

Secretary

Criteria:

- Leader
- Must be a Senior
- Mature
- Good Relationship with the Chapter, the Faculty, and the Student Body
- Have Sound Judgment
- Have the Ability to Work With Many Different Kinds of People and Personalities
- Accurate
- Neat
- Completer
- Organized
- Able to Spend Time Before and/or After School

Responsibilities

1. Help the president prepare and post the agenda for each chapter meeting
2. Prepare and present the minutes of each chapter meeting
3. Organize all committee reports
4. Be responsible for chapter correspondence
5. Maintain a member attendance and activity records
6. Keep track of committee calendars
7. Have on hand for each meeting:
 - a. National Honor Society Minutes Log (which also includes copies of all handouts given at meetings)
 - b. Committee reports and calendar
 - c. Official National Honor Society Handbook
 - d. Copies of the chapter constitution and bylaws
8. Help plan fundraisers and community services
9. Writes and sends donation letters and contacts businesses to follow-up written requests
10. Maintains records to be passed on to next year's officers including a list of addresses and phone numbers of all businesses who provided donations
11. Handle communications for the society, which includes sending thank-you notes to those who have assisted you or made donations