

Executive Board Descriptions

- Co-Presidents:
 - Responsible for the overall success of the Hill-Murray Chapter of NHS
 - Calls and runs meetings of the officers and delegates responsibilities
 - Makes sure all activities are staffed with volunteers
 - Supervises committee chair people
 - Meets weekly with advisor, bi-weekly with executive board and once per month with entire group

- Secretary:
 - Responsible for all chapter communications
 - Attends all meetings and prepares minutes
 - Writes and sends out letters to members
 - Keeps attendance of meetings
 - Attends bi-weekly executive board meetings

- Treasurer:
 - Takes charge of all financial transactions of the chapter
 - Keeps an account of all chapter funds.
 - Takes minutes if Secretary is unable to attend meeting
 - Attends bi-weekly executive board meetings.

- Activities Chair:
 - Oversees all NHS activities
 - Checks in with individual activity chair people
 - Supervises chair people
 - Tracks attendance at committee meetings
 - Books DJ's, etc.
 - Attends bi-weekly executive board meetings

- Historian:
 - Documents all NHS functions over the course of the year
 - Photographs NHS functions, including the induction ceremony
 - Attends bi-weekly executive board meetings