

# NTHS OFFICERS AND DUTIES

Good leaders are made not born. If you have the desire and willpower, you can become an effective leader.

One of the purposes of the National Technical Honor Society is to promote the ideals of service, leadership and skill development among America's future workforce.

## President (Senior & class at GC next school year)

### Duties

- Overall duty to maintain the organization's health during this school year
- Cooperate with the chapter advisors, the school administration, and with the chapter executive committee
- Supervise the general activities of the chapter.
- Hold officers meetings to create agenda for meetings prior to meetings
- Preside at all meetings
- Appoint or approve committees and/ or accept volunteers for committees
- Represent the chapter at official organization gatherings

## Vice President (11<sup>th</sup>/12<sup>th</sup> grade & class at GC next school year - recommended)

### Duties

- Preside at all meetings of the chapter in the absence of the president.
- Oversee that all committee progress & report progress to Pres. and executive committee
- Act as the general assistant to the President
- Chair the executive committee.

## Secretary/Scribe (11<sup>th</sup>/12<sup>th</sup> grade & class at GC next school year - recommended)

### Duties

- Chronicle the business of the chapter through complete, accurate, and timely minutes of all meetings.
- Keep all chapter records
- Carry on the correspondence of the chapter
- Share minutes from

## Treasurer (11<sup>th</sup>/12<sup>th</sup> grade & class at GC next school year - recommended)

### Duties

- Maintain the financial records of the chapter
- General charge of the finances under the supervision and approval of your school administration and the advisors
- All financial transactions must comply with local school policy

I, \_\_\_\_\_ am interested in running for the office of \_\_\_\_\_.

I understand that I must be prepared to give a speech regarding my qualifications for the office in which I am seeking. I will be expected to present my speech at the election club meeting.

\_\_\_\_\_  
Signature

NAME: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_

HOME SCHOOL \_\_\_\_\_