

**Arizona State Cabinet Application  
2017 - 2018**



Beloved JSAZ,

I would like to start off by thanking you all for being the most passionate, determined, and talented group of people I've ever come to know. The choices you make today will affect this country's history for decades to come. You have chosen to be a part of something bigger than yourself - to be part of an empowered, educated youth force ready to make change happen. Being a part of cabinet not only requires you take responsibility in strengthening the formidable state Arizona is ready to become, but it also requires you to actively participate in evolving, not only yourself, but other cabinet members into the leaders of tomorrow.

We hold true and dear the JSA values that include: Leadership, Empowerment, Diversity & Inclusion, and Responsibility. We believe every JSAZ member, but especially cabinet members, should embody these characteristics as a statesperson. As a cabinet member, you have the ability to contribute directly to the success of this state; you are the quintessential statesperson and are therefore held accountable to a higher standard than the rest of the state. You must dedicate your effort to fortifying JSAZ as a whole, but never fail to remember the reason you love JSA in the first place. Respect the sense of empowerment and value that comes with this organization. You must strive to share this feeling among JSAZ members throughout the state to inspire confident, competent individuals to lead JSAZ in the years to come.

Your commitment and dedication as a cabinet member is pivotal to the success of this state. You are the backbone and the reason JSAZ exists. Joining cabinet means you support the vision we've set out for JSAZ, but most importantly, you believe that vision can be accomplished with your abilities and help. Joining cabinet will give you greater insight into how JSAZ operates internally, but with that privilege comes an even bigger sense of responsibility and duty to the state.

While being on cabinet requires a lot of commitment, responsibility and effort, you will also get to experience a lifelong bond with an amazing group of people that love JSA as much as you do. I'm excited to see you all at Institute or our next convention. Thank you for your interest in applying for cabinet. Best of luck to all!

Cordially,

Yesenia Montes, Arizona State Governor

Marina Martinez, Arizona State Lieutenant Governor

## **State Contact Information**

**Arizona State Governor: Yesenia Montes**

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Please don't hesitate to contact us if you have any questions/concerns; we are more than happy to help.

**Directions:** Copy and paste the common application to a google document and answer the questions eloquently and to the best of your ability. Be honest; the quality of your answer is far more valuable than the quantity. Submit your application by either sharing the document along with your sample work to [ymontes@jsa.org](mailto:ymontes@jsa.org), [mmartinez@arizona.jsa.org](mailto:mmartinez@arizona.jsa.org) and [bhager@jsa.org](mailto:bhager@jsa.org) or email it to us with your application attached. You must title both the email and google document with your *first and last name Cabinet Application.*

**Example:** Yesenia Montes Cabinet Application

**Note:** All applications are due by July 1st to [ymontes@jsa.org](mailto:ymontes@jsa.org), [mmartinez@arizona.jsa.org](mailto:mmartinez@arizona.jsa.org) and [bhager@jsa.org](mailto:bhager@jsa.org).

**Expect a follow-up interview after the submission of your application.**

**\* For cabinet applicants attending the Arizona Institute on Leadership and Politics, we recommend submitting your application before arriving at Institute.**

## Common Application

All applicants are required to fill out the common application and provide a brief 250 - 350 word essay explaining why they are the best candidate for the position - you must include your strengths AND weaknesses. Furthermore, for each specific position there is an additional sample work that must be completed and submitted with the common application for an applicant to be considered. You only need to complete a paragraph and additional sample work for your FIRST choice of Cabinet positions.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Facebook \_\_\_\_\_

Best way to contact: email/FB messenger/phone

Chapter \_\_\_\_\_

Year of Graduation \_\_\_\_\_

Top 3 Cabinet Positions

- 1.
- 2.
- 3.

# Questions

1. When did you join JSA and why?
2. Have you previously been on the JSAZ or National Cabinet? Have you ever held an elected Chapter position?
3. What extracurriculars are you involved in outside of JSA? Approximately how many hours per week do you dedicate to these extracurriculars? How will you prioritize JSA?
4. What experience do you have working on a team?
5. What JSAZ conventions have you attended and how would you summarize your experience? (i.e. Fall State and/or Spring Congress)
6. Have you ever attended JSA Summer School or JSAZ Arizona Institute? If so, which?
7. How have you improved your Chapter (i.e. through expansion, fundraising, etc.)?
8. Will you be attending JSAZ Arizona Institute 2017?
9. What is a political issue you feel particularly passionate about and why?
10. What impact do you want to have on JSA during 2017-18? How will you work in your respective department to achieve that?

