Officer Descriptions

Chapter Officers

The chapter officers consist of a president, vice-president, secretary, treasurer, historian and parliamentarian. The officers are to be elected by the membership in the spring of each year and are to serve as outstanding role models to the members and the student body. NHS officer candidates must fill out a nomination form and deliver a campaign speech of no more than 200 words to their peers. A majority must be cast to elect any officer to the Winter Springs High School Chapter of NHS.

Section 1 – President

It shall be the duty of the president to preside over meetings, set agendas for the meetings, coordinate work, function as an intermediary, represent chapters at other meetings as required, take ultimate student responsibility for all chapter functioning, and lead the club in the revision of the National Constitution.

Section 2 – Vice President

The vice-president shall fulfill the duties of president as circumstances require, oversee the number of community service hours rendered and monitor the mentor program, while evaluating the need for developing new committees to help with the smooth functioning of the chapter. Vice President also assists in Public Relations for NHS.

Section 3 – Secretary

The secretary shall take minutes of all meetings, maintain accurate electronic records, maintain club rosters, update the calendar and oversee publicity of chapter events and correspondence. You MUST be organized!

Section 4 – Treasurer

The treasurer shall develop and maintain all financial records and manage the NHS account and purchase orders and oversee all chapter fundraising activities. Section 5 – Historian The historian shall maintain the clubs website, mentor program sign ups, update the calendar and manage the submission of photos by members as part of their service requirement. At the induction ceremony, the historian will prepare a slideshow highlighting community service events over the past year.

Section 5- Project/ Public Relations Manager

Project/ Public Relations Manager will write announcements and be approved by advisor; write up releases and upcoming events; help organize fundraisers and service projects; be familiar with NHS bylaws and handbook. Additionally, will update website, mentor program sign ups, and manage the submission of photos by members as part of their service requirement. At the induction ceremony, the historian will prepare a slideshow highlighting community service events over the past year.

Section 6- The senior Representative

The senior representative will provide perspective at e-board meetings and help with other officer duties.

Section 7- Junior Representative

The junior representative will provide perspective at e-board meetings and help with other officer duties.

Section 8- Executive Branch

Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.