

ARTICLE V: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, service coordinator, parliamentarian, meeting coordinator, and media manager. These officers shall be selected by the residing officers and Adviser after an interview process in the spring of each year. All officers will be seniors. If they refuse the position an alternate will be chosen by the Adviser.

Section 2. The president shall be present at all Thursday meetings, Monday recap meetings, and Monday officer meetings; frequently attend service opportunities; welcome and greet members during all meetings; plan officer meeting dates / locations and create the meeting agenda; plan NHS interest meeting in September; assist Service Coordinator in seeking out in-service opportunities; communicate with school administration and other campus honor society clubs to plan multi-club service opportunities.

Section 3. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service; aid the President with activities; communicate efficiently with the president and fellow officers; be present at all meetings, officer meetings and frequent service opportunities; be involved in planning events such as events and service opportunities; create PowerPoints for meetings

Section 4. The service coordinator shall Create original service opportunities; maintain record of organizations that frequently request volunteers; communicate with members of the community to organize service opportunities; create all interest forms for service opportunities and communicate to organizations the potential number of volunteers; communicate and share data with Parliamentarian for all in-service opportunities; present all service opportunities to club members; be available to respond to all Slack messages about service opportunities; follow leads of service opportunities given by club members

Section 5. The parliamentarian shall create a system for member sign-in for service opportunities; export all data from sign-in sheets and Microsoft Forms to Excel spreadsheets; calculate community service hours for members and inform the sponsor of member involvement; track member involvement through statistics and demographics; share sign-in sheets to members in a timely fashion; communicate number of service hours to members upon their request; keep all copies of forms and master sheets for filing and records

Section 6. The meeting coordinator shall communicate with President on meeting specifics ahead of time; plan member engagement activities for meetings; set up the meeting location (seating arrangements, load PowerPoint) before each meeting; post the PowerPoint link to Slack after each meeting; announce upcoming meetings on Slack; maintain meeting attendance; communicate to members how many meetings they missed upon their request.

Section 7. The media manager shall Maintain social media accounts; announce NHS activities on all Alpha Titan social media accounts; share NHS activities with administration monthly in the form of a newsletter; share NHS activities with yearbook staff throughout the year; appear on UHS Titan News to promote NHS

Section 8: If, in the opinion of the Adviser, an officer is not accomplishing their assigned duties in a timely manner, then the membership will be asked to vote on the removal of the offending officer. This vote should be by secret written ballot, counted in the presence of the Adviser by the remaining officers. The announcement of the impending vote will occur during one meeting and the vote during the next scheduled meeting.