

Honor Society Executive Board Offices

President: *Key Qualities and Responsibilities*

- Have a vision and a plan for a successful Honor Society chapter
- Plan and attend Society organized service events
- Maintain our bulletin board
- Prepare the agenda and efficiently run all meetings, attend all executive board meetings
- Plan and participate in induction ceremony. This is a time consuming task in the spring (and may require you to miss track practice sometimes)
- Communicate with the adviser regularly
- Conduct lunch meetings once a week
- Contribute to the school newsletter
- Produce a PowerPoint presentation for induction

Vice President: *Key Qualities and Responsibilities*

- The key qualities are: organization, follow through, and communication
- Plan, with the other officers, Society organized service events
- Communicate with the adviser regularly
- Attend all executive board meetings
- Plan and participate in induction ceremony. This is a time consuming task in the spring (and may require you to miss track practice sometimes)
- Attend Society organized events
- Contribute to the school newsletter

Treasurer *Key Qualities and Responsibilities*

- The key qualities are: Organization, attention to detail
- Responsible for collections, writing receipts, making deposits
- Communicate with the adviser regularly
- Plan and participate in induction ceremony. This is a time consuming task in the spring (and may require you to miss track practice sometimes)
- Attend Society organized events
- Attend all executive board meetings
- Plan, with the other officers, Society organized service
- Contribute to the school newsletter

Secretary *Key Qualities and Responsibilities*

- Key qualities: organization, attention to detail, listening, taking notes
- Keep meeting minutes for all meetings. Distribute minutes to officers and adviser
- Keep the official records of the chapter up to date and accurate
- Handle all correspondence which may include: forms, reservations, thank-you notes
- Plan and participate in induction ceremony. This is a time consuming task in the spring (and may require you to miss track practice sometimes)
- Communicate with adviser regularly
- Attend all executive board meetings
- Plan and attend Society organized service events
- Contribute to the school newsletter

Historian *Key Qualities and Responsibilities*

- Key qualities: enthusiasm, creativity
- Accumulate reports and pictures to be displayed on Honor Society bulletin board
- Keep track of projects through pictures
- Plan and participate in induction ceremony. This is a time consuming task in the spring (and may require you to miss track practice sometimes)
- Publicity: provide updates to PMS newsletter, submit news releases to North Kitsap Herald
- Communicate with the adviser every Friday morning
- Plan and attend Society organized service events
- Contribute to the school newsletter