

- 1) **The Executive Board shall include the following student positions:**
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Historian
- 2) **President***
 - A. Must be a senior
 - B. Will be the previous year's Vice-President if fulfilled previous responsibilities well, invited to return as President, and accepts this invitation, office, and responsibilities
 - C. Prepare agenda for general/officers' meetings
 - D. Conduct meetings with other officers
 - E. Assist in organizing and leading all community service activities and events
 - F. Assist the SHH Advisor in planning the yearly induction ceremony, socials, and end of year open-house celebration
 - G. Any/all other leadership duties that may be required by OLY SHH
- 3) **Vice-President**
 - A. Must be a junior
 - B. Assists President in preparing agenda for general/officers' meetings
 - C. Conduct meetings with other officers when President is unavailable
 - D. Assist President in organizing and leading all community service activities and events
 - E. Assist the SHH Advisor in planning the yearly induction ceremony, socials, and end of year open-house celebration
 - F. Any/all other leadership duties that may be required by OLY SHH
 - G. If these responsibilities are fulfilled well, will be invited to return as President the following year
- 4) **Secretary**
 - A. Must be a junior OR senior
 - B. Create sign-in sheets and maintain attendance for both general and Executive Board meetings
 - C. Maintain/update current SHH membership rosters
 - D. Take minutes for general and Executive Board meetings
 - E. Create and organize all pertinent documents necessary for OLY SHH (permission slips, records, etc.)
 - F. Establish/maintain communication with OLY SHH members via email, social media, etc. (along with Historian and SHH Advisor)
 - G. Update OLY SHH website (along with Historian and SHH Advisor)
 - H. Assist the SHH Advisor in planning the yearly induction ceremony, socials, and end of year open-house celebration.
 - I. Any/all other leadership duties that may be required by OLY SHH
- 5) **Historian**
 - A. Must be a junior OR senior
 - B. Attend any/all events, activities, documenting each with photos, articles, etc. (if Historian is not available, then the Historian must designate another officer or member to document the event/activity)
 - C. Post pictures and/or articles to OLY SHH website and/or submit to other Olympus H.S. media, such as yearbook, etc.
 - D. Update OLY SHH website (along with Secretary and SHH Advisor)
 - E. Establish/maintain communication with OLY SHH members via email, social media, etc. (along with Secretary and SHH Advisor)
 - F. Assist the SHH Advisor in planning the yearly induction ceremony, socials, and end of year open-house celebration
 - G. Any/all other leadership duties that may be required by OLY SHH