NAHS Officer Duties

Welcome and congratulations on being elected to an officer position for the 2013-2014 school year. Along with this title come many responsibilities. You will be looked upon to be leaders and team players. The officers will be the foundation layers for building the NAHS here at Apex High. As advisors, we will be there to guide but not to run the society.

President: Katelynn and Morgan

-Responsible for all final society decisions

-Runs member meetings

-Creates meeting agendas

-Society spokesperson-liaison with society and school administration,

 students, and teachers, and community

-Edit and submit an Event article to the NAHS national paper

- Develops ideas for workshops and community events

**Vice President: Ariel**

Assists the president in all the following duties:

-Runs member meetings

- Runs website (get information from other officers for this)

- Finds Art contests, posts them on websites and informs Presidents of due dates and other info

-Creates meeting agendas

- Responsible for finding volunteer work for society members

-Society spokesperson-liaison with society and school administration,

 students, and teachers, and community

-Edit and submit an Event article to the NAHS national paper

–Initiates articles for the local newspapers and the *NAHS News*.

**Secretary : Kate**

 -Records proceedings of each meeting by writing minutes that are filed for future reference.

–Keeps records of members’ attendance at chapter meetings.

–Maintains written evidence of members’ participation in all chapter activities.

-Writes & delivers reminder and accountability notes to members including attendance alert letters

-Creates member directory

-Organize and file all club information

-Email society information

-Maintains graduation cording list

–Write thank you notes for faculty and community assistance in chapter projects. These may include guest speakers, artist/demonstrators, parents, or business groups who prepare refreshments, decorations, and favors for special event chapters.

**Historian : Santiago and Mariah**

-Write and submit daily announcements for events and meetings

- Update and upkeep Art monitor in main hallway

-Create a monthly NAHS event update for NAHS facebook page and website

-Write and submit photos and articles for the NAHS Facebook page and Twitter

-Take and submit NAHS yearbook picture

-Take photos at events

-Communication liaison with the media in the community

Awards and Ceremonies: Breielle

-Coordinate receptions for all art shows.

- Plans and executes Induction ceremony

-Assist in the coordination of all professional art shows to be held at Apex High.

-Assist in the planning and display of all student shows at Apex High.

Event Coordinator/Public Relations: Alex and Ashley

 -Event contact

- Find art show venues

- Helps Historian with updating Facebook and Twitter information

- Plan for social events and First Friday’s

- Records member event attendance

- Creates & distributes event flyers/handouts/ maps

–Create and send press releases for professional and student art shows

- Oversees event maps, reminders, permission slips, sign-up sheets, set-up and confirm events (reservations, visiting artists…)