



## 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

# The National Society of High School Scholars