# **Positions At-A-Glance**

## **CHIEF OF STAFF**

### **FUNDRAISING**

**Director of Fundraising**

**Fundraising Agent**

### **DEBATE**

**Director of Debate**

**Deputy Director of Debate**

### **ACTIVISM**

**Director of Activism**

### **EXPANSION**

**Director of Expansion**

**Expansion Agent**

### **CIA (Chapter Internal Affairs)**

**CIA Director**

**CIA Agent**

### **TECHNOLOGY**

**Director of Technology**

**Director of Publicity**

### **CONVENTION**

**Convention Coordinator**

**Convention Photographer**

**Logistics Agent**

### **SUMMER SCHOOL**

**Director of Summer School**

# Specific Position Overview and Specialized Deliverables

## **Chief of Staff**

The Chief of Staff is responsible for overseeing all directors and their departments. They must ensure that all deliverables and tasks given to cabinet members are completed in a timely and thorough fashion. They will also serve as the prime mediator in inter-Cabinet affairs and ensure that all departments are communicating with each other. The Chief of Staff should also maintain cabinet documents and ensure their organization. This individual needs to be someone who is dependable, dedicated, constantly accessible, and has adept skills in time management. Furthermore, they will be working closely with the Governor and Lieutenant Governor and are expected to hold JSAZ as a priority.

Sample work:

Create a deadline list for all members of Cabinet prior to Fall State. Be sure to include what cabinet members would be responsible for and when it would need to be completed. In addition, respond to the following scenario: a Cabinet member has missed several conference calls and turned in the past three assignments late. How would you get them back on track and ensure their work is completed?

## ***DEBATE DEPARTMENT***

### **Director of Debate**

The Director of Debate must be organized, patient, responsive, and knowledgeable, specifically on the topics that are usually debated in JSA. The Director of Debate will be responsible for creating Debate 101 videos, creating, writing, and distributing (with the help of CIA) Debate 101 Handbooks, writing debate briefs for Fall State, collecting and editing bills for Spring Congress, supervising all debates and moderators during conventions and increasing debate participation. These briefs and debate topics must be original, unbiased, nonpartisan, and interesting. The Director of Debate needs to provide a wide variety of not only debate topics, but main speakers, and is responsible for recruiting and signing people up for main speaking and moderating positions, as well as working with the Director of Technology to publicize them before conventions. For this position, an in-depth knowledge of the debate process is necessary. The Director of Debate should focus on the quality of debate topics and bills rather than selecting those they personally agree with. They must also be up to date with current events and politics. It's

important to remember that this position is not simply for those who are good at debating, but rather for someone who is organized, competent, and a facilitator of great discussions that will keep students coming back to conventions.

Sample Work: Create a Debate 101 guide that focuses on JSA Debate Format. The logistics of the guide and the content are completely up to you, as long as you explain JSA Debate Format in a complete, concise, and competent way. Furthermore, you also need to write and submit a debate brief on a topic of your choice.

### **Deputy Director of Debate**

The Deputy Director of Debate will be in charge of writing weekly debate briefs that contain interesting and current debate topics that will be released to chapter presidents to potentially use at chapter meetings. These debate briefs must be original and engaging enough to appeal to JSA members and attract new members to chapter meetings. He/she must be dedicated to the workload that will be expected weekly and be very knowledgeable of current events. Furthermore, the Deputy Director of Debate will serve as coaches to members that choose to receive debate coaching before conventions. They will assist the Director of Debate at conventions and throughout the year, as needed.

Sample work:

Write and submit a debate brief on a topic of your choice that would attract and engage members to debate. Write a paragraph of coaching tips (include personal experiences and tactical/strategic suggestions) you would give someone debating for the first time at Fall State.

