

## Officer Positions and Roles of the Damascus Christian School Chapter of NHS

- **President-**

The President is the head of the NHS. He or she will be in charge of planning the NHS events, leading those events, and keeping the NHS focused and respectable. The President also acts as the NHS representative to the school.

- **Vice President-**

The Vice President will assist the President and help the President perform his/her duties. The Vice President will also fill in for the President if he/she is not present.

- **Secretary-**

The Secretary is in charge of recording meeting attendance, as well as information and decisions brought up during a NHS meeting. He or she is also responsible for recording the number of volunteer hours for each member.

- **Treasurer-**

The Treasurer is in charge of recording all financial transactions of the NHS. This includes keeping track of the NHS budget and monitoring the cash box.