



Chapter Officer Responsibilities

President

- Serve as a representative of the chapter officers and NSHSS Headquarters
- Ensure the chapter's progress toward NSHSS membership goal and Standards accomplishments
- Facilitates executive board meetings
- Organize, communicate and implement chapter meetings with appropriate and timely follow up
- Create ways for members to become active and involved
- Be a role model to peers and uphold a positive relationship with all high school educators
- Report chapter's accomplishments to NSHSS Headquarters
- Maintains contact with NSHSS Headquarters

Vice President

- Assumes responsibilities in President's absence
- Facilitates elections for chapter officers
- Recruits new members
- Oversee annual Induction Ceremony planning and implementation

Community Service Director

- Recommend potential community service opportunities
- Implement at least one high school project annually
- Organize local middle school tutoring sessions

Communications Director

- Reserves meeting space and communicates with membership accordingly
- Maintains records of all activities and events; reports to NSHSS Headquarters
- Prepares meeting agendas and provides notes to the executive board upon conclusion
- Advertises chapter-related meetings, NSHSS initiatives and scholarships
- Post flyers, create school announcements, social media awareness for chapter-related events

Treasurer

- Prepares and maintains annual budget
- Keeps record of all money and receipts
- Suggest fundraising opportunities, if applicable
- Ensure adequate budget and financial controls are maintained

The National Society of High School Scholars