

**A HANDBOOK FOR THE
OFFICERS OF
THE TEXAS JUNIOR CLASSICAL
LEAGUE**

**as well as their sponsors, mentors, and
other interested parties**

or

***A funny thing happened on the way to the
convention***

2007-2008





Website: www.tsjcl.org

TO THE NEW TSJCL OFFICER:

Welcome to the TSJCL Executive Board! Thank you for your interest, diligence, and enthusiasm for the Texas State JCL. Without people like you devoting time and energy, none of the fun and challenge of these conventions could happen.

Please use this booklet as a resource to get you started on your adventure as a TSJCL officer. We've included the list of official duties and answers to frequently-asked questions. Please make use of the state chairs and sponsors – they're here to help and advise you.

Please let your sponsor know that he/she needs to know about and help with your responsibilities as well.

Congratulations on your election! And for those crazy times to come, a quote from Horace (Ode 2.3), "aequam memento rebus in arduis servare mentem." Remember to keep a clear head in difficult times.

Valeas,

The TSJCL State Chairs

THE NEW TSJCL OFFICER SURVIVAL KIT: FAQs

Who can help me with my duties and questions?

Your sponsor should be your first lifeline, then consult your state chair/mentor. Of course, any of the state chairs will be excellent resources for you. Never hesitate to call or email – most of the time what seems like a crisis can be easily handled with some early communication and planning. Your immediate predecessor should give you a written “Voice of Experience” report to serve as a guide. Likewise, keep track of your own duties and experiences in the job – this will help you write a useful “Voice of Experience” report for whoever follows you.

Does the TSJCL pay my way to the upcoming NJCL Convention?

Yes – in a manner of speaking. The TSJCL will reimburse you for your NJCL registration fee – *after you attend the convention*. You will need to ask for a receipt from the NJCL office during the convention itself. Only *after* you attend the convention and submit your receipt will you be reimbursed for the registration fee.

When are the board meetings?

Three TSJCL Executive Board meetings are held each year – they usually fall as follows:

- May or June

Outgoing officers give their “Voice of Experience” reports to the new officers. State chair mentors are assigned to the various new officers. Arrangements are made for the national convention. You will be part of the group which will run the meetings at the NJCL Convention and help with the various spirit activities.

- September or October

Officers will report on their recent activities, submit their proposed rules and judging criteria for the various contests for board approval. Area chairs discuss their convention plans.

- January

TSJCL Convention preparation. Approval of the TSJCL plans and schedule. Inspection of TSJCL convention site and locations for activities.

Please make sure that you make *every effort to attend* all of these meetings. Your input and responsibilities are vital to the TSJCL and the smooth running of the conventions. You and your sponsor can be reimbursed for *reasonable* travel expenses to these meetings. As always, you will need to have a receipt and the approval of a state chair for the reimbursement.

Do I have to be at the next TSJCL Convention?

Well, you will certainly have duties which will require your presence. Again, we ask that you *make every effort* to attend the convention since we depend on the officers to carry out their responsibilities.

Will I be reimbursed for my expenses?

We encourage all of the board members to make use of email – it’s effective and cheap. If you have to send out mailings, make long distance phone calls, or print materials, you’ll need to keep scrupulous accounts and save all of your receipts – you’ll be reimbursed with the approval of a state chair.

TSJCL STATE CONVENTION DUTIES: A Quick Guide

President – Original English Oratory

First Vice President – Academic Contests (#01-21)

Second Vice President – Prejudged Contests (Essay, Poetry, Research Paper) and Art Contests (+Judges)

Treasurer – Talent Show (with Area F Chair): mailing of contest rules

Secretary – Seminars and workshops, lodgings for presenters (if applicable)

Editor – Photography and T-shirt (State and Local)

Historian – Scrapbooks and Poster

Webmaster – Continuous updating of relevant web-based information.

Area A Chair – Vocal Contests (Solo and Ensemble)

Area B Chair – Latin Oratory

Area C Chair – Costume (Boys', Girls', and Couples')

Area D Chair – Play

Area F Chair – Talent Show (with the Treasurer)

Responsibilities:

1. Present contest rules at Fall Board Meeting
2. Present registration forms, sign-in sheets, judging sheets, proctor instructions, judging instructions – Winter Board Meeting
3. Recruit judges with the help of the Convention Coordinator
4. Set up and run contests with the help of your chapter and assigned proctors
5. Deliver contest results in appropriate form (on scantron sheets) to Grading Room
6. Stuff judging sheets into return packets.



THE DUTIES OF THE TSJCL PRESIDENT:

After your Election/Spring Board Meeting

- Prior to the Spring Board Meeting (usually held in May) you need to contact the outgoing TSJCL President to discuss the upcoming agenda items. Note that you will take over the duties of running the Spring Meeting after the Old Business has been discussed and you are officially “given the gavel.” At that point, you will conduct the remaining aspects of the meeting.
- You should have already chosen a Parliamentarian and made certain that this person is in attendance at the meeting.

