



## NVHS Beta Club Officer Duties (School year 2018-2019)



This list outlines the specific duties for each of the NVHS Beta Club Offices. If you apply for office, be ready to work. We need responsible, dedicated officers in each of these offices.

### **President** (Senior member)

Duties of the Senior President:

1. Plan, organize, and hold all monthly meetings, and executive meetings, when needed. \*\*\* This includes holding & planning meetings of all executive board members prior to monthly meetings when needed.
2. Oversee all documents that go out to State Convention and National Office.
3. Represent to NVHS Beta Club at all school functions.
4. Make sure that all events/activities are sent to the local newspaper for publishing.

### **Representative** (One per class: Senior & Junior/Two per class: Sophomores & Freshmen)

\*\*\* *These officers must be very responsible. No excuses!!!*

Duties of Class Representatives:

1. All Class Representatives will make all announcements and distribute all materials to their class members.
2. All Class Representatives must have the members initial a sign-in sheet for the handouts and then turn the sign-in sheet in to the President.
3. All Class Representatives will oversee all Beta functions and events their class is in charge of.
4. All Class Representatives will report to the President any problems their class may be having.

### **Vice-President of Service** (Junior Member)

\*\*\* *Service is mandatory for all Betas. Members must serve 20 credits during the year. Service VP's are responsible for accurately keeping track of these hours. Difficult job and stressful!!!*

Duties of the VP of Service:

1. Represent the President at functions when he/she is unable to attend.
2. Oversee the distribution of service hour reports to all class members for the recording of personal service hours.
3. Help set due dates for all service hour reports to be turned in.
4. Organize, document, and file all service reports.
5. Compile a list of all service hours recorded by the NVHS Beta Club for the year. This report must be sent to the National Office before the appropriate deadline.
6. Responsible for collecting and logging service credits for the current Junior & Senior classes.

**Secretary of Service** (Junior member)

*\*\*\* This officer will work very closely with the President, Vice-President of Service, and the Club Sponsor for the general running of the Club. They are also responsible for all correspondence with the National Office.*

Duties of the Secretary of Service:

1. Document membership roll at all meetings and functions. Class Representatives/President will turn in roll to the Secretary during the club meeting.
2. Notify a member when they have missed two meetings. Members are responsible for bringing an excuse to the Secretary when they have missed a meeting.
3. Distribute all materials and announcements to the Class Representatives/President who in turn will distribute them to the class members.
4. Compile a list of new inductees and register their names on the National website. They must also print the bill for the inductees and present it to the school secretary for payment.
5. Complete all paperwork to be turned in to the National Office concerning the status of the Club.
6. Have all events/activities sent to the local newspaper for publishing.
7. Responsible for collecting and logging service credits for the current Freshmen & Sophomore classes.
8. Works with the VP of Service to ensure that all service credits have been logged.

**Convention Coordinators** (One Junior & Senior Member who has attended State Convention)

*\*\*\* These officers will work very closely with the President and the Club Sponsor to coordinate all events for the LA State Convention.*

Duties of the Convention Coordinators:

1. Download and print the State Convention Handbook from the National website. This handbook will be the guide for getting the club to the LA State Convention.
2. Complete all registration forms/competition entries on the website and mail any paperwork by deadlines.
3. Organize all academic competitors for the academic competitions.
4. Organize all creative competition entries to be designed prior to convention. Make sure that the entries meet their guidelines for design work. Prepare the forms to enter each piece.
5. Provide help to the Club Sponsors prior to leaving/packing for State Convention.

**Service Project Coordinators** (One Junior & Senior Member)

*\*\*\* This officer will work very closely with the President, Class Representatives and the Club in organizing the service projects for the Club.*

Duties of the Service Project Coordinators:

1. Plan, organize and lead a committee of Betas to execute service projects for the Club.
2. Recruit committee members for each service project.
3. Report all service hours from the service projects to the VP of Service.

