

National Honor Society - Sutton Memorial High School Chapter

President - Must be a senior

- Plan and chair all meetings
- Work with advisor to organize all events
- Be master of ceremonies at annual Induction Ceremony
- Responsible for the performance of officers or committees
- Responsible for year long community service project

Vice-President- may be a junior or senior

- Plan and chair all meetings in the absence of the president
- Help plan and coordinate all activities
- Responsible for collection and validation of individual community service forms
- Responsible for major community service project in the first two marking terms

Secretary - may be a junior or senior

- Take attendance at all meetings
- Maintain a database of membership (include attendance, participation in events, etc.)
- Take the minutes at the meetings
- Type up the minutes and submit them to the president and advisor for validation
- Type up agenda in coordination with the president and advisor
- Responsible for collection of money (if applicable) and keeping accurate books with the president and advisor
- Responsible for major community service projects in the last two marking terms

Media Specialist - may be a junior or senior

- Responsible for the Sutton High School NHS Web Page
- Focus on the communication of the chapter with the rest of the community via flyers, social media, and pictures