**NHS Sunshine Chapter Duties of Officers (Executive Board)**

**Officer Requirements to Apply:**

1. Has missed at most TWO meetings
2. Must have completed 5 hours *each* semester of membership
3. Complete full application and submit on time

**President**

* Presides over chapter meetings and activities
* Works closely with advisor in all matters except member selection and member discipline
* Presides over the fall induction ceremony
* Needs to be comfortable speaking to large groups; excellent public speaking skills
* Needs good organizational skills
* This position will be A LOT of work, especially 1st semester; candidates should **not** be over-extended with other activities

**Vice President**

* Presides over chapter meetings and activities in the absence of the president
* Maintains service hours records of members
* Collaborates with the President to create an agenda for each officer and club meeting

**Secretary**

* Maintains records of member meeting attendance
* Handles some correspondence within school and community as needed (info for Devil Vision and/or morning announcements about meetings and events)

**Treasurer**

* Maintains records of payment of dues by chapter members
* Maintains records of chapter expenditures and account balance
* Records must be kept in the advisor’s room at all times
* Assists Vice President in maintaining hours records of members

**Sergeant-at-arms**

* Makes sure auditorium is ready for each meeting and clean afterwards
* Maintains order during meetings and chapter activities

**Historian**

* Possesses organizational and artsy skills
* Takes pictures at chapter meetings and events
* Maintains an up-to-date chapter bulletin board
* Must update and maintain our bulletin board in the Main Building

**All Officers**

* Should be willing to meet as an executive board at least once per month
* Should have good attendance
* Should participate in all NHS-sponsored activities to the best of their ability, even if they don’t need the service points
* Check email regularly