



**Buffalo Lake Hector Stewart High School
National Honor Society**



OFFICER RESPONSIBILITIES

ALL OFFICERS

- Attend officers' meetings before general meetings to set the meeting agenda.
- Submit items to the agenda the week before the meeting.
- Participate in the spring induction process, which includes delivering NHS letters, attending pre-induction meetings, and participating in the induction ceremony.
- Check in with your faculty adviser regularly.

PRESIDENT

- Create the agenda for each month's Officer Meeting and General Meeting and share it with the advisor by Monday so she has time to make copies for the Wednesday meeting (Doc agenda).
- Hold general meetings on the 1st Wednesday of the month, which includes facilitating order.
- Coordinate the efforts of the other officers and committee chairs to ensure the smooth running of the organization.
- Contact officers if an unforeseen event arises or a reminder is necessary.
- Attend meetings as necessary to brief the building principal on club events.
- Maintain master calendar/update Google Calendar with relevant dates.
- Share the monthly agenda before the meeting.

VICE PRESIDENT

- Take attendance electronically at all meetings, verify quorum, and update attendance on the Google form.
- Provide the VP's report at each meeting.
- Coordinate committee operations and check in with committee chairs before and after each event to ensure procedures are followed (sign-ups, reminders, points sheets, etc.).
- Share sign-up sheets and volunteer information sheets in Google Forms.
- Contact the advisor to notify students when they have two unexcused absences, using a form letter.

SECRETARY

- Record minutes of general meetings and share them with the faculty adviser by Friday after general meetings; share minutes on Google Drive to members and submit them for approval at subsequent meetings.
- Log and file service, meeting, and donation points.
- Coordinate with the Faculty Adviser to keep the service points log and NHS Member Directory current.
- Collaborate with historians to create press releases for district/local publications.
- Provide the secretary's report at each meeting.
- Issue service point updates/reminders in January ahead of the minimum service point check-in date (10 hours required by January of each year, 20 by the end of April).

- All points must be turned in by April.

TREASURER

- Plan and facilitate monthly donation efforts, including collecting, counting, and delivering donations to various organizations.
- Collect and count membership dues; issue receipts for dues.
- Provide the treasurer's report at each meeting.
- Keep running budget records (dues & fundraising collection/spending).
- Ideas of places to work with:
 - St. Paul's Closet
 - Renville County Food Shelf
 - Olivia's House of Hope
 - Ronald McDonald House
 - Homework Help

HISTORIAN: May or may not be filled depending on the number of position candidates.)

- Coordinate with the faculty adviser to maintain the NHS social media presence, including service reminders, event photos, and meeting countdowns.
- Create meeting slides based on the agenda, including the month's service pictures.
- Compile pictures and accomplishments throughout the year to present at each meeting and for the Seniors' Honors Presentation at the May meeting (Senior video).
- Create an online scrapbook to document the year's activities.
- Collaborate with the secretary to create press releases.
- Assist with designing fliers for events.