

The **NHI Chairperson** shall:

Draw up agenda for monthly NHI meetings.

Preside over and conduct monthly NHI meetings in accordance with “Roberts’ Rules of Order for Parliamentary Procedure”.

Call any special meetings of NHI and preside over same in same manner.

Shall insure that general account of NHI be audited annually.

Cast deciding vote in the event of a tie.

Sign all NHI account checks in the absence of Treasurer.

Establish short and long-term goals from input of Intergroup delegates.

Is an ex-officio member of all NHI standing committees.

Keep current on all committee projects and affairs.

Maintain regular contact with officers and committee chairs between meetings regarding status of projects.

Make decision regarding cancellation of NHI meetings due to inclement weather.

Notifies **officers via telephone call, who in turn make calls to NHI reps as per telephone tree.**