



Cabinet Application Packet

2010-2011

Arizona Territory

of

Junior State of America



<http://arizona.jsa.org/>

Arizona Territory of Junior State of America

Dear Prospective Cabinet Members:

Thank you for your interest in applying for the 2010 – 2011 JSAZ Cabinet. JSAZ is already off to a great start this coming year. Thanks to Governor Carolina Ramirez and Lt. Governor Fernando Loya, and this past year's Cabinet, we have a solid foundation and we are well on our way to statehood. *But the Arizona Territory of Junior State needs You!* The Cabinet is crucial to a successful JSAZ year and your talent, hard work, and dedication will make all the difference.

One of the things that makes Junior State great is that it is truly a student-run organization. JSA offers us all extraordinary leadership opportunities that challenge us to do more and be more. Last year, as a Cabinet member, I had a once in a lifetime experience. I worked with many dedicated and talented people and was inspired by their accomplishments. I discovered my passion for politics and the law, and found my future life path. Serving on the Cabinet is more than just another volunteer job. For those who decide to serve, it may indeed be a life-changing experience. A Cabinet appointment is an honor and also a major commitment. But to those who give the job their all, the rewards will be great. You will gain important leadership experience. But more importantly, you will be promoting democracy, good citizenship, political activism and empowering Arizona youth to participate in their government and to take on leadership roles in their community, the state, the nation and the world. You will make a positive difference and you will be encouraging others to make one too.

If you are passionate about the mission of Junior State, and ready to make the commitment, you will find a Cabinet post in this packet that suits your skills and experience. As you read through the job descriptions, think about your top three job choices. Consider the positions that best match your qualifications and experience-- the positions that you would really enjoy doing and be most productive doing. Also give serious consideration to the time commitment involved. Take the commitment to work on the Cabinet seriously, but have some fun with the application assignments. Essays *don't* have to be long. You may answer in as few as 300 words. Simply tell me why you want the job and why you are qualified. Show off your talents, spotlight the unique abilities that you, and only you, can bring to the job. And please submit your application by the July 1 deadline. We need you.

In addition to applying for a Cabinet post, I would like to strongly encourage everyone to attend the Arizona Institute on Leadership and Politics, June 6-9, at Arizona State University and the State Capitol. It was an awesome experience last year and I'm sure it will be again this year. I also encourage you to check out Junior State's summer schools. I will be attending the Institute and the Princeton Summer School this year and I know you will enjoy these programs too. They are great training grounds for anyone interested in chapter or state leadership positions, as well as places where you will enhance your debate and public speaking skills. You can get more information and start your application online at www.jsa.org.

I am honored to be your governor this coming year and I plan to work very hard to make this JSAZ's best year yet. I won't let you down! Lt. Governor Angelica Alvarez and I will be focusing on working closely with each and every chapter to help you recruit new members and plan exciting activities. We will also be working very hard on expansion to make our dream of statehood a reality. And, of course, we will plan some great conventions with thought-provoking debates, Thought Talks, and speakers. I hope to see you this summer and I look forward to seeing your Cabinet application and to working with you in the coming year. Once again, thanks for your interest and time. Please call or email me if you have any questions.

Sincerely,

Theo Jones

Arizona Territory Governor 2010-2011

Email: tjones@jsa.org / Telephone: 520-820-2158

**Arizona Territory
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►Application Deadline: July 1

To apply for a Cabinet post, you must submit the following items:

1. A *brief* essay or statement explaining why you would like to serve on the JSAZ Cabinet this coming year and describing your overall goals if selected.
2. Concise answers to the following questions:
 - a. Why are you qualified for the position(s) for which you are applying?
 - b. Please also describe your prior participation in Junior State / JSAZ activities. How have you benefited from these experiences? How will these experiences enhance your work on the Cabinet?
 - c. In addition to JSA, what are your other extracurricular activities? How do you prioritize these activities and your time? A Cabinet post is a major time budget commitment-- If you are selected, how will you make sure that JSAZ is your top priority?
3. Your answer(s) to the the specific question(s), and/ or assignment, *for your top Cabinet choice*. You'll find these questions at the end of the Cabinet job description. *Please note*, although you will be asked to list your top three Cabinet choices, you should answer the specific question(s) and do the assignment *for your top job choice only*. For example, if Debate Director is your first choice, but you have listed Convention Director as your second choice and Public Relations Director as your third choice, you must only submit your answer to the specific question(s) and/ or assignment for Debate Director.
4. The general application found on page 5. This is an editable document and it may be filled out on your computer *or* you may print it, complete it on paper, and then scan it for email submission. *Or* mail a printed version of your application items to the address below.

