

National Honor Society Officer Responsibilities

If you are interested in any of the following positions please submit an essay of no more than 250 words to Ms. Cromeyn or Ms. LaLota in A125 stating:

- why you're interested in the position
- what unique attributes you have that make you qualified for the position
- one quote that inspires you

All essay submissions are due: **Wednesday, October 4th.**

Junior Vice President: The Junior Vice President holds a very large responsibility in NHS, which is the peer tutoring program. As the Vice President, you will be expected to organize, schedule and plan meetings between both the tutors and the children. The Vice President must be very organized and tech savvy, as the peer tutoring program is run online. If successful in this position, the Junior Vice President position has the opportunity to turn into becoming the National Honor Society President in their senior year. There will be two Vice Presidents.

Secretary: The secretary holds an important position in the club by keeping track of what is discussed at meetings. The secretary must be in charge of taking notes at both general membership meetings and officer meetings. The secretary must also post the notes recorded at general membership meetings on the National Honor Society website. The secretary must be very neat, organized, and on top of what is discussed at each meeting. There will be one Secretary.

Treasurer: The Treasurer holds a vital position in the club, by managing the funds for the club. As well as managing the membership dues, the treasurer must sign off on checks to ensure the spending of the club. There will be one Treasurer.

Social Media/PR: The social media position is a new addition to the officers in the club. It is important that the members of the club, school and community are updated and informed on what the club is contributing to the community. As a

Social Media officer, you will be in charge of running the National Honor Society Facebook, Twitter and Instagram, and also taking pictures at various events run by the National Honor Society. You must be able to delegate and communicate with other members to ensure you optimize the opportunity to share our events with the community. There will be one PR Officer.

