



NHS Officer Duties

Duties of the President

- Conducts all meetings
- Clears the meeting agenda with the advisor one week prior to meeting
- Serves as a liaison with the advisor and school administration
- Is responsible for conducting the induction ceremony, including making a speech [will begin at the 2024 induction ceremony]
- Is responsible for scheduling meetings, etc. with advisor approval
- Participates as a good member throughout the year

Duties of the Vice President

- Takes over when the president is absent
- Attends all meetings and participates as a good member throughout the year
- May be expected to chair certain committees
- Keeps and updates files of all yearly projects

Duties of the Secretary/Treasurer

- Takes formal minutes of meetings. These should be kept in a notebook for reference
- Is responsible for writing appropriate thank you notes throughout the year
- Is responsible for typing, sending, etc., the formal invitations for the induction ceremony [will begin at the 2024 induction ceremony]
- Is responsible for participating in all special ceremonies
- Attends all meetings and participates as a good member throughout the year

Duties of the Historian

- Takes photos of special NHS events
- Is responsible for contacting the news media to take pictures for all special events throughout the year
- Clips newspaper articles about NHS members for the scrapbook
- Keeps the current scrapbook up-to-date so that it can be displayed at the formal induction.
- Attends all meetings and participates as a good member throughout the year
- Is responsible for participating in all special ceremonies