

NHS Officer Responsibilities

2019-2020

Position	Responsibilities
President	<p>Reports to sponsor – disseminates information to all officers</p> <p>Service liaison with community members and NHS members</p> <p>Meeting agenda and Officer meeting agenda</p> <p>Oversees all activities and organizes the planning of fundraisers, meetings, etc</p> <p>Keep track of emails and Remind</p> <p>ISP proposals (reviews and accepts)</p>
Vice President	<p>Oversees ongoing service opportunities</p> <p>Makes and monitors sign up genius</p> <p>Work with faculty council to arrange appeals</p> <p>Keep track of email and remind for volunteer-related messages</p>
Secretary	<p>Meeting roll</p> <p>Keeps track of hours, attendance, and demerits</p> <p>Posts hours</p> <p>Answer and check (webpage/email)</p>
Treasurer	<p>Responsible for club accounting. Keep track of dues.</p> <p>Fundraising for a purpose.</p> <p>Manage website and online calendar of events</p> <p>Order items for NHS and catalogs inventory.</p>
Parliamentarian	<p>Service Socials Coordinator (once a month meeting)</p> <p>Update the NHS board monthly</p> <p>Responsible for helping with planning and executing activities including Induction (February), and the End of the year Social (May).</p>
Historian	<p>Take pictures and video throughout the year at NHS events</p> <p>Social Media Management (Instagram, Twitter, etc.)</p> <p>Oversees publicity</p> <p>Check emails occasionally</p> <p>Create the multi-media presentation highlighting the year of service to be shown on the announcements and at our last meeting.</p> <p>NHS monthly updates.</p>

All officers take turns being at service opportunities to sign papers.