

Computer Science Honor Society (CSHS)

Officer Role Description: Vice President

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

Position Summary

The Vice President supports the President in directing chapter operations, manages internal programs (such as peer tutoring and outreach), and assumes executive presidential leadership duties in the event of the President's absence.

Key Responsibilities

Category	Detailed Responsibilities
Executive Support	- Assist the President in all executive planning, meeting preparation, and decision-making duties. - Preside over general and officer meetings when the President is unavailable. - Collaborate with executive leadership to resolve operational challenges and keep initiatives on schedule.
Program & Committee Management	- Direct chapter service projects, such as CS peer tutoring, coding workshops, or middle school outreach. - Coordinate standing and ad-hoc committees for special events (e.g., Computer Science Education Week, Guest Speakers). - Ensure event leads have necessary resources and follow safety/school event protocols.
Membership Engagement	- Monitor member participation, engagement, and satisfaction throughout the year. - Organize team-building activities, icebreakers, and networking opportunities for members.