OFFICER RESPONSIBILITIES
NATIONAL SOCIETY OF COLLEGIATE SCHOLARS
(EDITED FOR WAYNE STATE UNIVERSITY CHAPTER)
Updated 10-11-2010

ADVISOR
Advise and support the efforts of the chapter, and provide consistency from year to year.

Responsibilities
- Manage the Invitation Approval Process, including:
  - Signing the invitation letter
  - Supporting NSCS registration on campus
  - Mailing the Invitation Letter approval to the national office by October 1
- Facilitate the eligible member information process so that new members can be invited, including:
  - Sending the request to the school registrar
  - Following up with the registrar to ensure information is sent to the national office by stated deadlines
  - Troubleshooting roadblocks in getting eligible member information
- Receive information sent from the NSCS national office, by mail, including but not limited to the Induction packet, NSCS banner, Integrity banner, and chapter checks
- Store chapter items from year to year so that they do not get lost in officer transitions, including but not limited to Induction packets and Integrity banners, etc.
- Attend chapter’s Induction Convocation

CHAPTER PRESIDENT
Manage the chapter’s overall goals and direction for the year, while maintaining positive relations with the national office, chapter membership, and campus community.

Responsibilities
- Attend the annual NSCS Leadership Summit/Convention
- Organize, plan, and facilitate the growth and success of the chapter
- Set the agenda for chapter/officer meetings
- Register chapter on campus as a recognized student organization
- Meet all deadlines set by the national office
- Organize officer elections and submit results to the National office by April 15
- Communicate regularly with the chapter advisor and officers
- Ensure that the chapter remains registered and in positive standing with all appropriate campus offices
- Hold chapter leadership accountable for chapter goals and performance, and oversee officer transitions
- With the chapter advisor, facilitate the member recruitment process (Invitation Approval Packet in the fall; Eligible Member Information in the spring)
- Act as a liaison between the national office and local chapter
- Complete event report for all events that this person organizes
- Plan and coordinate chapter officer meetings.
EXECUTIVE VICE PRESIDENT
Collaborate with the chapter President to ensure the growth and success of the chapter, manage NSCS signature programs, and ensure compliance with all campus and national regulations and deadlines.

Responsibilities
- Fulfill the duties of the chapter President in his/her absence
- Work with the chapter President to maintain a quality Platinum STAR status portfolio
- Oversee the planning of the Induction convocation and other membership recruitment activities
- Organize chapter general membership meetings.
- Secure speakers for meetings, events and other activities
- Initiate collaboration between chapter and other groups/organizations
- Ensure that chapter meets minimum STAR requirements
- Attend all officer meetings and events unless otherwise approved by the Chapter President
- Complete event report for all events that this person organizes
- Work with the Secretary to oversee the Social Events Planning Committee and ensure its direction is in accordance with objectives set by the Executive Board

SECRETARY
Keep an organized and detailed account of chapter activities and happenings.

Responsibilities
- Report chapter activities and member involvement to the national office, in accordance with the STAR Program
- Record minutes for all chapter meetings
- Submit notes of meetings to chapter members and NSCS national office via Report Meeting Minutes under Officer Tools at www.nscs.org
- Distribute all information about national opportunities to members and officer board.
- Facilitate all correspondence and distribution of materials to chapter membership
  - Email members two days prior to each chapter meeting
  - Email members chapter meeting minutes within two days after each chapter meeting
- Provides national office with relevant documents, photographs, etc.
- Print all necessary documents including but not limited to:
  - Chapter meeting agendas,
  - Event/committee sign-up sheets
  - Attendance sheets
- Keep track of chapter assets such as: Induction banner, committee sign-up sheets, old chapter meeting agendas, etc.
- Complete event report for all events that this person organizes
- Reserve rooms for chapter meetings and/or other NSCS events
- Work with the Executive VP to oversee the Social Events Planning Committee and ensure its direction is in accordance with objectives set by the Executive Board
TREASURER
Oversee chapter finances and ensures ongoing financial stability of the chapter.

