

### Responsibilities of President

- Preside at all meetings of CANHS
- Enforce the Constitution and By-Laws of CANHS
- Plan the agenda with Executive Board Director for all meetings of CANHS
- Submit the agenda to the CANHS Board one week prior to the meeting
- Represent CANHS at Regional and National Conventions
- Contribute articles to the CANHS newsletter
- Appoint various committees and chairpersons as needed
- Act as ex-officio member of all committees

### Responsibilities of Vice President

- Perform duties of President in absence of President
- Coordinate activities of all committees
- Perform any duties delegated by the President
- Coordinate State Projects
- Represent CANHS at Regional and National Conventions

### Responsibilities of Secretary

- Keep minutes of all meetings
- Keep general record of all activities
- Conduct all correspondence
- Represent CANHS at Regional and National Conventions

### Responsibilities of Newsletter Editor

- Develop and maintain the State Newsletter
- Edit State Newsletter
- Submit State Newsletter to State Office for publication and distribution
- Represent CANHS at Regional and National Conventions

### Responsibilities of Middle School Representative

- Represent all Middle Schools at general meetings
- Write a news column for State Newsletter
- Represent CANHS at Regional and National Conventions