Summer and the NJCL Convention

- You need to attend the annual NJCL convention and be prepared to run the various fellowship meetings from the podium. Your registration fee will be reimbursed by the TSJCL after you have attended the convention. Be sure to get a receipt from the NJCL Contest Office before leaving.
- Work with your Parliamentarian to conduct the meetings through proper Parliamentary procedures. This is particularly important for the voting fellowship.
- To do that you must be responsible for calling and running meetings with the other TSJCL officers in attendance at the NJCL Convention at least 15 minutes prior to every fellowship in order to set up the agenda for each fellowship. One of the State Chairs can help you if you need guidance.
- You should set up bonding time with all of the TSJCL officers who are present—perhaps by meeting at mealtimes or other opportunities during the week.
- Various forms, such as the rosters for the Texas Ludi/Olympika teams, the list of names of voting delegates, et cetera, will be given to you for completion by one of the State Chairs. Work with the State Chairs to make sure that these forms are filled out in a timely fashion and turned in at the correct times.
- Try to set the date and location for the Fall Board Meeting prior to the end of the NJCL Convention. Be sure to notify all officers present.

The Fall Board Meeting

- Be sure to send out the invitation for the TSJCL Fall Board Meeting **at least one month prior to the date of the meeting** so officers and sponsors can get the best rates possible for airfare. This invitation should be sent BOTH by email and traditional mail. You will need to get the various addresses from the TSJCL Secretary.
- You set the theme for the upcoming TSJCL State Convention; thus, you should pick a theme (i.e. Latin quotation) appropriate for oratory since it will be used as the topic for the English Oratory competition.
- You may suggest revisions to the rules for English Oratory if necessary; bring a set of 35 copies of the English Oratory rules to the meeting.
- You need to send out a letter of invitation (via TCA bulletin and email listserver—please see your mentor about this—and snail mail) to get someone to be the host for next year’s state convention; please have your mentor go over this first!

- You must set the agenda for the Fall Board Meeting, send it to your TSJCL mentor for approval, then send it out to the whole board prior to the meeting.
- Bring 35 copies of the agenda to the Board Meeting.
- Work with the Board and current Convention Coordinator to choose date for next board meeting. This meeting ought to be held in January at the location of the upcoming TSJCL Convention.
- You should send monthly updates to your TSJCL mentor.

The Winter Board Meeting

- Again, send out the invitation to this meeting **at least one month prior to the date of the meeting** so officers and sponsors can get the best rates possible for airfare. This invitation should be sent BOTH by email and traditional mail.
- You should be able to finalize the host for next year's TSJCL State Convention. Invite the sponsor for this event and their student convention coordinator to the Spring Board Meeting in May.
- As before, you must prepare the agenda for the Winter Board Meeting and bring 35 copies to the meeting.
- You should work on a convention schedule in conjunction with the convention host and convention coordinator(s) and bring 35 copies of this schedule to the meeting. This will evolve into the event program.
- You should also bring 35 copies of the judging sheets for the English Oratory contest to the meeting.
- You should choose date/place for next board meeting.

TSJCL Convention

- Be prepared to run TSJCL State Convention from the podium at the various general assemblies, the final awards assembly, etc.
- You will be responsible for the running of the English Oratory competition, so be sure that judges, proctors, and participants have what they need. (Sign-in sheets; judging sheets, etc.)
- Work with the English Oratory judges to finalize the results and be sure that the results are taken to the Grading Room and given to an official there.
- Report to the TSJCL Officers' Room during your free moments to help with the running of the convention.
- Be sure to gather all contact information on the new officers after the final assembly from the current Parliamentarian.
- Call a meeting with current and incoming officers prior to their departure to review their duties for the coming Spring Board Meeting.

The Spring Board Meeting

- You must send out the invitation for the Spring Board Meeting to ALL of the current and incoming TSJCL officers. As always, be certain that this goes out **at least one month prior to the date of the meeting** so officers and sponsors can get the best rates possible for airfare. This invitation should be sent BOTH by email and traditional mail.
- You must collaborate with the incoming president and set up the agenda for the Spring Board Meeting.

- Prepare your Voice of Experience report and bring two copies – one for the incoming President and one for your mentor.
- You will run the Old Business of the Spring Board Meeting, deliver the Voice of Experience report, then transfer power and gavel to the incoming TSJCL President.
- Bask in the glory of a job well done!



THE DUTIES OF THE 1ST VICE PRESIDENT

After your election/Spring Board Meeting

- You must plan to attend this meeting with your sponsor and receive materials from your predecessor.

Summer and the NJCL Convention

- You should plan to attend the NJCL Convention. Your registration fee will be reimbursed by the TSJCL after you have attended the convention. Be sure to get a receipt from the NJCL Contest Office before leaving.
- You will need to meet with the other TSJCL officers in attendance at the NJCL Convention at least 15 minutes prior to every fellowship in order to set up the agenda for each fellowship.
- You will also be meeting with the other officers on other occasions as directed by the TSJCL President.

The Fall Board Meeting

- You must look over and make any necessary revisions to the Academic Rules and send these to your State Chair mentor before this meeting.
- Be sure to bring 30-40 copies of your proposed Academic Rules to meeting
- Make the changes to the Academic Rules as approved by the Board and send these to the TSJCL Secretary and Webmaster ASAP after the meeting. These rules should go out to the chapters within two weeks of the meeting.
- Bring a bid for trophies and ribbons for the TSJCL Convention and get the bid approved.
- You should meet with the TSJCL Convention Coordinator(s) to begin the process of securing judges for the dramatic interpretation and sight recitation competitions.