►Please submit application items via email to Theo Jones at:
tjones@jsa.org

► Printed application items should be mailed to:
Theo Jones, 1227 N. Tyndall Ave., Tucson, AZ 85719

*****QUESTIONS? Email or call Theo at 520-820-2158.*****

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JSAZ State Cabinet General Application Form

Arizona Institute participants-- submit your applications by June 6 and be interviewed at ASU.

The final application deadline is July 1.

Name: _____

Address: _____

City / State _____ Zip
Code _____

Email: _____ Phone: (
) _____

School / Chapter: _____

Graduation Year: _____

Desired Cabinet Posts (in order of preference):

1. _____
2. _____
3. _____

Will you be attending the 2010 Arizona Institute on Leadership and Politics, to be held June 6-9 at Arizona State University? *Applicants attending the Institute will be interviewed there.*

_____ YES _____ NO

Will you be attending a 2010 Junior State Summer School, if so which one?

_____ YES Location: _____

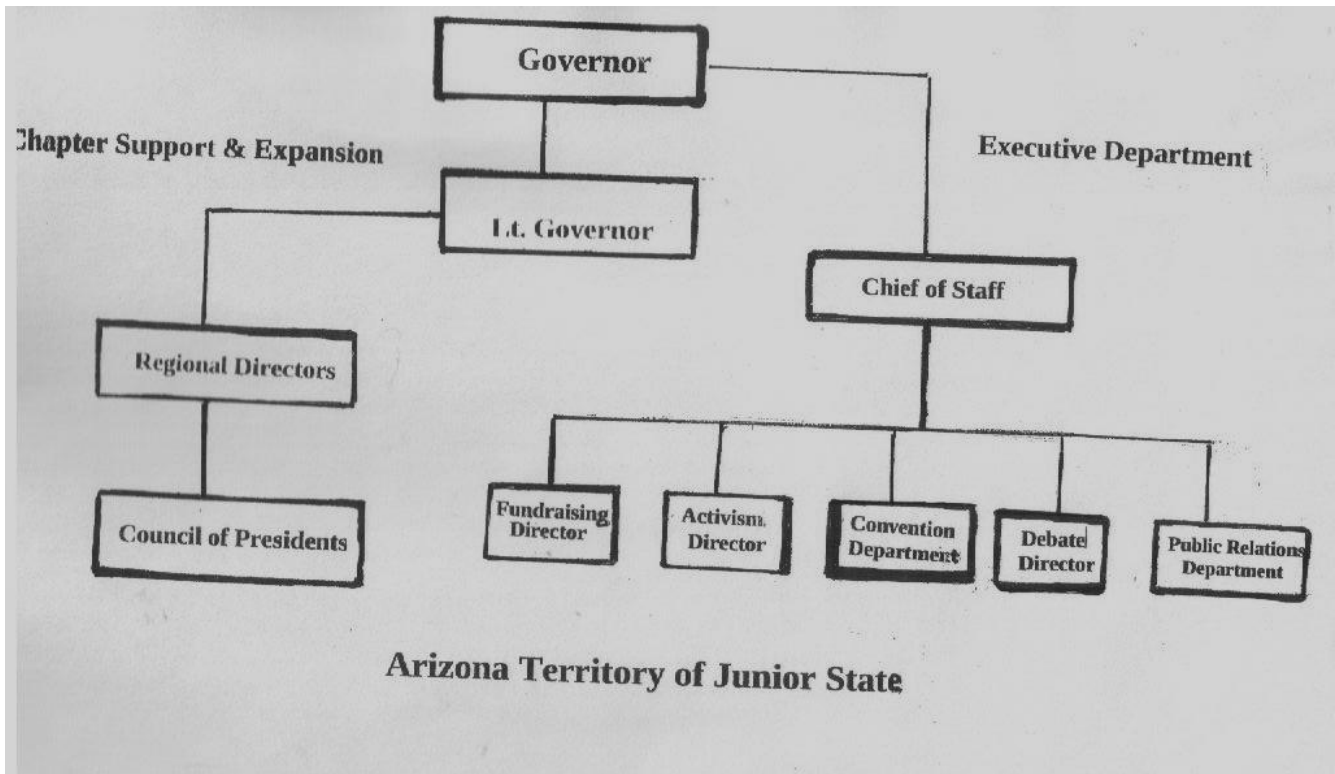
_____ NO

Have you attended a JSA Summer School or Symposium/ Institute prior to 2010?

