**National Junior Honor Society**

**Leadership Roles and Responsibilities**

**President**

* The President is responsible for running all meetings (bringing them to a start and finish).
* The President serves as the liaison between the Advisor(s) and the members.
* The President shall work with the chapter Advisor(s) to organize NJHS activities, fundraisers, and projects.
* The President shall oversee the other officers and ensure that they are delivering their expected duties and upholding the standards of NJHS.
* The President shall oversee community service opportunities (group and individual) and help maintain the records for each member along with the Secretary.
* The President along with the Vice President shall serve notice of probation to those member’s not adhering to the attendance of meetings, committees and/or service hours.
* The President shall participate in the planning and implementation of the Spring Induction Ceremony.

**Vice President**

* The Vice President shall complete the duties of the President in case of the President’s absence.
* The Vice President will help the President with meetings and will help to keep general order.
* The Vice President shall work with the President to help organize NJHS activities, fundraisers, and projects.
* The Vice President along with the President shall serve notice of probation to those member’s not adhering to the attendance of meetings, committees and/or service hours.
* The Vice President shall help in the planning and implementation of the Spring Induction Ceremony.

**Treasurer**

* The Treasurer will help with the meetings and will help to keep general order.
* The Treasurer shall manage and record the financial affairs of the organization.
* The Treasurer shall maintain in a notebook an accurate financial record of all expenses and income.
* The Treasurer shall work with the school Book Keeper and appointed Advisor in depositing monies after an event.
* The Treasurer shall present financial status reports at the meetings when called upon.
* The Treasurer shall give the Secretary a copy of the financial reports.
* The Treasurer shall make recommendations for approval or disapproval of a financial activity while being discussed.
* The Treasurer shall work with the appointed Advisor on filling out forms for money making projects. These must be approved by the Principal ahead of time.
* The Treasurer shall help in the planning and implementation of the Spring Induction Ceremony.

**Secretary**

* The Secretary shall complete the duties of the Vice President in the case of the Vice President’s absence.
* The Secretary will help with the meetings and will help to keep general order.
* The Secretary will take member attendance at meetings.
* The Secretary shall maintain the records for each member’s community service opportunities (group and individual).
* The Secretary shall maintain the records for each member’s attendance to meetings and their assigned committee.
* The Secretary will report any member’s that have violations for attendance and/or service hours to the President and Advisor(s).
* The Secretary will provide the Historian with attendance reports and service hours to be updated for the website.
* The Secretary will keep track of excused absence notes provided by members.
* The Secretary shall help in the planning and implementation of the Spring Induction Ceremony.

**Historian**

* The Historian shall complete the duties of the Secretary in case of the Secretary’s absence.
* The Historian will help with the meetings and will help to keep general order.
* The Historian is responsible for memorializing and promoting NJHS ideals, activities, fundraisers, and functions.
* The Historian takes pictures of events, meetings, and functions, then will upload the pictures taken onto the Chapter’s website.
* The Historian will update the Chapter’s website with attendance and service hours provided from the Secretary.
* The Historian shall help in the planning and implementation of the Spring Induction Ceremony.