

Vanden National Honor Society Officer Requirements and Responsibilities All officers should exemplify the highest standards of scholarship, service, leadership, and character. As an officer, you are responsible for being a motivator and a MODEL to the entire chapter and community. As an NHS officer, you represent the cream of the crop of the cream of the crop.

Please act responsibly at all times, keeping in mind that your actions reflect strongly on the integrity of the Vanden High School chapter of the National Honor Society.

All officers need to possess the following traits:

- ♣ Organized – able to maintain accurate records and keep track of important information
- ♣ Responsible – able to follow through on plans, doesn't procrastinate
- ♣ Dedicated – willing and able to commit your time in order to attend officer meetings and fulfill the duties of your office
- ♣ Enthusiastic – excited about making this chapter the best it can be

All officers are expected to:

- ♣ Attend all chapter and officer meetings
- ♣ Participate in chapter service projects-At least one officer must be at each chapter project.

President ♣ Should have held some previous leadership office ♣ Create meeting agendas for officer and chapter meetings ♣ Lead chapter meetings ♣ Host induction ceremony ♣ Offer community service and chapter project ideas

Vice President ♣ Should have held some previous leadership office ♣ Assume president's duties when he or she is not present ♣ Maintain attendance records and written excuses. ♣ Offer community service and chapter project ideas

Secretary ♣ Take minutes at all officer & chapter meetings & record & distribute these to officers and advisers ♣ Offer community service and chapter project ideas

Historian ♣ Take pictures at events ♣ Create flyers advertising NHS activities ♣ Hang and collect NHS meeting banner ♣ Offer community service and chapter project ideas

Activities Chair ♣ Offer community service and chapter project ideas ♣ Must plan at least one event per year

Parliamentarian ♣ Maintain records of membership status ♣ Offer community service and chapter project ideas