

CONSIDER RUNNING FOR A STATE OFFICE! :D

President: preside at all meetings, appoint committees with chair, serve ex-officio on committees, plan yearly projects, maintain the presidential files, call board meetings and assign adult moderators for state convention events, subject to the approval of the Executive Board and the State Chair.

- **Good qualities = a leader, committed, assertive and authoritative**

1st Vice president: preside at meetings when requested by the President and at meetings in the absence of the President and aid in the promotion of membership and communication among chapters.

- **Good qualities = outgoing, talkative, and communicative**

2nd Vice president: perform all duties relating to spirit and service, including spirit contests, roll call, service contests, promotion of spirit and service, and other spirit and service related activities.

- **Good qualities = enthusiastic, passionate, loud, goofy, and animated**

Secretary: send copies of minutes of WJCL General Assemblies and Board Meetings to all officers and chapters, conduct WJCL correspondence and retain appropriate records.

- **Good qualities = a quick writer/typer, good at multitasking, good listener**

Treasurer: maintain a record of receipts and expenditures, pay all bills authorized by the executive board, and submit reports at state convention and board meetings.

- **Good qualities = frugal, resourceful and thrifty**

Historian: prepare a scrapbook for the National Junior Classical League Convention.

- **Good qualities=creative,clever,experienced with scrapbooking and/or arts**

Parliamentarian: responsible for presiding at one General Assembly, use Robert's rules of order to determine any procedural questions, providing nomination papers, and maintaining current copies of the WJCL Constitution, by-laws, credentials of each Chapter's Club Representative, and credentials for each Chapter's Voting Representative at the WJCL Convention, preside over the Amendment Meeting, the Code of Conduct Meeting, and any other meetings having to do with elections, the constitution, or amendments.

- **Good qualities = authoritative, orderly, innovative and constructive**

Technology Coordinator: maintain and update the WJCL website with information approved by the board and aid in the acquirement of other technology for the use of the WJCL.

- **Good qualities = experienced with html and making websites**

Editor: prepare at least three bulletins that will be distributed to all WJCL Chapters called the WJCL Torch and review and perform any needed corrections on the WJCL Convention Program.

- **Good qualities = resourceful, experienced with journalism**

To run for office you must be a member of both the WJCL and NJCL and not be a senior. This means that freshmen too can run for office though you must be at least a sophomore to run for president.

If you have any questions or are interested in running for an office, contact your parliamentarian Sabrina D'Agostino at 414-379-9544, wiscgirls@sbcglobal.net or via facebook.