

Computer Science Honor Society (CSHS)

Officer Role Description: President

Position Title: President
Term: One Academic Year
Reports To: Chapter Faculty Advisor(s)

Position Summary

The President serves as the chief executive student leader of the Computer Science Honor Society chapter. This individual is responsible for leading chapter operations, directing meetings, supporting executive board members, and representing the honor society to school administrators, faculty, and the broader community.

Key Responsibilities

Category	Detailed Responsibilities
Leadership & Governance	- Plan, organize, and facilitate monthly general chapter meetings and officer board meetings. - Set annual goals and strategic priorities for the CSHS chapter alongside faculty advisors. - Delegate task ownership effectively among officer team members and oversee committee work. - Ensure compliance with CSHS national guidelines and school club policies.
Communication & Reporting	- Prepare and deliver chapter update reports at monthly general body meetings. - Draft and send meeting/event announcements, agendas, and reminders to members via email or communication platforms. - Serve as the primary liaison between the CSHS student executive board, faculty advisor(s), and school leadership.
Member Support & Event Oversight	- Provide mentorship and active operational support to fellow officer positions in executing their duties. - Oversee major chapter initiatives, such as CS Education Week, peer tutoring programs, hackathons, and induction ceremonies.