

NHS officers' duties

All officers

- Set example for other members
- Attend and help run induction/speak at induction
- Keep member information confidential
- Attend all officer/regular meetings
- Sponsor one activity—this means: Making a sign up sheet, talking about it at meeting, making necessary phone calls, reserving space if applicable, putting it on announcements, being there for the duration of activity, turning in all money (if applicable) writing a thank you note if applicable

President

Run all meetings

Vice President of Scholarship

Check all members' grades each nine weeks

Send out probation letters for any members who fall behind requirements

Vice President of service

Keep neat and accurate records of service.

Send out probation letters for students who fail to do 2 service projects per semester

Treasurer

Collect all money in neat, organized and safe manner

Fill out monies collected forms

Turn in to Ms. Ponce in a timely manner

Send probation letters to members failing to pay dues according to timeline

Secretary

Type agendas for meetings or coordinate agenda with sponsors

Take neat and accurate attendance at meetings

Send out probation notices for members upon 2nd unexcused absence

Collect excuse notices after meetings

Sgt at arms

Say the Pledge at induction

Assist others as needed

Historian

Attend activities and take pictures of events (you must have digital camera)

Organize pictures neatly and attractively in scrapbook

Make posters for various events

Post photos on PMHS website

Email photos to Record

Make signs for events and post