



# Christ's Legacy Academy National Honor Society Chapter Officer Descriptions



## President

- Presides over all chapter meetings (general membership & officer)
- Oversees all chapter activities
- Represents NHS chapter at school events and/or speaking engagements
- Meets regularly with NHS advisors
- Must have served in an NHS officer position for at least 1 year

## Vice President

- Presides in the absence of the president
- Keeps attendance records & helps members remain in "good standing"
- Meets regularly with NHS advisors
- Must have served in an NHS officer position for at least 1 year

## Treasurer

- Keeps accurate financial records of all chapter transactions
- Writes receipts for all member payments
- Meets regularly with NHS advisors
- Must have been an NHS member in good standing for at least 1 year

## Secretary

- Keeps accurate and detailed minutes for all chapter meetings
- Regularly updates online copy of meeting minutes
- Writes agenda on whiteboard or as a handout before each meeting
- Meets regularly with NHS advisors
- Must have been an NHS member in good standing for at least 1 year

## Historian

- Collects and manages pictures & media from chapter activities and events
- Creates slideshow for induction ceremony
- Meets regularly with NHS advisors