## ***FUNDRAISING DEPARTMENT***

### **Director of Fundraising**

The Director of Fundraising must have great communication skills, be willing to talk to strangers, persuasive, and have time dedicated to JSAZ. You will be responsible for going out into the community and persuading members of the community (usually business owners) to provide monetary aid to JSAZ. The Director will share Fundraising knowledge to other JSAers through the creation of a Fundraising Handbook. You will be responsible for networking and keeping in touch with the people who donate to JSAZ. You will also need to manage a team of Fundraising agents all around Arizona; strategizing which of your agents will target certain businesses in their area, as well as mentoring them and teaching them how to be effective Fundraisers. Because of this you will need to have a thorough knowledge of JSA/JSAZ history and

what we stand for. The Director of Fundraising will need to sell the organization for what it is, and convince potential donors that helping us is really helping them. They are the backbone of JSAZ. Without Funds we cannot and will not accomplish what we set out to do. Above all, you must be comfortable talking to others, confident, and have the ability to sell an idea.

Sample Work:

Create a letter that will be sent out to respective businesses detailing why they should donate to JSA. Also, compile a list of ways that we can get more revenue for JSAZ. This should include investment ideas, fundraising ideas (both on a state level and chapter level) and individual ways that our students can fundraise for themselves.

### **Fundraising Agent**

The Fundraising Director directly supervises the Fundraising Agent. They too will be out in their community earning funds for the state. They hold much less responsibility in the fact that they themselves are not in charge of delegation, but that does not mean they are any less important. Fundraising Agents are still an essential part of the Fundraising team and JSAZ Cabinet as a whole. They will need to sell the idea of JSA to potential donors, as well as maintain strong communication within the community in order to pursue future prospects.

Sample Work:

Create a letter that will be sent out to respective businesses detailing why they should donate to JSA. Also, compile a list of ways that we can get more revenue for JSAZ. This should include investment ideas, fundraising ideas (both on a state level and chapter level) and individual ways that our students can fundraise for themselves.

## ***ACTIVISM DEPARTMENT***

### **Director of Activism**

The Director of Activism will be working closely with the Technology Department and the Director of Technology to solidify JSAZ's place in the community. This person will also be in constant contact with the Council of Chapter Presidents (CoCP) in order to facilitate Fight Apathy, voter registrations, and chapter-led initiatives like community service projects. Establishing JSAZ as a household name is one of the key goals that Cabinet is focused on in the upcoming year and thus the Director of Activism has to be someone who is actively dedicated to getting JSAZ chapters involved in their communities through volunteer opportunities. They must also be enthusiastic, hard-working, extremely communicative, and accessible.

Furthermore, they will be responsible with creating how-to-guides/handbooks for chapters on how to hold successful Fight Apathy planning meetings. The Director of Activism will also be working very closely with the Fundraising Department by seeking out civic non-profit organisations that are willing to donate to JSAZ in an effort to create a mutual relationship by promoting those organizations with our local JSAZ chapters and open volunteer opportunities for members.

**Sample Work:**

Create a timeline of chapter initiatives that could be implemented throughout the 2016-2017 JSA year. The timeline should include Fight Apathy, ideas on community service drives, mini-conventions, or takeovers. Also compile a list of prospective organizations--whether on the local, state, or national level to work with as mentioned previously in the description.

## ***EXPANSION DEPARTMENT***

### **Director of Expansion**

The Director of Expansion is paramount in bringing success to JSAZ in the upcoming year. This person must be in constant contact with current chapters and potential new chapters, as well as being accessible, available, and charismatic enough to convince administration at new schools that JSA is a worthy investment. They will be responsible for scripting expansion calls, assigning specific expansion contacts to expansion agents, as well as being pivotal in expansion themselves. Our centers of regional expansion are focused in central Arizona, aka Phoenix, and southern Arizona, aka Tucson. The Director of Expansion will be working closely with not only everyone on Cabinet, as expected, but also specifically with the CIA department. They will be responsible for making and completing inter-chapter expansion how-to guides to aid individual chapters in their growth and retention. Therefore the Director of Expansion has to be someone who is completely competent and outgoing and willing to take initiative in every possible situation to grow and retain chapters so that JSAZ can meet our yearly goals.

**Sample Work:**

Create a list of potential schools in Phoenix, Tucson, and northern Arizona (minimum two in each area) that would be feasible to create sustainable chapters and outline strategic approaches for each region. Find administrative contacts for each of them as well as students that would be interested in starting a JSA chapter.