The Winter Board Meeting

- You need to collaborate with the TSJCL Convention Coordinator(s) to finalize the list of judges for Dramatic Interpretation and Sight Recitation.
- You should revise or create the Dramatic Interpretation judging sheet and send it to your State Chair mentor before the meeting.
- You must bring 30-40 copies of the proposed dramatic interpretation judging sheets to the meeting.
- You must make the changes to judging sheets as approved by board and send these to your State Chair mentor ASAP.

The TSJCL Convention

- You need to provide staff for stuffing packets for the various competitions you are in charge of – at least 10 people are required. Work with your local sponsor to procure these people.
- You should also have a staff of 10 or so to report to the Grading Room on Saturday afternoon to help with the stuffing of results and awards in the various school bags.
- You should also make arrangements to ensure that all trophies and ribbons are present at the convention.
- You must run the dramatic interpretation contest, including:

- getting judges, proctors, and participants to the correct rooms,
- setting up those rooms,
- double checking the sequestering rooms for size,
- making sure there are enough judging sheets
- creating sign-in sheets for the sequestering rooms
- working with proctors and judges to make sure all scantrons are properly filled out
- consulting judges of advanced levels (one boy, one girl) to choose the high score winners
- making sure the completed results are turned into an official in the Grading Room
- You will also run the Sight Recitation contest, including:
 - getting judges, proctors, and participants to the correct rooms,
 - setting up those rooms,
 - double checking the sequestering rooms for size,
 - making sure there are enough judging sheets
 - creating sign-in sheets for the sequestering rooms
 - working with proctors and judges to make sure all scantrons are properly filled out
 - consulting judges of advanced levels (one boy, one girl) to choose the high score winners
 - making sure the completed results are turned into an official in the Grading Room.
- You should report to the officer's quarters when you are at leisure to help with the running of the convention.
- You will need to gather a few people and set up the tables as well as the trophies, ribbons, and other awards for the final general assembly. Be sure to gather the remaining awards in the event that schools made mistakes in picking them up or inadvertently left them.
- You will help read results and hand out the awards during the final general assembly.
- You will meet briefly with all of the outgoing and incoming officers prior to departure.

The Spring Board Meeting

- You should bring all of your files to hand over to the new 1st Vice President.
- Prepare your Voice of Experience report and bring two copies – one for the incoming 1st Vice President and one for your mentor.
- Relax – you've done a great job!



THE DUTIES OF THE 2ND VICE PRESIDENT

After your election/Spring Board Meeting

- You must plan to attend this meeting with your sponsor and receive materials from your predecessor.

Summer and the NJCL Convention

- You should plan to attend the NJCL Convention. Your registration fee will be reimbursed by the TSJCL after you have attended the convention. Be sure to get a receipt from the NJCL Contest Office before leaving.
- You will need to meet with the other TSJCL officers in attendance at the NJCL Convention at least 15 minutes prior to every fellowship in order to set up the agenda for each fellowship.
- You will also be meeting with the other officers on other occasions as directed by the TSJCL President.

The Fall Board Meeting

- You must look over and make any necessary revisions to the Classical Civilization Rules and Prejudged Contests (essay, research paper, and poetry) and send these to your State Chair mentor before this meeting.
- Be sure to bring 30-40 copies of your proposed Classical Civilization Rules to meeting.
- Create and present the topics for the Prejudged Contests to the Board for approval.
- Make the changes to the Classical Civilization Rules and Prejudged Contest rules as approved by the Board and send these to the TSJCL Secretary and Webmaster ASAP after the meeting. These rules should go out to the chapters ***within two weeks*** of the meeting.
- You should meet with the TSJCL Convention Coordinator(s) to begin the process of securing judges for the classical civilization competitions and for the prejudged contests.

The Winter Board Meeting

- You need to collaborate with the TSJCL Convention Coordinator(s) to finalize the list of judges for the classical civilization competitions and the arrangements for the receipt of prejudged contest entries.
- You should, with the help of the various Area Chairs, revise or create the various judging sheets and send them to your State Chair mentor before the meeting.
- You must bring 30-40 copies of the proposed judging sheets to the meeting.
- You must make the changes to judging sheets as approved by board and send these to your State Chair mentor ASAP.

The TSJCL Convention

- Be sure you have made arrangements to bring the results of the prejudged contests (essay, research paper, and poetry) to the convention. These results must go to the Grading Room at the earliest opportunity. Make sure that scantrons have been completed for the top finishers in these contests.

- You need to provide staff for the various classical civilization competitions and art registration you are in charge of – at least 10 people are required. Work with your local sponsor to procure these people.
- You should report to the officer's quarters when you are at leisure to help with the running of the convention.
- You will help read results and hand out the awards during the final general assembly.
- You will meet briefly with all of the outgoing and incoming officers prior to departure.

