Moore Square Magnet Middle School National Junior Honor Society – Officer Roles and Responsibilities

President’s Roles and Responsibilities

Listed below are the basic responsibilities of the President of the Moore Square Magnet Middle School National Junior Honor Society. Responsibilities may be added or modified by the Chapter Adviser(s) during the current school year. Any changes in responsibilities will be discussed with the President and Chapter Adviser(s) prior to the changes being made. In the event that an officer is dismissed, steps down, moves, etc., an election will take place at the next NJHS meeting to replace him or her.

- The President is responsible for running all of the NJHS meetings, bringing them to a start, and then bringing them to a conclusion.
- The President serves as the liaison between the advisors and the members.
- The President will meet with advisers as necessary.
- The President needs to be present at all NJHS functions inside and outside of school hours. These include, but are not limited to:
  - All NJHS monthly meetings
  - Magnet Middle School Open House
  - Stuff The Bus

- If for any reason the President is unable to attend an event due to personal reasons, the President must notify the advisors prior to the event.
- The President shall work with the chapter advisors to organize M2 NJHS activities, fundraisers, and projects.
- The President shall be a leader to other officers and members of the society, and uphold to the highest standards of the NJHS.
- The President shall oversee the other officers and ensure that they are delivering their expected duties and upholding the standards of the NJHS.
- The President shall oversee community service opportunities (group and individual) and maintain the records for each member.
- The President shall participate in the planning and implementation of the Spring Induction Ceremony.

Moore Square Magnet Middle School National Junior Honor Society – Officer Roles and Responsibilities
Vice President’s Roles and Responsibilities
Listed below are the basic responsibilities of the Vice President of the Moore Square Magnet Middle School National Junior Honor Society. Responsibilities may be added or modified by the Chapter Adviser(s) during the current school year. Any changes in responsibilities will be discussed with the President and Chapter Adviser(s) prior to the changes being made. In the event that an officer is dismissed, steps down, moves, etc., an election will take place at the next NJHS meeting to replace him or her.

- The Vice President shall complete the duties of the President in case of the President’s absence.
- The Vice President will help the President over meetings and will help to keep general order.
- The Vice President will take member attendance at meetings.
- The Vice President needs to be present at all NJHS functions inside and outside of school hours. These include but are not limited to:
  - All NJHS monthly meetings
  - Magnet Middle School Open House
  - Stuff The Bus
- The Vice President shall work along with the President to help organize M2 NJHS activities, fundraisers, and projects.
- The Vice President shall be a leader to other members of the society, and uphold to the highest standards of the NJHS.
- The Vice President shall help the President oversee community service opportunities (group and individual) and maintain the records for each member.
- The Vice President shall participate, along with the President, in the planning and implementation of the Spring Induction Ceremony.
Recording Secretary’s Roles and Responsibilities

Listed below are the basic responsibilities of the Recording Secretary of the Moore Square Magnet Middle School National Junior Honor Society. Responsibilities may be added or modified by the Chapter Adviser(s) during the current school year. Any changes in responsibilities will be discussed with the President and Chapter Adviser(s) prior to the changes being made. In the event that an officer is dismissed, steps down, moves, etc., an election will take place at the next NJHS meeting to replace him or her.

- The Recording Secretary shall complete the duties of the Vice President in the case of the Vice President’s absence.
- The Recording Secretary is responsible for typing up the minutes of each meeting, submitting them to the advisors for approval, and then distributing a copy of the minutes to each member.
- The Recording Secretary is responsible for checking with the advisers at the beginning of each week to see if there are any morning announcements that need to be made for that week.
- The Recording Secretary shall then write up morning announcements and give them to the advisors.
- The Recording Secretary will act as a liaison for information that needs to be exchanged between the chapter and the Principal of the Intermediate School, such as fundraising information.
- The Recording Secretary will oversee the creation of posters for NJHS functions, fundraisers, and activities.
- The Recording Secretary will create press releases and news bulletins for NJHS functions, fundraisers, and activities.
- The Recording Secretary shall be a leader to the other members of the NJHS and uphold to the highest standards of the NJHS.
- The Recording Secretary needs to be present at all NJHS functions inside and outside of school hours. These include, but are not limited to:
  - All NJHS monthly meetings
  - Magnet Middle School Open House
  - Stuff The Bus
Corresponding Secretary’s Roles and Responsibilities
Listed below are the basic responsibilities of the Corresponding Secretary of the Moore Square Magnet Middle School National Junior Honor Society. Responsibilities may be added or modified by the Chapter Adviser(s) during the current school year. Any changes in responsibilities will be discussed with the President and Chapter Adviser(s) prior to the changes being made. In the event that an officer is dismissed, steps down, moves, etc., an election will take place at the next NJHS meeting to replace him or her.

- The Corresponding Secretary shall complete the duties of the Recording Secretary in case of the Recording Secretary’s absence.

- The Corresponding Secretary is responsible for written correspondence to and from the chapter. An example would be letters to thank people that help, volunteer, or donate time, money, or items to NJHS activities.

- The Corresponding Secretary will assist the Recording Secretary in overseeing the creation of posters for NJHS functions, fundraisers, and activities.

- The Corresponding Secretary shall be a leader to other members of the society, and uphold to the highest standards of the NJHS.

- The Corresponding Secretary will ask the principal of M2 for permission to distribute fundraising flyers to teacher mailboxes as needed.

- The Corresponding Secretary is responsible for offering fundraising items to administrators and office personnel.

- The Corresponding Secretary needs to be present at all NJHS functions inside and outside of school hours. These include, but are not limited to:
  - All NJHS monthly meetings
  - Magnet Middle School Open House
  - Stuff The Bus
**Historian's Roles and Responsibilities**

Listed below are the basic responsibilities of the Historian of the Moore Square Magnet Middle School National Junior Honor Society. Responsibilities may be added or modified by the Chapter Adviser(s) during the current school year. Any changes in responsibilities will be discussed with the President and Chapter Adviser(s) prior to the changes being made. In the event that an officer is dismissed, steps down, moves, etc., an election will take place at the next NJHS meeting to replace him or her.

- **The Historian shall complete the duties of the Corresponding Secretary in case of the Corresponding Secretary's absence.**

- **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 Adviser's computer.**

- **The Historian is responsible for maintaining and updating the NJHS bulletin board with current events, pictures, announcements, meeting minutes, etc.**

- **The Historian will assist the Recording Secretary in overseeing the creation of posters for NJHS functions, fundraisers, and activities.**

- **The Historian shall be a leader to other members of NJHS and uphold to the highest standards of the NJHS.**

- **The Corresponding Secretary needs to be present at all NJHS functions inside and outside of school hours. These include, but are not limited to:**
  - All NJHS monthly meetings
  - Magnet Middle School Open House
  - Stuff The Bus