

# ROLES & RESPONSIBILITIES OF NAHS/NJAHS CHAPTERS



Establishing clear roles and responsibilities for NAHS/NJAHS chapters is crucial for their success and efficiency. It ensures that each member understands their specific duties, promoting accountability and effective collaboration. Clear roles also facilitate smooth operations, help prevent misunderstandings, and enable the chapter to achieve its goals by leveraging the strengths and skills of its members. Ultimately, well-defined responsibilities foster a professional and organized environment that benefits all members and enhances the chapter's impact. Below is a list of suggested roles and responsibilities. Please note that these are not mandated or required, and each institution may organize its roles and responsibilities as needed.

## NAHS/NJAHS Sponsors

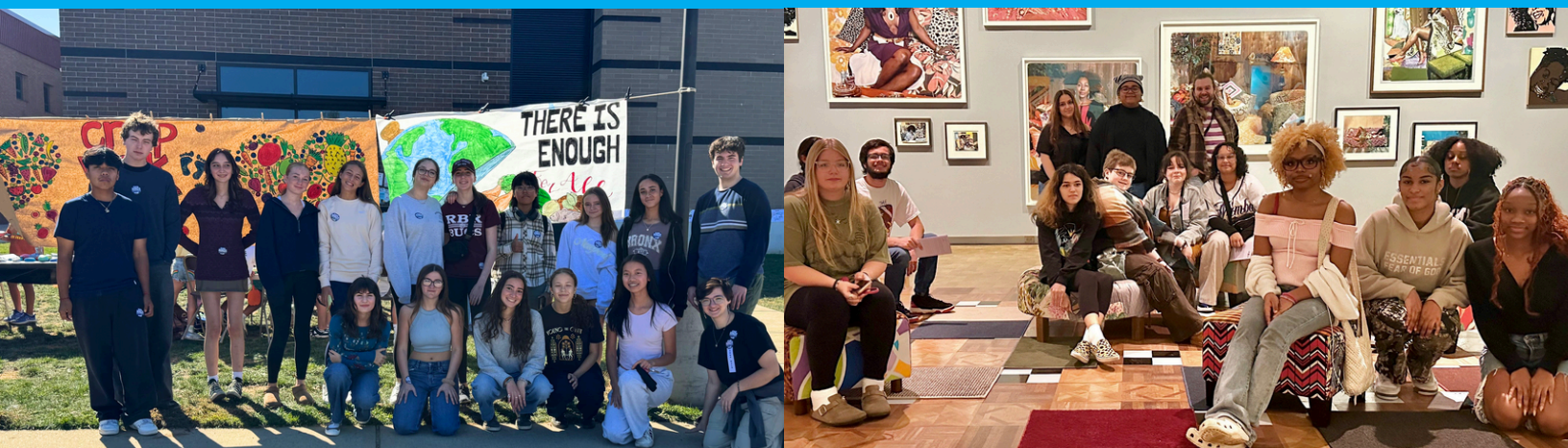
- **NAEA Member:** Must be an active NAEA member in good standing.
- **Guidance and Mentorship:** Provide advice and support to chapter officers and members.
- **Oversight and Compliance:** Ensure that the chapter adheres to NAHS/NJAHS Constitution guidelines and school regulations.
- **Supervision:** Approve and supervise chapter meetings, activities, and events.
- **Membership:** Recommend members to join the NAHS/NJAHS chapter. Criteria used to determine membership selection beyond faculty recommendation shall be set forth in this chapter's bylaws.

## Elected Student Officers and/or Leaders

- **Planning:** Lead chapter meetings and set agendas.
- **Representation:** Represent the chapter at school and NAEA events.
- **Activities and Events:** Coordinate with NAHS/NJAHS sponsors and oversee all chapter activities. Organize and manage chapter events.
- **Connect:** Liaise with other school organizations and external partners.
- **Record Keeping:** Maintain accurate records of meetings, including minutes and attendance.
- **Communications:** Handle chapter correspondence and communications.
- **Membership:** Keep an updated member roster and manage chapter documentation.
- **Finances:** Maintain chapter's finances, including budgeting, fund-raising, and expense tracking.
- **Promotion:** Promote chapter events and activities through social media and other communication channels. Design and distribute promotional materials.

## NAHS/NJAHS Chapter Members

- **Active Participation:** Attend meetings regularly and engage in chapter events and activities.
- **Committee Involvement:** Serve on committees to help plan and execute chapter projects and initiatives.
- **Advocacy and Outreach:** Promote the importance of art education within the school and community.
- **Support and Collaboration:** Work collaboratively with other members and officers to achieve the chapter's goals and mission.



Student chapters, from left: Red Bank Regional High School-Little Silver, NJ; Pocono Mountain West High School-Pocono Summit, PA

# DUTIES AND RESPONSIBILITIES OF NAHS 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 student liaison** between the chapter and school administration.

## 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 communication** so chapter members are informed about upcoming events and opportunities.

## 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.

## 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 fund-raising** efforts for chapter projects and activities.

## Other Officers and Leadership Members

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 Activities

- **Coordinate** and plan various art-related events and activities for the chapter, such as workshops, fund-raisers, and exhibitions.
- **Collaborate** with local organizations to plan and execute art-related community service projects.
- **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 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 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.