

## NHS Officer Duties and Requirements

If you intend to run for any NHS office, you must carefully review these obligations and ascertain that you are able and willing to comply with them.

Keep in mind that these duties are in addition to the duties and responsibilities of membership. Officers are not exempt from individual service hours, chapter projects and attendance requirements.

After thoroughly reading and understanding these requirements, you must notify Mrs. Paone or Mrs. Kennedy of your intent to run for office in writing. The intent letter is available in this packet.

If you have any questions, do not hesitate to speak with an officer or the advisor.

### **The president of the PMHS Chapter shall:**

- Create the agenda for all meetings with the advice and consent of the other officers and the advisor and shall be open to input from all members regarding the content of agendas.
- Preside at all meetings of the National Honor Society.
- Appoint committees if necessary and delegate leadership responsibilities of service projects.
- Represent the chapter in public relations and official functions
- Plan a rough calendar for the NHS year: service projects, selection process for new members, induction ceremony, elections, etc.
- See to it that the chapter performs a group community service project each semester. At least one project must be organized by the vice-president; the other project may be organized by any officer.
- Organize the induction ceremony of new members and shall appoint current members to fill various roles in the ceremony.
- Coordinate an officer installation ceremony/ celebration at the end of the year.
- Maintain communication with the advisor regarding all NHS matters.
- Maintain communication with the other officers and hold them accountable for performing their duties.
- Keep a list of all members' contact information to communicate updates and reminders about meetings, projects, service opportunities, etc.
- Make sure that attendance is taken at each meeting and inform absent members of what they missed at a meeting.
- Miss no more than one meeting per year (barring extenuating circumstances).
- Set an example of scholarship, leadership, character and service for others to follow.

**The vice-presidents (Scholarship and Service) of the PMHS Chapter shall:**

- Lead and organize one of the two chapter service projects (either first or second semester).
- Work closely with the president and advisor(s) to assess progress towards meeting chapter goals.
- Perform any duties delegated by the president.
- *Preside at all meetings and perform all presidential duties in the absence of the president.*
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Set an example of scholarship, leadership, character and service for others to follow.
- VP of Scholarship will share any scholarship opportunities with the club.
- VP of Service keeps track of club service hours.

**The secretary of the PMHS Chapter shall:**

- Prepare and post the agenda for each chapter meeting.
- Keep accurate attendance of all meetings and projects and inform the advisor of any members who miss more than one meeting a semester.
- Notify the president of members who have missed a meeting so that the president may update them.
- Keep a list of all members' contact information to communicate updates and reminders about meetings, projects, service opportunities, etc.
- Assist the president in reminding members of any committee duties, induction roles, service project dates and individual log sheet due dates.
- Keep track of committee calendars.
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Set an example of scholarship, leadership, character and service for others to follow.

**The treasurer of the PMHS Chapter shall:**

- Maintain with the advisor a running financial record of all income and expenditures for the current year.
- Collect dues and ensure that all members pay dues.
- Purchase any necessary items for the chapter: induction ceremony supplies, NHS cords/tassels for seniors, etc.
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Set an example of scholarship, leadership, character and service for others to follow.

**The historian of the PMHS Chapter shall:**

- Develop and maintain a scrapbook of memorabilia in which to record the chapter's history. This may be digital.
- Take pictures of designate someone to take pictures at all NHS events.
- Research and prepare items of significance of the chapter's history.
- Prepare displays of chapter activities for community events
- Complete the annual report of all National Honor Society activities
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.
- Set an example of scholarship, leadership, character and service for others to follow.

**The sergeant-at-arms of the PMHS Chapter shall:**

- Work with the advisor to establish guidelines for proper meeting conduct and behavior.
- Ensure that order is maintained and procedures are correctly followed at all meetings.
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony and lead the Pledge of Allegiance.
- Set an example of scholarship, leadership, character and service for others to follow.

**Intent to Run  
To become an officer of the  
Pedro Menendez Chapter of the National Honor Society**

Name \_\_\_\_\_ Class of \_\_\_\_\_

*Please print clearly*

I would like to run for the office of: *(Choose one)*

President

Vice President of Scholarship

Vice President of Service

Secretary

Treasurer

Sergeant-at-Arms

Historian

Please write a brief statement explaining why you would like to hold this office and what qualifications you have for this office. You may use the back of this paper if needed.

*“I understand that being an Honor Society officer implies certain obligations and responsibilities to the advisers, the members, and the organization. I have carefully read the descriptions of my office and I promise that if I am elected, I will donate enough time and effort to fulfill the obligations of that office and that I will uphold the highest principles of the National Honor Society: Scholarship, Character, Leadership, and Service.”*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date