The Spring Board Meeting

- You should bring all of your files to hand over to the new 2nd Vice President.
- Prepare your Voice of Experience report and bring two copies – one for the incoming 2nd Vice President and one for your mentor.
- Relax – you've done a great job!



THE DUTIES OF THE SECRETARY

The Spring Board Meeting

- Attend Spring Executive Board meeting
- Plan for Nationals
- Take minutes for the meeting after “change of command.”

Summer and the NJCL Convention

- Attend Nationals
- Take minutes at all meetings, including fellowships and called meetings.
- Show up 15 minutes before fellowship to discuss agenda.

The Fall Board Meeting

- Attend Fall Executive Board meeting
- Read minutes from Nationals
- Inform Board of activities since the Spring meeting
- Take minutes (Send minutes to your mentor within two weeks and send them then to Web Master when approved by mentor)
- Plan for a membership campaign and recruitment of new chapters
- Gather packet information from Board officers no later than two weeks after the meeting. (1st VP—academic rules; 2nd VP—classical civilization rules)
- Mail out packets with a month after the fall board meeting.

The Winter Board Meeting

- Attend Winter Executive Board Meeting
- Share ideas for convention seminars/workshops. (Contact Convention host about seminar and workshop ideas and suggestions before the meeting)
- Take minutes (Send minutes to your mentor within two weeks and send them then to Web Master when approved by mentor)

The TSJCL Convention

- Attend State Convention
- Give membership report
- Read Roll Call
- Notify chapters of number of voting delegates
- Take minutes (Send minutes to your mentor within two weeks and send them then to Web Master when approved by mentor)
- Make sure that seminars and workshops are running smoothly and have the necessary equipment.
- Write thank you notes to the seminar and workshop presenters and give to the Convention Coordinator so that he/she can write the honorarium checks to them
- Attend Nom. Comm. and assist the Parliamentarian with sign-in, attendance and verification of membership

- Hand out awards
- Coordinate with the TSJCL Treasurer and Convention Coordinator for payments of honoraria to speakers and workshop leaders.
- Assist in any way necessary – and check in with the TSJCL Officers’ Room to provide assistance where needed.

The Spring Board Meeting

- Attend Spring Board meeting
- Prepare Officer Roster
- Offer Voice of Experience and any materials and/or information to the new Secretary and the sponsor.



THE DUTIES OF THE TREASURER

Every month

- Balance the TSJCL checkbook against bank statements.
- If you are low on checks, order more!

The Spring Board meeting

- Attend and receive materials from predecessor.
- Meet with your mentor.

Summer and the NJCL Convention

- Meet with mentor and previous treasurer to audit accounts.
- Change signature card at bank so that you and your sponsor can sign checks.
- Attend NJCL – bring checkbook, receipt book, and plenty of reimbursement forms.
- Remind officers and certamen team members to secure a receipt of attendance from the NJCL office.
- Write checks for reimbursements of NJCL registration.

The Fall Board meeting

- Bring checkbook and plenty of reimbursement forms.
- Prepare budget for the year and send to mentor before meeting.
- Bring 30-40 copies of proposed budget to meeting.
- Make changes to budget as approved by board and send to webmaster ASAP.
- Prepare treasurer's report covering transactions since the spring board meeting and send to mentor before meeting.
- Bring 30-40 copies of treasurer's report to meeting.
- Generate labels from membership database and give to secretary to mail out membership information.

During the fall/winter

- Receive membership dues and update membership database with the assistance of sponsor and mentor.
- Deposit dues into bank account in a timely fashion and send out receipts to clubs who have paid dues.
- Check to make sure there are enough officer pins for next year; if not, order new ones.

The Winter Board meeting

- Bring checkbook and plenty of reimbursement forms
- Prepare treasurer's report covering transactions since the fall board meeting and send to mentor before meeting
- Bring 30-40 copies of treasurer's report to meeting
- Prepare talent show flyer and send to mentor before meeting

- Bring 30-40 copies of the flyer to meeting
- Double check facilities for talent show
- Get judges for talent show (preferably a representative from each area)

The TSJCL Convention

- Give list of chapters in good standing (with number of members) to parliamentarian early Friday
- Bring checkbook and plenty of reimbursement forms
- Prepare treasurer's report covering transactions since the winter board meeting and send to mentor before convention
- Prepare membership report and send to mentor before convention
- Run, with assistance from the Area F Chair, talent show try-outs on Friday night
- Post try-out results and give them to state chairs to announce at the Saturday sponsors meeting
- Run, with assistance from the Area F Chair, talent show on Saturday
- Write checks to winners (\$50 for 1st place, \$30 for 2nd place, \$20 for 3rd place)
- Report to the officer's quarters when you are at leisure
- Help read results and hand out awards during final assembly
- Coordinate with the TSJCL Secretary and Convention Coordinator for payments of honoraria to speakers and workshop leaders.

The Spring Board meeting

- Bring all of your files to exchange with new treasurer.
- Write and give your voice of experience report.
- Set time for audit with new treasurer, mentor, and sponsors.
- If you receive any new bills or reimbursements after the spring board, forward them to the new treasurer.



