

Officers

Keep in mind that these duties are in addition to the duties and responsibilities of membership. Officers are not exempt from individual service hours, chapter projects and attendance requirements.

After thoroughly reading and understanding these requirements, you must notify complete the leadership application. If you meet the basic requirements for the club and position, you will be contacted for an interview.

If you have any questions, do not hesitate to speak with the advisor.

The president of the AACT NHS Chapter shall:

- Create the agenda for all meetings in collaboration of the other officers and the advisor and shall be open to input from all members regarding the content of agendas.
- Preside at all meetings of the National Honor Society.
- Appoint committees if necessary and delegate leadership responsibilities of service projects.
- Represent the chapter in public relations and official functions
- Plan a calendar for the NHS year: service projects, selection process for new members, induction ceremony, elections, etc.
- See to it that the chapter performs a group community service project each semester. At least one project must be organized by the vice-president; the other project may be organized by any officer.
- Organize the induction ceremony of new members and shall appoint current members to fill roles in the ceremony.
- Make sure that all candidates for office are aware of officer requirements and conduct elections for the following school year.
- Coordinate an officer installation ceremony/celebration at the end of the year.
- Maintain communication with the advisor regarding all NHS matters.
- Maintain communication with the other officers and hold them accountable for performing their duties.
- Keep a list of all members' email addresses to communicate updates and reminders about meetings, projects, service opportunities, etc.
- Call at least two general assembly meeting each month.
- Shall remind members of each general meeting via announcements on remind, and/or email.
- Make sure that attendance is taken at each meeting and inform absent members of what they missed at a meeting.

- Miss no more than one meeting per year (barring extenuating circumstances).
- Prepare and give a speech at the induction ceremony.
- Represent the chapter in public relations and official functions.

The vice-president of the AACT NHS Chapter shall:

- Lead and organize one of the two chapter service projects.
- Work closely with the president and advisor to assess progress towards meeting chapter goals.
- Perform any duties delegated by the president.
- Preside at all meetings and perform all presidential duties in the absence of the president.
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.

The secretary of the AACT NHS Chapter shall:

- Prepare and post the agenda for each chapter meeting.
- Prepare and present the minutes of each chapter meeting.
- Keep accurate attendance of all meetings and projects and inform the advisor of any members who miss more than one meeting a semester.
- Notify the president of members who have missed a meeting so that the president may update them.
- Keep a list of all members' email addresses to communicate updates and reminders about meetings, projects, service opportunities, etc.
- Assist the president in reminding members of any committee duties, induction roles, service project dates and individual log sheet due dates.
- Keep track of club website and calendar.
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.

The treasurer of the AACT NHS Chapter shall:

- Maintain with the advisor a running financial record of all income and expenditures for the current year.

- Collect dues and ensure that all members pay dues.
- Purchase any necessary items for the chapter: induction ceremony supplies, NHS cords/tassels for seniors, etc.
- Plan fundraisers with the advisor and faculty council
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.

The historian of the AACT NHS Chapter shall:

- Collect a copy of all NHS agendas, speeches, induction ceremony scripts, selection packets, election procedures, officer requirements, community service guides, individual service logs and any other written material to establish and maintain continuity and traditions.
- Develop and maintain a website of memorabilia in which to record the chapter's history.
- Prepare displays of chapter activities for community events
- Complete the annual report of all National Honor Society activities
- Represent the chapter in public relations and official functions.
- Speak at the induction ceremony on one of the four tenets of the NHS.