_____ YES Location: _____ _____ NO

Receipt of all application packets will be acknowledged. If you don't receive a confirmation email or postcard, please contact Theo at 520-820-2158, or at tjones@jsa.org to confirm receipt of your packet.

Thanks!



JSAZ Cabinet Positions

EXECUTIVE DEPARTMENT

CHIEF OF STAFF

The Chief of Staff is responsible for facilitating communication by keeping in close contact with every member of the JSAZ Cabinet and communicating necessary details to the Governor on a timely basis. You will also be assigned tasks by the Governor to ensure that the Cabinet and JSAZ are running smoothly. The Chief of Staff must positively motivate Cabinet members, while still holding them accountable for assignments and seeing that they meet work deadlines. The Chief of Staff also serves as Secretary of State by taking minutes at each Cabinet conference call. The ideal candidate will have a thorough understanding of JSA and JSAZ, and how they function. He or she will be a master of communication, be highly organized, efficient, and be an excellent problem solver.

This is a demanding, time-consuming position (on a consistent basis) that requires an energetic person with a high level of commitment, as well as a schedule that will allow him or her to devote plenty of time to JSAZ.

Chief of Staff Specific Question:

As Chief of Staff how will you ensure timely and efficient communication between the Governor and the Cabinet? If a Cabinet member was not doing his or her job properly, how would you motivate this individual to get them back on track?

DIRECTOR OF FUNDRAISING

The Director of Fundraising is responsible for helping chapters organize fundraising drives. He or she will assist chapters in raising money to help their members who cannot afford the cost of attending JSAZ events. This is a chapter support position and the Fundraising Director will attend Council of Chapter Presidents meetings before every convention, as well as work closely with JSAZ's Regional Directors. An ideal candidate would be a creative thinker who is good at generating fund-raising ideas. He or She should have the ability to organize a new program, and have excellent communication and coordination skills.

This is a new position that will be time consuming as we take on the job of creating a new program.

Director of Fundraising Specific Question:

How will you create and organize this new program? List any fund-raising ideas that you have and discuss how you would organize a fund-raising campaign based on one of these ideas. Also list any relevant fund-raising experience you have.

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DIRECTOR OF ACTIVISM

The Director of Activism will work to increase JSAZ'ers overall growth as informed citizens. He

or she will be responsible for setting up political fairs and will also assist the Convention Director in arranging keynote speakers for state-wide events. The Director of Activism will also promote activism activities within JSZ's chapters. As this is a chapter support position, the Activism Director must attend Council of Chapter Presidents meetings before every convention, as well as work closely with JSZ's Regional Directors. The ideal candidate will be an articulate individual with knowledge of state and national political organizations who is able to reach out to these groups to arrange speakers, and political fair participants, and to organize other collaborative activities.

Chapter support activities will require an on-going time commitment. In addition, a major time commitment will be required in the weeks leading to state conventions.

Director of Activism Specific Question and Assignment:

Please submit both of the following. Assignment: Imagine that you are planning a political fair for an upcoming JSZ convention-- Write a memo to the Governor saying what organizations and speakers you plan to invite and how you will organize the fair. Tell how you intend to execute your plans. You may also submit a sample letter/ email inviting a potential speaker to the convention (optional). Specific Question: How will you promote activism within JSZ's chapters?

DEBATE DIRECTOR / ASSISTANT DEBATE DIRECTOR

The Debate Director has the crucial role of organizing all debates and Thought Talks at JSZ conventions. How well he or she does this job may very well determine whether a convention is a positive, memorable experience for participants. The director will write debate resolutions and create Thought Talk topics, prepare briefs on these topics, recruit debaters and moderators and ensure that every position is filled, as well as educate JSZ'ers on debate techniques and moderating procedures. The director will also create a topic of the month for chapter debates or Thought Talks and provide briefs for this topic for inclusion in the JSZ newsletter and JSZ web site. He or she must be well-informed on current political issues, be a good writer, as well as a hard worker who can work on deadline, making sure all tasks are completed. The ideal candidate will also have extensive debate experience, be an excellent speaker, and have the skills necessary to educate others on debate techniques and moderating. The Governor may also appoint an Assistant Debate Director to assist with these duties.

