**President**

Rotate Attendance at Open Meetings

Research Community Service Opportunities – send info for bulletin board

Have at least 1 OPTA to meet with Ms. Rubin every week.

Tracks attendance at meetings

**Vice President**

Rotate Attendance at Open Meetings

Fall Fund Raiser

Tracks NHS Gear Money

**Treasure**

Tracks Sponsor Sheets for Dance-A-Thon

Counts money after all events

**Secretary**

Tracks attendance at meetings

Tracks hours of all members

Parent Teacher Conference Assignments

**Public Relations**

Facebook/Instagram Updates

PA Announcements

Check with members at every meeting to see that they are signed up on Remind or Weebly Blog.

**Executive Interns**

Update Bulletin Board

Bake Sale Paperwork (member schedule and COSA approval)