THE DUTIES OF THE HISTORIAN

The Spring Board Meeting

- Attend Spring Executive Board meeting
- Take pictures after the “change of command.”
- Plan for Nationals

Summer and the NJCL Convention

- Attend Nationals and bring/ship TSJCL banner to event.
- Take minutes at all meetings, including fellowships and called meetings
- Show up 15 minutes before fellowship to discuss agenda.
- Take pictures
- Accompany out-going historian to submit the state scrapbook
- Attend any scrapbook colloquia
- Bring TSJCL banner home from Nationals

The Fall Board Meeting

- Attend Fall Executive Board Meeting
- Inform Board of activities since Spring
- Present ideas to promote Latin Club of the Year.
- Fine-tune photo, publicity contests, state t-shirt and scrapbook rules
- Request pictures for the scrapbook
- Decide on date for publicity submission
- Take pictures

The Winter Board Meeting

- Attend Winter Executive Board Meeting
- Inform Board of progress in Latin Club of the Year.
- Take pictures
- Meet with 2nd Vice President about registering photography, state t-shirts and scrapbooks
- Bring judging sheets for the above contests

TSJCL Convention

- Attend State Convention
- Bring state banner and hand over to new Historian at the end of the convention
- Help 2nd Vice President register photography, state t-shirts and scrapbooks.
- Attend Saturday a.m. sponsors’ meeting to explain judging procedures.
- Return judging sheets to an official adult in the grading room after judging has been completed
- Hand out awards
- Assist in any way necessary

The Spring Board Meeting

- Attend Spring Board meeting
- Offer Voice of Experience and any materials and/or information to the new Historian

Summer and the NJCL Convention

- Attend Nationals
- Submit scrapbook for judging.



THE DUTIES OF THE EDITOR

The Spring Board Meeting

- Attend Spring Executive Board meeting
- Plan for Nationals.

Summer and the NJCL Convention

- Attend Nationals
- Show up 15 minutes before fellowship to discuss agenda.
- Attend any publication colloquia or workshops.
- Acquire TSJCL results from state chairs for publication in Fall issue of the Torch.
- Identify methods for publishing and mailing the TSJCL Torch four times in the coming year. (recommendations - Fall, Winter, Spring/Convention Issue, and Late Spring)
- Begin ongoing process of seeking out submissions and articles for publication in TSJCL Torch.

The Fall Board Meeting

- Attend Fall Executive Board Meeting
- Inform Board of activities since Spring
- Present ideas for publication of TSJCL Torch.
- Present publication budget for production and mailing.
- Work with TSJCL Treasurer to acquire current mailing lists for chapters.
- Present contest rules for two photography contests (digital and traditional) and the two t-shirt contests (local and state).

The Winter Board Meeting

- Attend Winter Executive Board Meeting
- Inform Board of progress publications.
- Bring judging sheets for the photography and t-shirt contests.
- Work with Convention Coordinator and 2nd Vice President to secure judges for photography and t-shirt contests.
- Inform Board of upcoming submission of publications and issues of the Torch to the NJCL for judging.

TSJCL Convention

- Attend State Convention
- Bring state banner and hand over to new Historian at the end of the convention
- Help 2nd Vice President register photography, state t-shirts and scrapbooks.
- Attend Saturday a.m. sponsors' meeting to explain judging procedures.
- Return judging sheets for photography and t-shirt contests to an official adult in the grading room after judging has been completed.
- Hand out awards.
- Assist in any way necessary.

The Spring Board Meeting

- Attend Spring Board meeting
- Bring winning (i.e. top 3 or 4) State t-shirt entries for Board consideration for Texas NJCL t-shirt.
- Offer Voice of Experience and any materials and/or information to the new Editor.



THE DUTIES OF THE WEBMASTER

The Spring Board Meeting

- Attend Spring Executive Board meeting
- Meet with State Chair mentor and receive internet guidelines and server information. Coordinate with mentor and chairs to create, update, and maintain TSJCL web site at www.tsjcl.org
- Plan for Nationals.

Summer and the NJCL Convention

- Attend Nationals
- Show up 15 minutes before fellowship to discuss agenda.
- Attend any internet colloquia or workshops.

The Fall Board Meeting

- Attend Fall Executive Board Meeting
- Present TSJCL web site progress and development since previous meeting.
- Present publication budget for development and maintenance of TSJCL web site.

The Winter Board Meeting

- Attend Winter Executive Board Meeting
- Inform Board of progress of TSJCL web site.
- Inform Board of upcoming submission of web site to the NJCL for judging.

TSJCL Convention

- Attend State Convention
- Help 2nd Vice President register photography, state t-shirts and scrapbooks.
- Hand out awards.
- Assist in any way necessary.

The Spring Board Meeting

- Attend Spring Board meeting
- Offer Voice of Experience and any materials and/or information to the new Webmaster.



DUTIES OF THE PARLIAMENTARIAN

After your election/Spring Board Meeting

- You must plan to attend this meeting with your sponsor and receive materials from your predecessor.

