



Capital Area National Home School Honor Society Officer Positions and Responsibilities

The election of officers will take place in the order listed below. Candidates will be elected with a simple majority. In the absence of a simple majority, there will be a run-off between the top two candidates.

1. President

The president shall supervise the execution of all meetings, programs, and events planned by HSHS. This includes preparing an agenda in advance by soliciting interim reports from the officers, advisors, and committee members— and communicating the written agenda to the officers and the advisors via email at least one week prior to the monthly meeting. The president is responsible for conducting the monthly business meetings following standard parliamentary procedure. He/she may appoint committees at the request of the officers or of the membership. The president will work closely with the advisors to ensure that the meetings are effective and orderly.

2. Vice-President

The vice-president shall assist the president in the discharge of his/her duties. The vice-president shall preside at all meetings in the absence of the president or upon his/her request. The vice-president shall also preside in the place of any absent officer. The vice-president shall serve as communication coordinator, and shall be responsible for communicating information to the membership regarding the schedules of activities and events through social media, web site, or other means deemed appropriate by the advisors.

3. Recording Secretary

The recording secretary is responsible for maintaining all minutes of chapter meetings. Additional duties may include maintaining the attendance record of members for all chapter functions and maintaining the minutes of each business, service, and social meeting in which the chapter is involved. This includes, but is not limited to, taking attendance at each meeting, reading previous business meeting minutes, recording current business meeting minutes, writing a short paragraph relating to the service and social functions performed by the chapter members, and meeting monthly with the appropriate advisor. Additionally, the recording secretary is expected to have all minutes typed and reviewed by the appropriate advisor before the next business meeting.

4. Treasurer

The treasurer, with the assistance of an advisor, will maintain the financial records of the chapter. These duties include collecting any monies from members/families for monthly pre-meeting dinners, induction dinner, social activities, and facility usage fees; learning to assign and maintain a budget for the chapter; and disbursing monies from the chapter treasury for expenditures. The treasurer will work closely with an advisor to learn the basics of maintaining the financial records for the chapter, and may meet monthly with the appropriate advisor.

5. Service Chair

The service chair is responsible for ensuring that all chapter members have at least one opportunity during the year to perform a service project. This may include the planning and execution of at least one service project during an HSHS meeting, establishing an annual theme of service by providing ongoing volunteers to a particular organization, or coordinating a monthly collection of goods, i.e. canned goods, shoes, etc. The service chair shall maintain a record of member attendance at all service projects, and provide such record to the recording secretary and the service chair advisor.

6. Social Chair

The social chair will propose and supervise the chapter's two socials in December and May. The chair will propose and/or solicit ideas for group socials, plan and organize the socials, and take responsibility for all details related to the social activities. The social chair will solicit help from honor society members and delegate work to member-volunteers. Adult advisors will be available for advice and assistance, and all expenses for socials will be discussed with the advisors prior to finalizing plans. Chapter members will be asked to vote on social expenditures, particularly if out-of-pocket expenses will be needed for proposed activities.

7. Historian

The historian shall be responsible for keeping records of each meeting's activities through the use of photographs, written articles from any source, and scrapbooking. To be able to perform these duties, the historian should own or have access to a camera. Additionally, the historian shall collaborate with the webmasters to provide current photos for the chapter's website and shall maintain the scrapbook at their home and make it available for viewing at meetings periodically throughout the year. Immediately following election, the historian should review the previous year's scrapbook/records and assist work to determine the current year's needed supplies and budget. The historian shall stay within the agreed upon budget, presenting receipts for reimbursement to the treasurer at meetings immediately following purchases.

8. Sergeant-at-Arms (S-A-A)

The sergeant-at-arms is responsible for ensuring that all members contribute equitably to the set up and break down of meetings. The S-A-A is tasked with ensuring that members take proper care of the group's facilities, and leave the facilities in better condition than they were found. Activities include monitoring set up and break down at monthly meetings (tables and chairs, dinner-related materials), and monitoring kitchen clean up, trash disposal, and overall cleaning tied to the group's use of the facilities. The S-A-A will delegate monthly responsibilities and communicate them to members in an organized fashion.