THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

EXECUTIVE BOARD POSITIONS OVERVIEW

PRESIDENT

- Facilitate NSLS meetings
- Govern the Executive Board towards completing chapter goals
- Engage in a weekly session with the National Office and Advisor(s)
- Initiate or coordinate contact with new members to welcome them into the chapter and introduce the current Chapter Leaders
- Participate in monthly national forums and, if unable to attend, designate another Executive Board member to represent the chapter
- Recruit and lead the Executive Board
- Fill in for various positions as needed
- If applicable, confirm active status as a registered student organization on campus

VICE PRESIDENT

- Act as President in his/her absence or when needed
- Oversee Committee Chairs and hold them accountable for action steps and progress towards goals
- Shadow the President in sessions with the National Office

SECRETARY

- Record minutes at Executive Board meetings and send to Chapter Leadership and Chapter Success Manager at the National Office
- Take attendance at Orientation, Leadership Training Day, and Speaker Broadcasts or designate another Executive Board member to do so
- Enter attendance in Members Area for Orientation, Leadership Training Day, and Speaker Broadcasts within 48 hours of the event
- Send email reminders containing important chapter information such as upcoming events or awards and scholarships deadlines

TREASURER

- Create or oversee a bank account for the chapter with the President and Advisor(s)
- Attend any necessary Student Government financial meetings
- Create and manage a budget for national chapter dues and local expenses and enter it into the Bi-annual Strategy Meeting form
- Work with the Fundraising Chair to assess and implement a plan to obtain needed funds for the chapter

SNT COORDINATOR

- Help facilitate or create a schedule for the Executive Board to assist at the first SNT meetings for all groups
- Reserve rooms or confirm locations for SNT meetings
- Train SNT facilitators on proper implementation of SNT meetings
- Connect with SNT facilitators to confirm attendance for each group
- Remind members to submit personal SNT reports within 24 hours of each meeting

PUBLICITY CHAIR

- Recruit and oversee a Publicity Committee
- Work with IT Coordinator to create and/or maintain content for chapter website and social media pages
- Creatively advertise the NSLS and specific events hosted by the chapter
- Reach out to professors, other student organizations, departments and other groups on campus to promote the NSLS and its events
- Customize provided press releases for the school newspaper or other local news outlets
- Create flyers to promote the Society and upcoming NSLS events on campus
- Review current national guidelines on earning the positive publicity pillar

FUNDRAISING CHAIR

- Recruit and oversee a Fundraising Committee
- Develop and implement fundraisers for the chapter
- Enlist local sponsors to help raise money for your chapter
- Keep the Treasurer updated on progress of funds earned

IT COORDINATOR

- Create and manage a chapter email address using your institution's .edu address
- Create and/or maintain functionality of chapter website and social media pages with the Publicity Chair
- Work with campus AV and IT departments and Chapter Leadership surrounding technology issues
- Ensure all required technology is set up and tested an hour prior to the start of all NSLS events

SOCIETY EVENTS CHAIR

- Recruit and oversee a Society Events Committee
- Reserve rooms and coordinate set-up for Orientation, Leadership Training Day, Speaker Broadcasts (live and Video-on-Demand), and Induction
- Take lead on ordering food if serving refreshments at Society events

SOCIAL EVENTS CHAIR

- Recruit and oversee a Social Events Committee
- Plan and implement events like ice cream socials and game nights
- Reserve rooms and coordinate set-up for events outside of the core program
- Take lead on ordering food if serving refreshments at events outside of the core program

MEMBERSHIP OUTREACH CHAIR

- Recruit and oversee a Membership Outreach Committee
- Divide the Members' Progress list among the committee to complete check-ins throughout the semester to help achieve 40% induction
- Reach out to members with the committee after Orientation to encourage continued participation, gather feedback, and answer questions
- Request a table or booth at campus involvement fairs to create another touch point with members and potential members
- Assist and ensure committee reaches out to members who are not attending events throughout the semester

COMMUNITY SERVICE CHAIR

- Recruit and oversee a Community Service Committee
- Plan and implement community service events
- Establish partnerships with service organizations on campus and in the community to offer a variety of events
- Use the Community Service Credit Guide and Community Service form in the Resource Library to keep track of members' participation