

CFHS National Art Honor Society - Duties Of The NAHS Chapter Officers

Chapter ID: NC-3176

President:

1. Presides at all chapter meetings and officer meetings (forfeits office and opportunity to graduate with NAHS Honors after 3 missed meetings)
2. Collaborates on agendas and discusses these with the sponsor before meetings.
3. Represents the NAHS Chapter in school organizational meetings
4. Conducts the duties of the office of President in a business-like manner
5. Works closely with the sponsor in planning chapter activities – social, educational, and service to the school and community – as well as fundraising projects
6. Organizes the induction ceremony with the cooperation of the council and the sponsor
7. Acts as Master of Ceremonies during the induction ceremony, introducing guest speakers and dignitaries, and reciting the pledge for the inductees to repeat
8. Maintains productive ongoing committees that will ensure a smoothly operating chapter
9. Follows through, carrying all chapter endeavors to completion

Vice – President:

1. Attends all chapter and officer meetings (forfeits office and opportunity to graduate with NAHS Honors after 3 missed meetings)
2. Becomes involved in as many chapter committees as possible
3. Assumes the duties of the president in his/her absence
4. Assists the President in the duties of the office as needed
5. Works closely with the sponsor in planning chapter activities – social, educational, and service to the school and community – as well as fundraising projects

Secretary:

1. Attends all chapter and officer meetings (forfeits office and opportunity to graduate with NAHS Honors after 3 missed meetings)
2. Records proceedings of each meeting by writing minutes for future reference
3. Keeps records of members' attendance at chapter meetings
4. Maintains written evidence of members' participation in all chapter activities including fundraisers
5. Initiates all chapter correspondence and publicity releases for school and local newspapers and the *NAHS News*
6. Acknowledges appreciation for faculty and community assistance in chapter projects. These may include guest speakers, artists/demonstrators, parents, or business groups who prepare or provide refreshments, decorations, and favors for special chapter events
7. Works closely with the sponsor in planning chapter activities – social, educational, and service to the school and community – as well as fundraising projects

Publicist:

1. Attends all chapter and officer meetings (forfeits office and opportunity to graduate with NAHS Honors after 3 missed meetings)
2. Creates and distributes communications and social media posts that create a record of the chapter's activities - this should include photographs, articles, memes, information and samples of artwork and activities
3. Arranges for filming and photographs of special programs as a means of recording events - these records are invaluable tools to familiarize new officers with the scope of the chapter's activities and to enable a new sponsor to learn what has transpired before his/her term of office as sponsor
4. Works closely with the sponsor in planning chapter activities – social, educational, and service to the school and community – as well as fundraising projects