records of NHS meetings and activities.

### **Communications Coordinator**

#### **Main duties:**

- Submit NHS announcements about meetings and events for broadcast during school announcements;
- Create monthly bulletin for distribution at NHS meeting which lists all upcoming events and “need to know information”;
- Maintain an up-to-date listing of all events and volunteer opportunities on the NHS website;
- Organize the creation of posters/artwork as needed for events and activities.

# NHS Officers' Duties

## from National Headquarters Office

(source: <https://www.nhs.us/advisers>)

Officers are [elected by the membership](#). Typically, new officers are [installed during a ceremony](#) at a chapter meeting, dinner meeting, or other special event. It is also wise to prepare a leader code of ethics to share with your officers.

### President

The chapter president must maintain a delicate balance between leading and encouraging other officers, members, and interested students to take on leadership responsibilities. The president's responsibilities extend beyond the students within the chapter.

The chapter president must:

- Know how to handle many types of situations
- Be mature
- Be organized with good time management skills
- Have sound judgment
- Have energy
- Be able to work with many different kinds of people and personalities
- Have a good relationship with the chapter, faculty, and student body

### Vice President

The vice president's primary (and very necessary) role is to serve as the official replacement for the president should the president fail to function or be unable to fulfill his or her responsibilities.

The vice president, more than any other officer, has the opportunity to be creative in the position beyond the primary job description. The vice president is the president's closest

student adviser and assistant. The vice president and president must work very closely together to create a productive Honor Society.

In many chapters, the president serves as the point-person—the person out in front of everyone. The vice president serves as the behind-the-scene person who plans, organizes, schedules, and oversees to make sure the chapter work is done.

To be successful, the vice president needs to:

- Know how to handle many types of situations
- Be mature
- Be organized with good time management skills
- Have sound judgment
- Have energy
- Be able to work with many different kinds of people and personalities
- Have a good relationship with the president, chapter members, committees, and the student body

## **Secretary**

The secretary's primary responsibility is to keep the official records of chapter business and serve as the official correspondent for the chapter. The historical memory of the Honor Society on your campus depends on the quality of the secretary's performance. The job requires accuracy, neatness, and completeness.

The secretary is expected to:

- Be the keeper of the records, designer of the agenda
- Be organized
- Know nearly everything about every meeting
- Be alert to the calendar and the progress of committees
- Be knowledgeable about meeting procedures
- Spend time planning and organizing the chapter's work.

Depending upon your chapter and school size, the secretary position may actually be divided into two separate positions – recording and corresponding secretaries. Middle level chapters, for example, often separate the secretarial duties to distribute the workload and involve more students. The recording secretary deals with the agenda

and minutes of meetings. The corresponding secretary maintains files, communications, and distribution of materials.

## **Treasurer**

The treasurer's primary responsibility is to keep accurate records of all financial transactions of the chapter and periodically report a summary of these transactions at meetings.

The treasurer predicts how money will be used in the future and makes concrete suggestions for saving money and increasing efficiency. To do the job correctly, a treasurer must keep track of all expenditures and add the appropriate transactions to the account books. The treasurer should be the person concerned with regulating the flow of money, especially when many people want to spend it.

The treasurer is expected to:

- Be the chief financial officer for the chapter
- Know about money, accounting, and budgeting
- Be called upon to give financial advice
- Be able to research and develop cost analyses
- Keep accurate records of the chapter's finances

Money management is a very serious responsibility. For your safety, it must always be done with adult supervision and assistance and according to the policies of your school so that no student is put in a potentially compromising position with the handling of money.

Consider using this sample [treasurer's report form](#).

## **Parliamentarian**

The role of the parliamentarian is to ensure that meetings are orderly and civil, and to help the chapter operate according to its constitution and bylaws.

The main function of the parliamentarian is to advise the president or chairperson on procedure during meetings. The parliamentarian does not rule members out of order. Neither should he or she call for votes—that is the job of the president. If a

parliamentarian notices a violation in procedure, he or she should quietly tell the president, and then the president may rule from the chair.

The parliamentarian is expected to:

- Act as the keeper of the constitution and bylaws and be familiar with their contents
- Be knowledgeable about meeting procedures
- Offer procedural opinions when asked to do so by the president or chairperson
- Know nearly everything about every meeting
- Chair the constitution/bylaws revision committee, if the need arises.

**For basic parliamentary procedures or an alternative method to keep meetings organized**, check out various meeting management websites, such as the [National Association of Parliamentarians](#) or the [American Institute of Parliamentarians](#) for tutorials on how to use parliamentary procedure.

## **Historian**

The chapter historian's primary responsibility is to collect and preserve information that provides a clear and concise record of all chapter activities for the year.