

NIU History Club Executive Positions

President- The main decision maker (with everyone's thoughts, goals, and needs in mind of course). He/She is responsible for planning and leading the meetings, and making sure all other chairs are in line.

Vice-President- Assisting the president with planning meetings. Also a representative if the president is not available for a club meeting or event.

Treasurer- Keeps track of the club's account. Responsible for filling out expenditure forms when the club uses money for events and/or items.

Secretary- Takes minutes and keeps the club's website active and updated. Keeps track of membership. In charge of recording guest speaker (camera provided) and assisting president and vice president with gathered information.

Publicity- Responsible for publicizing the club and boosting enrollment. Can advertise with flyers, through the Northern Star Newspaper, chalk on sidewalks, tables in Dusable/Reavis/etc, and much more (nothing comes out of the student's pocket, it would be covered by the club). This is the most labor intensive position, which is why I encourage more than one student to hold this position. This position also allows students to be creative with designing flyers and thinking of ways to advertise, so in a way it can be the most entertaining position.

The Northerner Historical Review Editors

- 3 editors- publicize journal and ask for paper submissions. Collect papers and give to board without revealing to the board who submitted the papers. Once papers are chosen for the journal by the board, the editors post them on our online journal.

- 5 editorial review board members- read and rate papers with score card.