

Duties of National Junior Honor Society Officers

President:

- Attend all NJHS functions and meetings.
- Meet with advisors before each meeting to set agenda.
- Lead each meeting, including assigning members to discuss each agenda item.
- Run NJHS induction in May.
- Deliver a speech at graduation.
- organize food drive and kidnap a teacher fundraiser

Vice-President:

- Attend all NJHS functions and meetings.
- Meet with advisors before each meeting to set agenda.
- Assist President with all other duties when necessary.
- Participate in NJHS induction in May.
- organize community service projects

Secretary:

- Attend all NJHS functions and meetings.
- Take attendance at all meetings
- Write up meeting notes and distribute to absent members.
- Send out reminders for service opportunities, field trips, etc.
- Participate in NJHS induction in May.
- organize school service projects