This Cabinet post requires a major time commitment that will peak in the weeks leading to state conventions.

SEE NEXT PAGE FOR DEBATE DIRECTOR SPECIFIC QUESTION

Debate Director and Assistant Director Specific Question & Assignment:

First, indicate whether you are applying for the Debate Director position or for the Assistant Debate Director post. Then, please submit *both* of the following. Assignment: Write three debate resolutions and two Thought Talk topics that could be used at a state convention. Write briefs for one of the debate resolutions and one of the Thought Talk topics. Each brief should be no more than 300 words long.

Specific Questions: Please answer the following questions. How do you plan to write debate topics that spark interest among convention attendees while remaining fair to both sides of the issue? How will you improve debaters and moderators at state conventions, include any workshop or education ideas that you have. What debate experience do you have that will help you educate others?

CONVENTION DEPARTMENT

CONVENTION DIRECTOR / ASSISTANT CONVENTION DIRECTOR

The Convention Director will work closely with the Governor, Chief of Staff, Debate and Activism Directors, and other Convention Department members to plan, organize, and conduct successful JSAZ overnight conventions. He or she will develop the agenda and manage all details of the convention to ensure that it runs smoothly and efficiently. This is one of the most crucial Cabinet posts and requires top-notch management skills, commitment, and dedication-- *reliability is a must!* The Convention Director must be a highly organized manager who can work under pressure and meet tight deadlines. He or she must also have good communication and writing skills, and be familiar with graphic layout. The ideal candidate will also have attended several JSAZ conventions and be familiar with JSA convention procedures. The Governor may also appoint an Assistant Convention Director to help the director with his/ her job duties.

This Cabinet post requires a major time commitment that will peak in the weeks leading to state conventions.

Convention Director / Assistant Director Specific Assignment:

First, indicate whether you are applying for the director or assistant director post. Then, please submit *both* of the following.

Assignment: Picture your ideal JSAZ convention with your dream speakers and topics. Create an agenda for this event. If you want, design your agenda around a theme of your choice. Make sure your sample agenda demonstrates your organizational and scheduling skills and your ability to create an artistically appealing graphic format that will spark the interest of convention attendees and make it easy for them to maneuver through scheduled events.

SEE NEXT PAGE FOR CONVENTION DIRECTOR/ ASSISTANT SPECIFIC QUESTIONS

Convention Director/ Assistant Specific Questions:

If you were convention director this past year, what would you have done differently and how will you improve upcoming conventions? Would you add any new activities to make JSAZ's conventions more enjoyable or educational?

DIRECTOR OF LOGISTICS

The Director of Logistics will be responsible for making sure that convention attendees are able to move smoothly from activity to activity. He/she will also assist chapters in arranging for transportation to and from conventions. The Director of Logistics will have to pay attention to all parts of the convention because he/she will be responsible for the flow and organization of convention activities. He/ she will help with registration, be in charge of the information table at conventions, and will also prepare maps of restaurants around the hotels where the conventions are located. The ideal candidate will be well organized and will have an ability to communicate well with others.

Time commitment will soar during convention seasons.

Director of Logistics Specific Questions:

What will you do to make sure attendees enjoy each JSAZ conference and move smoothly from activity to activity. Looking back at last year's JSAZ conventions, is there anything you would change or improve?

CONVENTION ACTIVITIES COORDINATOR

The Convention Activities Coordinator will be responsible for organizing social/ leisure-time and night-time convention activities, including ice breakers, dances, and special activities, such as impromptu speaking contests, talent shows, and simulations. He or she will work closely with the Convention Director in order to coordinate these activities with the rest of the convention agenda in an organized manner. The Activities Coordinator should be an energetic, outgoing, and creative individual who will be able to design a wide variety of fun activities.

Time commitment will soar during convention seasons.

Convention Activities Coordinator Specific Question:

What special or night-time activities would you like to see at conventions? How will you encourage convention attendees to participate in these activities? Is there anything you would change in how night-time and special activities are currently conducted at conventions?

