

Running for MassJCL Office?

3rd Annual MassJCL Candidacy Corner

The 2017-18 Officers, from left to right: President Anushree Iyengar, 1st VP Tim Liu, 2nd VP Tamsin Edwards, Secretary Rachel Wang, Treasurer Vikiana Petit-Homme, Parliamentarian Carina Layfield, Historian Jesse Hogan, Publications Editor Jacob Hane, Technical Coordinator Jonathan Yuan



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What does each officer do?

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| <p>President</p> | <ul style="list-style-type: none"> ● Leads MassJCL as the primary representative of the institution ● Presides over all events, Board Meetings, General Assemblies, and Fellowship at Nationals ● Assists other officers as necessary in fulfilling their duties ● Following each event the President shall compile a list to be handed down to the next President of what went well at each event |
| <p>1st Vice President</p> | <ul style="list-style-type: none"> ● Coordinates Classics Day by communicating with BU and speakers well in advance ● Organizes and judges the State Publicity and Membership Contests ● Shall lead MassJCL in the absence of the President |
| <p>2nd Vice President</p> | <ul style="list-style-type: none"> ● Spirit: The 2nd VP is responsible for organizing MassJCL spirit at the National Convention, planning the MassJCL Spirit Party prior to Nationals, judging spirit at State Convention, and choosing spirit themes for States ● Service: The 2nd VP organizes the State Community Service Contest, encourages chapter participation in that and the National Service Contest, provide updates on Coin Wars at State Convention |
| <p>Secretary</p> | <ul style="list-style-type: none"> ● Takes minutes at all Executive Board Meetings and Fellowships at Nationals ● Emails minutes to the Technical Coordinator within 48 hours of the meeting ● Collects entries for the State T Shirt Design Contest ● Writes letters on behalf of the Board as necessary |
| <p>Treasurer</p> | <ul style="list-style-type: none"> ● Writes checks on behalf of the Massachusetts Junior Classical League ● Keeps track of all MassJCL financial transactions ● Runs a merchandise table at Nationals and other events to raise money for MassJCL |
| <p>Parliamentarian</p> | <ul style="list-style-type: none"> ● Elections: Creates candidacy forms, distributes them to interested candidates, encourages MassJCLers to run for office, facilitates elections at States, runs the Candidates Open Forum at States, and creates ballots ● Amendments: Collects and proposes amendments to the constitutions, presents them to the Board, runs the Constitutional Amendments Meeting at States ● Represents MassJCL at the Nominations Committee Meeting, Candidates Open Forum, and the Constitutional Amendments Meeting at Nationals ● Presides over the Voting Fellowship at Nationals ● If necessary declares a State of Emergency to fill vacancies on the Board, and distributes an application to interested candidates |

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| <p>Historian</p> | <ul style="list-style-type: none"> • Takes pictures at all MassJCL events • Encourages submissions to the State Scrapbook • Submits to the NJCL Photo of the Month Contest • Creates the State Scrapbook to submit to the NJCL Historian • Judges the State Scrapbook Competition |
| <p>Editor</p> | <ul style="list-style-type: none"> • Reaches out to MassJCLers around the State to produce articles and artwork for the Forum Factorum, the official MassJCL Newsletter • Produces 4 issues of the Forum Factorum • Produces 1 issue of the Convention Ear • Submits to the National Publications Contest • Judges the MassJCL Newsletter Contest • Creates the MassJCL Stationary |
| <p>Technical Coordinator</p> | <ul style="list-style-type: none"> • Creates the MassJCL website • Updates website throughout the year as needed • Submits the website to the NJCL Website Contest • Judges the MassJCL Chapter Website Contest • Judges the MassJCL Individual Website Contest • Archives any old information onto the website |
| <p>All</p> | <ul style="list-style-type: none"> • Attend events and board meetings • Assist in the planning and organization of events |



FAQs

Where are MassJCL Board Meetings? How often do they occur?

MassJCL Board Meetings are typically held somewhere in central Massachusetts, usually at the Northborough Public Library. Meetings usually occur about every two months. The final meeting for the year is held at the State Convention site in order to plan more specifics for the Convention.

Do I have to attend the National Convention?

MassJCL Officers are expected to attend the National Convention. It is especially important that the President, Second Vice President, Treasurer, Parliamentarian, and Historian are in attendance. We understand if personal hardship make it so that you are unexpectedly unable to attend Convention, but please make an effort to attend unless you absolutely cannot.

How do I run for office?

To run for MassJCL Office, make sure you submit the official candidacy form to the Parliamentarian by April 2 via email. You can email it to parliamentarian@massjcl.org. The candidacy form is included on the last page of the Candidacy Corner and can also be found at bit.ly/MassJCLCandidacyForm. All candidates for **Technical Coordinator, Publications Editor, and Historian** must also submit a composition to parliamentarian@massjcl.org by April 2. Information on the composition specifics can be found at bit.ly/CompositionInformation.

When can I start campaigning?

Candidates may start campaigning upon the conclusion of the 1st General Assembly in compliance with the official campaign guidelines (i.e. maximum \$30 allowance for campaign expenses and no mentioning of another candidate).

What do I do as an official candidate at the State Convention?

All candidates must give a speech of no more than 2 minutes in length at the 1st General Assembly. Following the conclusion of the 1st GA, you may begin campaigning. All candidates must attend the Candidate's Open Forum, but beyond that there are no further obligations for any candidates.

Who is eligible to run for State Office?

