



NHS Officers and Responsibilities

Section 1: Club Officers.

- ❖ President: The President will conduct all meetings, chair the Executive Council, and manage the operations of Brownsboro NHS.
- ❖ Vice President: The Vice President will assume the president's responsibilities as needed and coordinate the operations of Brownsboro NHS.
- ❖ Secretary: The Secretary will publish all Brownsboro NHS communications and take detailed minutes at every meeting.
- ❖ Treasurer: The treasurer will work with the advisor to maintain a balanced budget, record all club transactions, and collect dues.
- ❖ Historian: The Historian shall be responsible for sustaining accurate records and history of the chapter. They are expected to record and understand notable events during their tenure.
- ❖ Media Specialist: The Media Specialist serves as a public relations officer for the Brownsboro NHS and is responsible for contacting and/or attending meetings with advisors and other officers. The Media Specialist will also maintain and update club information for the public.

Section 2: Additional clarity surrounding Leadership/Officers' duties.

- ❖ The president's duty is to preside at the chapter meetings and serve as the chapter's official representative at school and community functions. They shall maintain order within the chapter and delegate tasks as necessary.
- ❖ The Vice President shall preside in the president's absence and shall also keep a record of members' contributions to leadership and service. The vice president is expected to learn the duties of the president and fill in or take over, as necessary.
- ❖ The Secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.
- ❖ The Treasurer shall keep a record of business expenses, dues, and all other financial transactions of the chapter.
- ❖ The Historian shall be responsible for keeping a visual record of all events and producing a photobook at the end of the year to document the chapter's work. They will also work closely with the media specialist to post on social media.
- ❖ The Media Specialist shall be responsible for keeping members and the community actively engaged through social media outlets.