Summer and the NJCL Convention

- You should plan to attend the NJCL Convention. Your registration fee will be reimbursed by the TSJCL after you have attended the convention. Be sure to get a receipt from the NJCL Contest Office before leaving.
- You will need to be familiar enough with Robert's Rules of Order to explain to the TSJCL delegates the proper ways of introducing motions during the fellowship meetings.
- You must be ready to help/advise the TSJCL President with the running of the fellowship meetings – particularly with the afternoon voting fellowship.
- You will need to meet with the other TSJCL officers in attendance at the NJCL Convention at least 15 minutes prior to every fellowship in order to set up the agenda for each fellowship.
- You will also be meeting with the other officers on other occasions as directed by the TSJCL President.

The Fall Board Meeting

- You will attend the Fall Meeting and help the TSJCL President with conducting this.
- You may need to review the processes of introducing motions.
- Be ready to discuss ideas you may have to encourage qualified students to run for TSJCL office.

The Winter Board Meeting

- You will need to bring copies of your letter asking chapters to consider running candidates and your nomination form. The Executive Board will look over these documents and make recommendations, including choosing the due date for submitting a nomination. (This is often March 15...) Both of these documents will need to be mailed out in January or ASAP after the meeting.
- The nomination form ought to ask for all of the contact information for the candidate and sponsor. You will need to keep this and verify its accuracy with each candidate as you will be notifying them prior to the TSJCL convention via email/snail mail/phone about the election process at the convention.
- If any constitutional/bylaw revision is being considered by the Board, the specifics of this must be included in the packet as well.

The TSJCL Convention

- Be sure that an announcement is made from the opening assembly about the delegate requirements for voting – two delegates from each chapter must attend the NomComm/Program of Works meeting on Friday night.

A.) THE NOMINATIONS COMMITTEE/PROGRAM OF WORKS MEETING

- You will need to communicate with the TSJCL Treasurer prior to the Convention and get from them the "official" list of members. Chapters not in good standing with the NJCL and TSJCL can't vote and they can't run a candidate.
- Have the list of chapters in good standing with you on the night of NomComm. You will need to check with the TSJCL Secretary on Friday night for an updated list of chapters and members.
- Have a couple of volunteers on hand as well as the TSJCL Secretary to take care of the delegate sign up. Each chapter must have 2 voting delegates at the meeting, so you need to have those delegates sign in and list their school and sponsor. I'd suggest having an extra legal pad, two volunteers, and a desk set up by the door of the room for this. N.B. Schools too small to have two delegates (i.e. fewer than 10 members) may send only one voting delegate and remain eligible. Have the TSJCL Secretary confirm the status of various candidates (both pre-filed and emergency) and the schools represented.
- Each candidate will have to have someone nominate them - even if they are pre-filed. Gather all of the pre-filed candidates and make sure that they understand this before the meeting. You probably will have contacted by email prior to this about this step, but it's best to remind people.
- If there are pre-filed candidates for each office, there are no states-of-emergency. All we need is one candidate who is pre-filed per office to avoid the "emergency". We're shooting for TWO candidates for each position. If we are lacking a candidate to an elective office, you ought to inform the candidates who have pre-filed just in case there are offices in which THREE pre-filed candidates are running.
- If three pre-filed candidates are running for a given office, you need to give each of them two or three minutes to make a brief statement and then ask for a vote for each candidate. The two candidates with the highest vote totals will advance to the election on the following day - and the "odd-person" out can, should they choose to do so, run for an open/emergency spot. If any pre-filed candidate runs for the open spot, then the state-of-emergency is ended and there is no need for nominations from the floor.
- If the spot remains open, we need to announce a state-of-emergency and you can take two nominations from the floor. However, one of the state chairs (probably me unless there's some catastrophe) needs to confirm that a.) the student's chapter is in good standing, b.) the sponsor of the student is informed and amenable to this, and c.) that the student's parents agree to the candidacy as well.
- Once all of the offices have been nominated/voted upon, make sure that the candidates know about the candidates' speeches at the General Assembly on the following day. Remind them of the requirements for appearance on stage, their time allotted, the presence at the Open Forum, etc. Also, be sure that you have ALL of their contact information correctly - including their sponsor's info.
- Type up the ballots that night or ASAP the next morning and get them printed off through the contest office. The ballots ought to include:
 - The school name
 - The city (to avoid confusion with similarly-named schools)
 - Number of votes available to the chapter
 - All of the candidates listed by position.
 - Spaces to indicate how many votes are being cast for each candidate.

- A space for the JCL sponsor's signature.
- A notification that the ballot must be signed by the sponsor to be valid and that the ballots will be called for at the beginning of the final General Assembly.

B.) CANDIDATES' SPEECHES

- Make sure that the candidates know when and where to be for this assembly. Also, inform them that they need to have appropriate attire when appearing on the stage.
- 2.) Candidates may have another delegate introduce them. Limit the introduction time to one minute. Also, it is often regarded as bad form to have a current TSJCL officer serve as the introducing delegate – advise the candidates of this.
- 3.) Candidates' speeches should be limited to three minutes. Try to help this along by standing up at 2:45 and moving towards the podium at 3:00. Be polite but firm.

