

Duties of Officers

1. **Presidents:**

- a. Serve as overall leader of the organization
- b. Preside at all meetings of the Organization
- c. Act as a liaison to the school administrator
- d. Coordinate the work of the officers and committees of the Organization in order that the goals and objective may be promoted
- e. Select standing and special committees with the approval of the executive board
- f. All documents of the organization shall be held in safekeeping by the president to ensure the transfer of said documents each year.

2. **Treasurer:**

- a. Be responsible for the receipt and custody of all funds of the organization and shall keep accurate record of all receipts and expenditures of the organization.
- b. Pay bills in accordance with the approved budget as authorized by the executive board
- c. Present a written financial statement of accounts at requested organization meetings

3. **Marketing Officer:**

- a. Update Facebook page and attach any needed associated documents
- b. Newsletter – coordinate receipt of information from people through the organization and school/sport activities, as well as anything else that pertains to the NVRHS

4. **Recording Secretary:**

- a. Record the minutes of all meetings of the organization
- b. Keep a record of all meetings of the organization

5. **Corresponding Secretary:**

- a. Handle all correspondence relating to matters of the organization

6. **Volunteer Coordinator:**

- a. Coordinate with all of the organization's volunteers to support all of the organization's events or activities
- b. Recruit and communicate with volunteers

7. **Web Design:**

- a. Coordinate with the executive board as to what needs to be in place for a website
- b. Design and carry the website through the organization's expenses with consent of the executive board
- c. Keep track of the website and any related issues

8. **Advertising Chair:**

- a. Divide the jobs of advertising and soliciting for the directory/web-page

b. Follow up with advertisers for ads

9. **Fundraising:**

- a. Dine out Card
- b. Camp Specialist
- c. Pavers
- d. Pie Fundraiser
- e. Holiday Boutique
- f. Gym Fundraiser
- g. Catalyst Prep
- h. Cook Book

All Officers are responsible to give their related information to the Newsletter officer for inclusion in monthly newsletter. The **deadline for information to be given to be included in the following month's newsletter will be the **20th** of each month. The newsletter will go out between the 1st and the 7th of the following month.**

Outstanding jobs not claimed under any of the positions....

- Sending out emails to all members about meetings and events (**Corresponding Secretary**)
- Ask **all officers** to give any information to newsletter coordinator
- Forms that are created...membership, faculty membership, scholarship application, advertising, etc...responsible to update and edit forms and paperwork. (**Marketing Officer**)
- What else is left out???