PUBLIC RELATIONS DEPARTMENT

PUBLIC RELATIONS DIRECTOR / ASSISTANT DIRECTOR

The Public Relations Director will be responsible for media coordination and publicity. He or she will work closely with the Governor to develop a plan to project a positive image of Junior State and JSAZ throughout Arizona. The Public Relations Director will contact news outlets to promote JSAZ events and activities with the aim of generating positive publicity. Job duties will include writing press releases to be sent to newspapers, television stations, radio stations and other media

outlets; creating PSA's for radio and television; and writing articles for submission to JSA national publications and possible publication in local newspaper Op-Ed pages. The Public Relations Director will also assist the Director of Technology in writing for the JSAZ web site. The ideal candidate will be a creative individual with excellent writing and communication skills, and the ability to generate excitement about JSAZ and its activities. He or she should have the ability to work on tight deadlines before conventions. The Governor may appoint an Assistant Director of Public Relations to help with these duties.

Time commitment would peak before and after conventions.

Public Relations Director / Assistant Director Assignment:

First, indicate whether you are applying for the Director of Public Relations post or for Assistant Public Relations Director. Then, write one of the following. Imagine all the candidates in Arizona's governor's race have agreed to speak at a JSAZ "Meet the Candidates" event. Of course, they have been speaking all over the state, but you know the JSAZ event will be different and much more newsworthy because JSAZ'ers will ask the really tough questions and get the candidates to answer them. Write a press release that will generate excitement and get the press to our event. **Or** Write an essay about what Junior State means to you to submit to your local newspaper for possible publication on the Op-Ed page.

DIRECTOR OF TECHNOLOGY

The Director of Technology is responsible for managing the JSAZ website to communicate about JSAZ and its events and activities. He or she will create web pages, and must regularly update the website with information about upcoming conventions and activities. He or she must possess web site design skills and also be a good writer who pays attention to details to guarantee the accuracy of the information that is posted on the web site. The Director of Technology will work closely with the Director of Public Relations, JSAZ's Newsletter Editor, and the State Photographer to generate content for the site. He/ she should also be familiar with Facebook and using it for marketing and publicity. The ideal candidate would be familiar with the Joomla content management system that all JSA websites use. However, otherwise qualified candidates without knowledge of

this system who are fast learners are encouraged to apply. Training may be provided. However, all candidates should be familiar with the basics of HTML.

Time commitment will peak before and after JSAZ conventions. But the DOT must consistently allocate time to update the web site throughout the year.

Director of Technology Specific Questions:

What are your ideas for using the JSAZ web site and Facebook-- how will you use these mediums to promote JSAZ and communicate about our events and activities? If you have ideas for other mediums of technology, please include them. What is your web design experience? What programming languages do you know? Are you familiar with Joomla? *Optional*-- you may include the web addresses of any sites you have designed as samples of your work, or you may include writing samples.

STATE PHOTOGRAPHER

The State Photographer is responsible for taking photographs at each JSAZ event. He or she will submit these photos to the Public Relations Director, the Director of Technology, and the Newsletter Editor for use in press releases, for posting on the JSAZ web site, and for publication in the JSAZ newsletter. Photography experience, creativity, as well as the ability to work in the fast-paced environment of JSAZ conventions are musts.

Time commitment peaks at and after JSAZ conventions and other events.

State Photographer Specific Question and Assignment:

Please submit *at least* five photos that represent your best work. Describe the types of photos you would aim to take at a JSAZ convention. What would make your photos different from that of another photographer?

NEWSLETTER EDITOR

The Newsletter Editor will edit a monthly electronic newsletter to be sent to Cabinet members, chapter presidents, and teacher advisors via email. A limited number of paper copies of the newsletter may be sent to those who don't have Internet access. The newsletter will also be posted on the JSAZ website. The Governor and Lt. Governor will submit letters to be published in the newsletter and Cabinet members may also submit articles. The newsletter editor will be responsible for writing at least two articles each month on topics that would be of interest to chapter presidents and advisors, as well as chapter members. He or she should attend Council of Presidents meetings to develop an awareness of topics of interest to chapters. The Editor will also work with the State Photographer so that photographs are included in the newsletter. The ideal

candidate will be an excellent writer and editor with good proofreading skills who is able to work on deadline. Newsletter design experience would also be a plus.

Monthly time commitment to write at least two articles, edit submissions and send the newsletter.

