

Duties and Responsibilities of NAHS/NJAHS Chapter Officers

Each officer plays a crucial role in the successful functioning and growth of the NAHS/NJAHS chapter, working together to promote artistic excellence, community engagement, and a vibrant artistic community.

The following is a list of suggested NAHS/NJAHS Chapter Officers and descriptions of duties and responsibilities. Some chapters choose to have leadership commissions in lieu of officers. Please use and adapt to meet the needs of your school and chapter.

President

- Provide leadership and direction to the chapter.
- Oversee chapter meetings and activities.
- Collaborate with other officers and members to plan events and initiatives.
- Represent the chapter at school and community events.
- Serve as a liaison between the chapter and school administration.

Vice President

- Support the President in their duties and responsibilities.
- Assume the President's role in their absence.
- Assist in organizing and coordinating chapter activities and projects.
- Encourage active participation among chapter members.
- Foster a positive and inclusive atmosphere within the chapter.

Secretary

- Maintain accurate records of chapter meetings, activities, and attendance.
- Handle communication and correspondence for the chapter.
- Assist in documenting and sharing information about chapter events and achievements.
- Ensure that chapter members are informed about upcoming events and opportunities.

Treasurer

- Manage the chapter's finances and budgets.
- Keep track of expenses and maintain financial records.
- Work with the chapter sponsor to ensure financial transparency and accountability.
- Assist in fundraising efforts for chapter projects and activities.

Other Officers:

Additional officers may be necessary depending on the chapter's size and level of involvement. These officers may be assigned as needed, elected by the members, or combined with the duties of other officers. Some additional officers in chapters may be:

Historian/Parliamentarian

- Document and preserve records of chapter events and activities through photographs, videos, and written accounts.
- Create and maintain a visual or digital archive of the chapter's accomplishments.
- Compile materials for [*NAHS News*](#) showcasing the chapter's achievements.
- Collaborate with the Secretary to ensure accurate documentation of events and milestones

Chair for Public Relations

- Promote the chapter's activities and events within the school and the community.
- Utilize social media and other communication channels to raise awareness about the chapter's initiatives.
- Design promotional materials and announcements for chapter events.
- Collaborate with school media or press outlets to feature the chapter's achievements.

Chair for Activities

- Coordinate and plan various art-related events and activities for the chapter, such as workshops, fundraisers, and exhibitions.
- Collaborate with local organizations to plan and execute art-related community service projects related to the visual arts.
- Organize and manage event logistics, such as creating schedules, securing venues, and coordinating with vendors or guest artists.
- Promote events through effective communication and collaboration with the Public Relations Officer.

Chair for Awards and Ceremonies

- Communicate award details to chapter members and sponsors.
- Collaborate with committee members to coordinate award selections and nominations.
- Lead the planning for member induction and awards ceremonies, overseeing logistics and scheduling.