Any member of MassJCL is eligible to run for State Office provided that he or she have met the following eligibility requirements:

1. **All candidates must have attended at least 1 prior State Convention.**
2. **Candidates for the office of 2nd VP must have attended at least 1 National Convention.**
3. **Candidates for the office of President must have previously served a term on the board.**
4. All candidates must either currently be enrolled in a Classics course and be enrolled in a Classics course or independent study course for their time in office *or* have already completed all Classics Courses offered at his or her school.
5. Seniors and mid-year graduates are not eligible.
6. A single school may send up to 3 candidates, none of which may run for the same position.

When are State Officers most busy?

Your commitment as a State Officer largely depends on which office you hold and the time of year. All officers have a number of things to do at each event, but throughout the year there are times when some offices are busier than others. Below is the time that each officer has said they find to be the most time consuming.

President: The busiest time is always right before any big event— especially like now, leading up to States; there's so much that you need to plan out to the tiny details and it can definitely be stressful.

1st VP: The 1st VP has to coordinate Classics Day. The thing that probably took up the most time for me was emailing all of the professors and graduate students about possibly presenting and the logistics involved with their presentations.

2nd VP: The busiest time was preparing for spirit at Nationals. Running spirit at Nationals is a pretty complicated job that requires you to efficiently manage your time to not only create or obtain any necessary props, but to also ship anything to convention that you can't bring with you on your flight.

Secretary: I have the most work to do immediately after board meetings, as that is when I have to organize the minutes of the meeting.

Treasurer: The Treasurer has to count all of the coins collected in coin wars which takes a really long time because you have to count each individual coin.

Parliamentarian: For me, the most time consuming aspect of Parliamentarian hasn't actually happened yet. A large part of what I do is run elections at States for candidates and amendment approval. That being said, throughout the year I have been working on creating amendments and encouraging people to run for office through a series of Youtube videos. I also created a template for drafting constitutions, and that took quite a bit of time, but it was something I was able to work on over time when I had the time to do so.

Historian: I haven't really hit my peak yet but I'd say it's usually the months leading up to convention based on the scrapbook I submit (last year as a local historian it was 1-2 months before and this year it will probably be May, June, July) strictly due to the effort that goes into crafting a scrapbook compared to less major tasks completed throughout the year such as taking pictures at MassJCL events and submitting to the Photo of the Month competition.

Publications Editor: Whenever a MassJCL event is coming up, I have to really make sure the newsletter is done and ready to be published. It can be a little stressful if people don't submit their articles on time to me or if there are delays with the printing company, so it's really important to anticipate such possibilities.

Technical Coordinator: The Technical Coordinator has to create the MassJCL website. This is something that I worked on throughout the summer. It took a long time to complete but if you work on it regularly over the summer it will ensure you have more than enough time to finish it.

Acing Your Speech

Remember:

- You have **2** minutes
- Dress for success

Things to talk about:

- Your qualifications
 - If you've previously held the office at the local level, mention it
 - If you've won any awards related to your office, mention those
- Your goals
 - What do you hope to do if elected?
 - Why should people vote for you?
- Other
 - If you have any online information for your campaign, mention where that can be found

Campaigning

Talk to people!

- The more people you talk to, the more people that will know about your campaign. This can seem like a daunting task, but generally people will want to speak with candidates so they can make informed decisions on whom to vote for.

Prepare campaign materials

- Flyers, posters, online information, etc.
- Get your platform out there in as many ways as possible

Remember, you do not have to campaign alone! Other students at your school can be a great resource for helping design campaign materials, distribute them, and talking about you to people at convention.

Below: Some of Technical Coordinator Jonathan's campaign promotional materials:



Candidacy Form

Name: _____

School: _____

Sponsor's Name: _____

Intended Office: _____

Level of Latin/Greek: _____ Grade: _____

Phone Number: _____ Email: _____

Number of State Conventions Previously Attended: _____

Number of National Conventions Previously Attended: _____

Requirements to run for State Office:

1. All candidates **must have attended at least one prior state convention**. Candidates for the office of **2nd Vice President must have attended at least one national convention**.
2. At the first general assembly **each candidate will give a short speech not exceeding 2 minutes in length**. Candidates **must be dressed appropriately** to appear on stage. If a candidate will not be able to attend the first GA due to academic conflicts or the arrival of their school please contact the state parliamentarian in advance.
3. Each candidate **must attend the Open Forum** on the second day of convention.
4. Candidates must provide **their own campaign supplies**; host school materials (such as tape, markers, photocopier) may not be used. Campaign **expenses must not exceed \$30. Receipts must be submitted to the parliamentarian before the first GA.**
5. Candidates for the offices of **Technical Coordinator, Publications Editor, and Historian** must also submit to the Parliamentarian **by April 2** a link to their composition. See the next page for details.

I have read the MassJCL Constitution and understand the duties of my office. I understand I must be qualified to run for the office intended. I understand the MassJCL Executive Board meets approximately 5-7 times throughout the year. I also understand the meetings are required and I will make every possible effort to attend these meetings, as they are part of my duties as an officer. Additionally state officers are expected to attend MassJCL events. I realize if I do not complete my duties in a satisfactory fashion I may be removed from office. I understand that my behavior and the level of professionalism is a reflection upon my sponsor, my school, and the Massachusetts Junior Classical League.

(Signature of student)

As the parent of the above student I realize the time Commitment and the level of personal responsibility required to serve as a MassJCL officer. I will make sure my son/daughter makes every attempt to attend meetings and events. I have read the above consent to form and I give my son/daughter permission to actively participate in all MassJCL activities.

(Signature of parent or guardian)

If one of my students is elected to the MassJCL Executive Board, I am aware that I will be responsible for supervising his/her performance of MassJCL duties and ensuring his/her attendance at the Executive Board meetings. As the sponsor for the above student I have taken time to explain the duties of the office he/she is seeking and I will make every effort to attend the executive board meetings of the MassJCL with the student.

(Signature of sponsor)