C.) THE FINAL GENERAL ASSEMBLY

- You will handle collecting the ballots from the stage of this assembly. Check to be sure that all of the ballots that went out are brought back. Then count up the ballots with one or two of the State Chairs. Tally the results and be prepared to make the announcements of the new officers at the conclusion of the assembly.
- Be sure that you have ALL of the contact information for the new officers and their sponsors – you will need to submit that ASAP
 - to the outgoing TSJCL President for the invitation to the Spring Meeting
 - to the State Chairs
 - and to the TSJCL Treasurer
- Remind the new officers that they will be attending the Spring Board Meeting and give them the date and location.

The Spring Board Meeting

- Gather your various notes, materials, forms, etc. into a notebook AND a CD to present to the new parliamentarian – assuming that one has been appointed. Also include a “Voice of Experience” report in which you discuss approaches to conducting the office and include any advice you may have. If no Parliamentarian has been appointed, give these materials to the State Chair who will be mentoring the position.



THE DUTIES OF THE AREA A CHAIR

The Spring Board Meeting

- Attend Spring Executive Board meeting.
- Plan for Nationals.
- Pick an NJCL Spirit Day for your area to organize. Be sure to check with the Board on the recommended budget guidelines for purchasing props and other spirit items.

Summer and the NJCL Convention

- Attend NJCL Convention.
- Bring or ship any items needed for the Spirit Day competition.
- Be in charge of one of the spirit days and help with the organization of the activity.
- Show up 15 minutes before fellowship and called meetings to discuss agenda.

The Fall Board Meeting

- Attend fall board meeting.
- Report on date and preparations for your area convention.
- Bring the rules for the vocal solo and ensemble contests.

The Winter Board Meeting

- Bring 35 copies of judging sheets/forms for the vocal contests.
- Report on area convention progress.

The TSJCL Convention

- Attend and run the TSJCL vocal contests at state (set-up, man power, etc.)
- Report to the TSJCL Officers' Room for further instructions throughout the convention

The Spring Board Meeting

- Attend the spring board meeting
- Ask to be in charge of one of the national spirit days



THE DUTIES OF THE AREA B CHAIR

The Spring Board Meeting

- Attend Spring Executive Board meeting.
- Plan for Nationals.
- Pick an NJCL Spirit Day for your area to organize. Be sure to check with the Board on the recommended budget guidelines for purchasing props and other spirit items.

Summer and the NJCL Convention

- Attend NJCL Convention.
- Bring or ship any items needed for the Spirit Day competition.
- Be in charge of one of the spirit days and help with the organization of the activity.
- Show up 15 minutes before fellowship and called meetings to discuss agenda.

The Fall Board Meeting

- Attend Fall Executive Board meeting
- Report on activities since Spring
- Report on date of area convention
- Report on Latin Oratory rules

The Winter Board Meeting

- Attend Winter Executive Board meeting
- Report on area convention progress
- Consult Convention Coordinator on Latin Oratory judges
- Bring 40 copies of the Latin Oratory judging sheet for the Board's consideration

The TSJCL Convention

- Be in charge of Latin Oratory—Bring judging sheets and helpers
- Turn in the judging sheets and scantrons to an official adult in the grading room
- Hand out awards
- Assist in any way necessary

The Spring Board Meeting

- Attend Spring Board meeting
- Offer Voice of Experience and hand over any materials and/or information to the new chair



THE DUTIES OF THE AREA C CHAIR

The Spring Board Meeting

- Attend Spring Executive Board meeting.
- Plan for Nationals.
- Pick an NJCL Spirit Day for your area to organize. Be sure to check with the Board on the recommended budget guidelines for purchasing props and other spirit items.

Summer and the NJCL Convention

- Attend NJCL Convention.
- Bring or ship any items needed for the Spirit Day competition.
- Be in charge of one of the spirit days and help with the organization of the activity.
- Show up 15 minutes before fellowship and called meetings to discuss agenda.

The Fall Board Meeting

- Attend Fall Executive Board meeting.
- Report on activities since Spring.
- Report on date of area convention.
- Report on Costume contest rules. You may want to use the costume characters as defined by the NJCL. Check the NJCL web site for information for the new characters.

The Winter Board Meeting

- Attend Winter Executive Board meeting.
- Report on area convention progress.
- Consult Convention Coordinator on costume judges and proctors.
- Bring 40 copies of the Costume judging sheet for the Board's consideration.

The TSJCL Convention

- Be in charge of the Costume contests (see the section on procedures below)—Bring judging sheets and helpers.
- Turn in the judging sheets and scantrons to an official adult in the grading room.
- Hand out awards.
- Assist in any way necessary.

The Spring Board Meeting

- Attend Spring Board meeting
- Offer Voice of Experience and hand over any materials and/or information to the new chair

Costume Contest Procedures

Registration: (managed by proctor)

- a. **Contestant** should turn in receipts with total for all expenses, plus valuations on borrowed or previously owned items. \$35 maximum per individual.
- b. **Contestant** should fill out form with:

1. name
 2. ID number
 3. school
 4. sponsor
 5. level
 6. total cost
- c. **Contestant** should bubble in scantron sheet with name, level, ID number (or, the Chairman may choose to complete these forms for winners only at the end of judging).
- d. **Proctor** assigns contestant number (from sign-in sheet), collects and organizes registration materials (receipt in the envelope to be sent with the contestant and handed to the chief judge upon entry to the judging room).