Responsibilities
- Prepare seasonal chapter budgets, and coordinate disbursement of chapter checks with the national office
- Manage, oversee and record all financial transactions for the chapter, including reimbursement of expenses
  - Maintain an organized budget worksheet, including any income and expenses
- Plan all chapter fundraising activities
- Complete event report for all events that this person organizes
- Provide updates at officer meetings about budget
- Evaluate potential cost-gain for each event and determine whether events are financially feasible
- Develop strategies to raise funds for the Chapter,
  - Decide which events are held and how much money is required for each event
- Submit updated budget worksheet to Webmaster to place on the website
- Purchase the raffle prize to be awarded at the end of each chapter meeting
- Oversee the Fundraising Committee and ensure its direction is in accordance with objectives set by the Executive Board

VICE PRESIDENT OF PLANNING TO ACHIEVE COLLEGIATE EXCELLENCE (PACE)
Coordinate the chapter’s Planning to Achieve Collegiate Excellence program and maintain its presence as the signature NSCS service initiative.

Responsibilities
- Establish and maintain a relationship with partner school/organization
- Plan regular PACE activities such as school visits, assemblies, and March to College Day(s)
- Recruit, train, and provide ongoing support to PACE volunteers
- Solicit and implement feedback from program participants
- Ensure program compliance with all legal and privacy regulations, as stipulated by the partner organization and college/university administration
- Complete event report for all events that this person organizes
- Work with national PACE coordinator on all components of PACE
- Provide ongoing communication and support to volunteers
- Be an active, energetic and visible participant at all PACE events
- Submit updates about PACE activities to the national office via Report PACE Activities in the Officer Tools at www.nscs.org
- Solicit written testimonials and feedback from volunteers, students, and partner school/organization staff
- Oversee the PACE Committee and ensure its direction is in accordance with objectives set by the Executive Board

VICE PRESIDENT OF PUBLIC RELATIONS/WEBMASTER
Foster awareness of NSCS and its activities among potential members, campus officials, and the community at large. Maintain the chapter’s online presence, including chapter e-mail accounts, web site (if applicable), chapter Facebook page, and profiles in campus organization directories.

Responsibilities
- Increase activeness in your chapter
- Plan and coordinate chapter’s Public Relations Campaigns, Spirit Week and other member recruitment activities
- Publicize chapter meeting, events and member accomplishments
- Participate in Organization Fairs, Fall Welcome activities, etc.
  - Organize chapter’s participation in these events
- Visit Freshman Orientations/Seminars, Honors Classes, Residence Halls, etc. to provide publicity for your NSCS chapter
- Update the NSCS Chapter Facebook page with events and pictures
- Ensure your campus is engaged and familiar with NSCS
- Maintain records for a member tracking/rewards program (if applicable)
- Complete event report for all events that this person organizes
- Work with other officers to update NSCS website with:
  - Pictures, meeting minutes, budget worksheet, event information, etc.
- Oversee the Advertisement/Member Recruitment Committee and ensure its direction is in accordance with objectives set by the Executive Board

VICE PRESIDENT OF COMMUNITY SERVICE
Connect members with their campus and local communities through participation in charitable events, and NSCS-sponsored service activities.

Responsibilities
- Work diligently to involve members in community service initiatives
- Organize and coordinate service events
- Be prepared, visible and accessible at all projects
- Promote and involve members in community service initiatives at all levels:
  - Planning, publicity, execution, post follow-up
- Collaborate with other campus or community organizations for events
- Ensure appropriate follow up after each activity
  - Send thank you cards via US mail
  - Send thank you e-mail to participants
- Work with the national office to involve the chapter in the NSCS days of service:
  - Make a Difference Day
  - Martin Luther King Jr. Day
  - National Youth Service Day
- Complete event report for all events that this person organizes
- Oversee the Community Service Committee and ensure its direction is in accordance with objectives set by the Executive Board