Newsletter Editor Specific Questions and Assignment:

Specific Questions-- What ideas do you have for the newsletter? What are your qualifications or past newsletter experience? Assignment-- Design a layout for the JSAZ newsletter (this doesn't have to be elaborate and may employ a template) and write at least one sample article.

REGIONAL ADMINISTRATION

For Chapter Support and Expansion

The Governor and Lt. Governor will work closely with each Regional Director to support chapters and foster expansion. The Lt. Governor will also serve as the President of the Council of Presidents and preside over its meetings. There will be five Regional Directors. The Governor may appoint Assistant Regional Directors after consulting with the Lt. Governor and Regional Director. In addition, Regional Directors may recruit volunteers and appoint a regional Cabinet.

Regional Directors

1. Regional Director of Chapter Support & Expansion for Southern Arizona

This region includes the metropolitan Tucson area/ Pima County, Nogales/ Santa Cruz County, Pinal County, as well as Benson and Cochise County.

2. Regional Director of Chapter Support & Expansion for Western Arizona

This region includes Yuma/ Yuma County and La Paz County

3. Regional Director of Chapter Support & Expansion for Central Arizona

This region includes Maricopa County and the Phoenix metropolitan area.

4. Regional Director of Chapter Support & Expansion for Northern Arizona

This region includes Flagstaff/ Coconino County, Yavapai, Mohave, Navajo and Apache Counties.

5. Regional Director of Chapter Support & Expansion for Eastern Arizona

This region includes Globe/ Gila County, and Graham and Greenlee Counties.

REGIONAL DIRECTORS / ASSISTANT JOB DESCRIPTIONS

Each Regional Director will manage chapter support and expansion in their area. In larger regions, Assistant Directors may be appointed by the Governor after consulting with the Lt. Governor and Regional Director. Assistant Regional Directors would help directors carry out their duties. Regional directors will set chapter support and expansion goals for their areas and may delegate duties to their Assistant Director in order to meet these goals. They may also recruit volunteers for a regional cabinet.

Directors are responsible for advocating democracy and good citizenship in their region, and will work to encourage political activism within their region's chapters.

Chapter support duties will include keeping chapters informed of JSAZ activities and events, promoting attendance at state conferences, assisting chapters in recruiting new members, organizing at least two regional Mini-Conferences-- one in the fall and one in the spring, preferably at two different host schools-- as well as assisting the region in any other way that will help maintain the stability of current chapters.

Regional Directors will also lead expansion efforts in their area. They are responsible for promoting the formation of new chapters and for recruiting new members. Expansion and recruitment duties will include contacting schools and other organizations in their region that might be interested in forming JSA chapters, as well as helping existing chapters recruit new members. The Governor and Lt. Governor may assist the regional directors in visiting schools and other organizations that have the potential of forming new chapters.

Regional Directors will attend Council of Chapter Presidents meetings and work closely with the Lt. Governor through the council to foster chapter support and expansion. They will also work with the JSAZ Director of Fundraising to help chapters raise money, making sure fundraising efforts are coordinated with the state Cabinet. In addition, they will work with the Director of Activism to promote activism activities in their region's chapters.

This is a crucial job as expansion and chapter support are top JSAZ priorities, so Regional Directors must make a major time commitment. Directors must be excellent managers and exceptional communicators. The ideal candidate will be an organized, charismatic individual who is able to generate excitement about

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JSA/ JSAZ. He/ she must be able to set and attain goals, delegate responsibilities, recruit and supervise volunteers, as well as positively motivate staff and hold them accountable for completing their assignments on a timely basis. Regional directors must know their regions and have good public relations skills, so that they can represent JSAZ in their communities and foster the creation of new chapters.

This is a very demanding, time-consuming position (on a consistent basis) that requires an energetic person with a high level of commitment, leadership abilities, and a schedule that will allow him or her to devote plenty of time to JSAZ.

Regional Director/ Assistant Specific Questions:

Describe your region-- What JSA chapters currently exist in your region? How would you support these chapters? What advice/ ideas would you give to a new chapter? What schools, or other organizations, in your region would you like to contact/ visit to tell them about JSA/ JSAZ and encourage them to form chapters? What would you tell them about JSA/ JSAZ? How would you get the word out about JSA in your community? List any past experience you have that demonstrates your management skills.