

Middletown High School National Art Honor Society

Duties Of The NAHS Chapter Officers

- **President:**

- Presides at all chapter meetings
- Helps Prepare agendas with the sponsor before meetings.
- Helps facilitate meetings and events
- Represents the NAHS Chapter in the school organizational meetings.
- Conducts the duties of the office of President in a business- like manner.
- Works closely with the sponsors in planning and brainstorming chapter activities – social, educational, and service to the school and community – as well as fundraising projects.
- Organizes the induction ceremony with the cooperation of the council and the sponsor.
- Acts as Master of Ceremonies during the induction ceremony, introducing guest speakers and dignitaries, and reciting the pledge for the inductees to repeat.
- Follows through, carrying all chapter endeavors to completion.

- **Vice – President:**

- Helps the president in Plans and conducts the chapter programs.
- Becomes involved in as many chapter activities.
- Assumes the duties of the president in his/her absence.
- Assists the President in the duties of the office as needed.

- **Treasurer:**

- Receives funds and deposits in chapter account.
- Maintains a ledger. Keeping accurate records of income and expenditures.
- Prepares financial reports.

- **Secretary:**

- Records proceedings of each meeting by writing a summary of happenings from each meeting, highlighting important decisions made by the club
- Maintains written evidence of members' participation in all chapter activities including fundraisers.
- 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.

- **Historian:**

- Creates and maintains an attractive gallery webpage (must use the Weebly page) as a comprehensive record of the chapter's activities. This should include photographs, descriptions etc.
- Updates the calendar and our NEWS page with upcoming events etc (using the Weebly page)
- Must have a Weebly account (you will need parent consent)
- Must be fluent in Photoshop and digital savvy.

To Elect students to these positions, we will be holding a vote (promptly at the second meeting) where the majority wins.