Competition

- a. **Proctors** manage registration (above), supervise waiting contestants, move contestants to and from judging room, keep time and advise judges of time limits if there are many contestants.
- b. **Chief Judge** handles administrative details: disseminating contestant information (number, cost, etc.), signaling for contestants, asking a specific set of questions of each contestant, coordinating point summarization at the end of the contest, and completing contest winner forms.
- c. **Individual Judges** are assigned specific areas (e.g., authenticity, craftsmanship—see judging sheet) which (s)he alone will evaluate numerically on the individual contestant's judging sheet as contestants model costumes, the points of all judges to be tallied at the end of the contest for the final score.
- d. **Contestants** will enter singly, hand envelope to chief judge, give contestant number, model outfit, respond to questions, and briefly add comments they think are important.
- e. **Chairman** will manage the whole process: appoint a chief judge; instruct the judges; see that paperwork is completed; that judges work with appropriate speed; deliver forms; check the arithmetic on completed forms; supervise completion of winners' lists, including marking scantron sheets; and delivery of student forms and winners to contest headquarters.

Evaluation: The kid with the most points wins!

- a. **Tallying Points:** Judges check their arithmetic, combine scores, make deductions for missing receipts, and total scores for each contestant. (Write total score on top sheet in the stack.)
- b. **Collation of Materials:** Staple the contestant envelope, all the judging sheets, and the entry form with name (delivered from the prep room by the proctors at the end of the judging) for each contestant.
- c. **Ranking of Contestants:** Determine winners in each category by total scores. Please recheck arithmetic carefully. Mark scantron sheets for at least winners—and preferably for all contestants. Take the completed pile of materials to the grading room.

Instructions for Costume Proctors

Registration

1. Sign in contestants on numbered list, “Costume Contest.”
2. Have contestants complete “Contest Entry Form”—PRINTING CLEARLY!!!! Have contestant bubble name, id # and contest code on scantron; boys’, 62; girls’, 63; couples’, 74.
3. Collect from contestant:
 - a. Contest Entry Form (mark it with number from list—this is the order in which they will be judged).
 - b. Receipts (put them in the envelope).
4. Prepare envelope for Contestant
 - a. Entry number from sign in sheet
 - b. circle YES/NO for receipts
 - c. total costs (add up receipts)
5. Return envelope to contestants, instructing them to hand it to the judges at the time of judging. The envelopes will be returned to the teachers at the end of the day.

Judging

6. Escort each contestant in numerical order to judges.
7. Have the next contestant ready to enter after the chief judge signals. Judges will need time to mark judging sheets in between contestants.

Finishing

8. Take the “Contestant Entry Form” to the judges—to be staple together with the envelopes and judging sheets and turned in at the grading room.
9. Remind judges to complete winners’ sheet and turn it in. When judging is completed, take the entry forms, sign-in sheet, and scantrons to the judges. Help them assemble the materials and score the scantrons.



THE DUTIES OF THE AREA D CHAIR

The Spring Board Meeting

- Attend Spring Executive Board meeting.
- Plan for Nationals.
- Pick an NJCL Spirit Day for your area to organize. Be sure to check with the Board on the recommended budget guidelines for purchasing props and other spirit items.

Summer and the NJCL Convention

- Attend NJCL Convention.
- Bring or ship any items needed for the Spirit Day competition.
- Be in charge of one of the spirit days and help with the organization of the activity.
- Show up 15 minutes before fellowship and called meetings to discuss agenda.

The Fall Board Meeting

- Attend fall board meeting
- Aring rules for the play contest

The Winter Board Meeting

- bring 35 copies of judging sheets/forms for play contest

The TSJCL Convention

- attend and run the TSJCL play contest at state (set-up, man power, etc.)
- report to the TSJCL Officers' Room for further instructions throughout the convention

The Spring Board Meeting

- attend the spring board meeting
- ask to be in charge of one of the national spirit days



THE DUTIES OF THE AREA F CHAIR

The Spring Board Meeting

- Attend Spring Executive Board meeting.
- Plan for Nationals.
- Pick an NJCL Spirit Day for your area to organize. Be sure to check with the Board on the recommended budget guidelines for purchasing props and other spirit items.

Summer and the NJCL Convention

- Attend NJCL Convention.
- Bring or ship any items needed for the Spirit Day competition.
- Be in charge of one of the spirit days and help with the organization of the activity.
- Show up 15 minutes before fellowship and called meetings to discuss agenda.

The Fall Board Meeting

- bring date and location of Area F convention

The Winter Board Meeting

- with treasurer, double check facilities for talent show
- get judges for talent show (preferably a representative from each area)

The TSJCL Convention

- run, with treasurer, talent show try-outs on Friday night
- post try-out results and give them to state chairs to announce at the Saturday sponsors meeting
- run, with treasurer, talent show on Saturday
- report to the officer's quarters when you are at leisure
- help read results and hand out awards during final assembly

The Spring Board Meeting

- bring all of your files to exchange with new area F chair
- write and give your voice of experience report