

Old Mill High School National Honor Society

Officer Job Descriptions

Have you thought about a leadership position in NHS? We hold elections as well as review all interested parties in an effort to choose the best person for each position. Here is a list of the positions available for current junior members. Any positions that go unfilled will be offered to new members after induction. They all require someone who is dedicated, responsible, works well with others and would represent the society in a positive manner. Check out the positions and apply for the one that sounds perfect for you!

Position	Description
President Senior Only	<ul style="list-style-type: none"> ● Create the agenda for all meetings with the advice and consent of the officers and the Chapter Adviser(s). ● Presides at all meetings of the Old Mill High School National Honor Society. ● Appoints necessary committees and delegates leadership responsibilities of service projects and activities. ● Presides at the Induction Ceremony and delivers the speech on one of the pillars of NHS. ● Represents the Old Mill High School chapter of the National Honor Society at all public occurrences. ● Sees that the names of all persons who participated in each service project and attended each meeting are submitted online with the help of the Secretary and Treasurer in order that the Adviser may fulfill the responsibility of notifying and informing those not fully participating the responsibilities of NHS membership. ● Maintains close communication with the Chapter Adviser(s). ● Sets an example of scholarship, leadership, character and service for others to follow.
Vice President Senior Only	<ul style="list-style-type: none"> ● Preside at all meetings and performs all duties in the absence of the President. ● Coordinate and check on the planning of activities of the various committees and keep the President informed of their progress and problems. ● Perform any duties delegated by the President. ● Coordinate projects and help plan the calendar for the year. ● Deliver, at the Induction Ceremony, the speech on one of the pillars of NHS. ● Sets an example of scholarship, leadership, character and service for others to follow.
Secretary Senior Only	<ul style="list-style-type: none"> ● Keep the minutes during meetings. ● Maintain current information for members in the NHS bulletin board. ● Keep accurate attendance at all meetings and service projects and report to the President and the Chapter Adviser(s), the names of any members who have become inactive. ● Help with all online information relating to attendance and activities ● Maintains correspondence with the President, Adviser, and the Administration and elements of the community when necessary. ● Collect all publicity, clippings, and/or photographs for the chapter. ● Deliver, at the Induction Ceremony, the speech on one of the pillars of NHS. ● Sets an example of scholarship, leadership, character and service for others to follow.

Treasurer Senior Only	<ul style="list-style-type: none"> ● Keep an accurate account of receipts and disbursements. ● Prepare the NHS Scholarship information by October of each school year. ● Recommends fundraising activities. ● Delivers, at the Induction Ceremony, the speech on one of the pillars of NHS. ● Sets an example of scholarship, leadership, character and service for others to follow.
Officer-At-Large	<ul style="list-style-type: none"> ● Be responsible for assisting the new members in the processes of the Old Mill Chapter of NHS. ● Answer questions and lead the interest meeting for upcoming Juniors that will be applying to NHS. ● Collect and bind all induction ceremony speeches for posterity. Make an effort to obtain whatever speeches were delivered in the past in order to build a collection and a tradition. ● Aid the secretary in press, publicity and photography tasks. ● Assure that there is a collection of photographs of NHS activities. ● Take pictures of all NHS events and activities ● Create PowerPoint Presentation for Induction Ceremony with the help of the other officers ● Make sure all pictures and the PowerPoint Presentation have been approved by all officers and advisers. ● Deliver, at the Induction Ceremony, the opening prayer. ● Sets an example of scholarship, leadership, character and service for others to follow.
Junior Liaison Senior Only	<ul style="list-style-type: none"> ● Be responsible for assisting the new members in the processes of the Old Mill Chapter of NHS. ● Answer questions and lead the interest meeting for upcoming Juniors that will be applying to NHS. ● Assist the Officer-At-Large with all their duties. ● Take all photographs during the Induction ceremony. ● Sets an example of scholarship, leadership, character and service for others to follow.