Chapter Advisor Responsibilities

Compliance
• Serve as a resource between school administration, chapter officers and NSHSS Headquarters
• Oversee adherence to the high school’s policies and procedures
• Oversee chapter’s adherence to NSHSS Chapter Standards and Constitution
• Ensure the chapter’s officers operate within the framework set by the Constitution

Leadership
• Meet regularly with officers regarding chapter activities and individual responsibilities
• Maintain regular contact with NSHSS Headquarters to sustain continuity, especially any role changes
• Recommend replacement(s) and provide succession planning to new or additional advisors
• Oversee chapter finances, such as authorizing chapter expenditures and assist chapter in fundraising activities
• Oversee the annual election, training and transition of officers

Membership Drive
• Confirm invitation process with NSHSS Headquarters
• Ensure your high school sends prospective member information to NSHSS Headquarters by deadline
• Respond to prospective member questions

Induction Ceremony
• Assist officers in planning and implementing the annual event
• Ensure officers communicate time, date and location to NSHSS Headquarters and promote throughout school community
• Review the budget officers create for event and ensure all payments are made in a timely manner
• Oversee the pre-event and day of logistics