### **Expansion Agent**

The role of an expansion agent requires that they must have great communication skills and be charismatic. They will not only need to convince

students to start a club from scratch, but they will also need to convince each school's administration that JSA is a club worth investing in. Our expansion efforts are focused on Northern Arizona and Central Arizona. These two locations are practically untouched by JSAZ and are a huge resource we are focusing on in 2017-18. Expansion Agents absolutely cannot be afraid of talking to people. You will be speaking with strangers everyday, and you will need to persuade them to join JSAZ and to start chapters. On another note, you will also be working closely with our CIA department. Ensuring that once a chapter is created, they have a stable connection to cabinet and are not forgotten. This will be one of the most intensive positions on Cabinet this year.

**Sample Work:**

Create a list of potential schools in Phoenix, Tucson, and northern Arizona (minimum two in each area) that would be feasible to create sustainable chapters and outline strategic approaches for each region. Find administrative contacts for each of them as well as students that would be interested in starting a JSA chapter.

## ***CHAPTER INTERNAL AFFAIRS (CIA) DEPARTMENT***

### **CIA Director**

The CIA Director will be in charge of delegating assignments to the CIA agents, but more importantly, maintaining strong, stable connections between the chapters and Cabinet. You are the bond that keeps the chapters informed, active, growing, and above all, fun. You will work closely with the Expansion and Activism departments. As we expand throughout the year we will need to welcome these baby chapters into the JSA family and help them stay informed, strong and growing. Secondly you will be working to make sure each chapter is participating in our activism activities such as Fight Apathy. You will need great communication skills as well as being charismatic. Above all, you will need to keep your chapters healthy and happy.

**Sample Work:**

Compile a how-to guide on what it takes to build a strong chapter. This should contain tips on holding effective meetings, working with administration, and building strong connections between chapter members. Create a detailed plan to ensure that all chapters remain student-run and chapter presidents remain the leaders of their chapter.

### **CIA Agent**

A CIA Agent will be in charge of keeping solid relations between your assigned chapters and Cabinet. You will need need to have great communication skills as well as being charismatic. You will need to supply your chapters with the necessary skills and information so they can retain members, grow as a chapter, and hold successful activism events. The CIA agents will work closely with the Expansion Department, because as we gain chapters we will need a strong CIA team to welcome them into the JSA family, and make sure they are here to stay.

Sample Work:

Compile a how-to guide on what it takes to build a strong chapter. This should contain tips on holding effective meetings, working with administration, and building strong connections between chapter members.

## ***TECHNOLOGY DEPARTMENT***

### **Director of Technology**

The Director of Technology must be someone that is technologically savvy and understands the basics of Photoshop/photo and video editing. They will be working on redesigning the JSAZ website to appear appealing and a true representation of the professionalism of JSAZ, and will be responsible for keeping it updated. The Director of Technology will also be in charge of keeping JSA members updated by posting about My JSA, sign ups for debates, etc. They will need to know the JSApp in and out and be available at all times during conventions to resolve any issues with the JSApp.

Sample Work:

Make a list of possible ways we can improve our social media presence and “rebrand” ourselves to be more appealing and available to our students. Elaborate on designing efforts that could be done to our JSAZ website to make it seem appealing and not outdated. Create a list of problems and solutions that students encounter with the JSApp during conventions. Design a cover page for an event that includes a full-size image, title, description and date (all of which can be made-up.)

### **Director of Publicity**

The Director of Publicity will contact the press and other news outlets to publish articles about JSA events and initiatives. They will also work to establish a statewide JSA presence at events throughout Arizona. They will work very closely with the Department of Activism along with the Council of Chapter Presidents. The Director of Publicity will be working in an effort to promote JSAZ online through the use of social media like Twitter, Instagram, and Facebook. Posting about events happening at a chapter level as well as statewide. They will also be in charge of recruiting keynote speakers for our

conventions and should be competent and eloquent – communicative and persuasive as they are promoting JSAZ to the outside world.

Sample work: Elaborate on how you plan to reach out to the press about JSAZ's achievements. Create a strategy that local chapters can use to receive coverage from local news sources. Write a short (100–200) word description of a JSA event you attended this year that could be submitted for publication.

## ***CONVENTION DEPARTMENT***

### **Convention Coordinator (COCO)**

The Convention Coordinator is a high-stress job that requires efficiency and attention to detail. Your primary role is to create a comprehensive agenda with information from all departments for each state convention, which is no easy task. This will require you to be able to take into consideration the multiple factors that go into planning a successful convention. Furthermore, you will also work closely with our Program Director to organize room assignments, requiring you to have an awareness of room size and intuition of resolution popularity. As Convention Coordinator, you must set deadlines, follow up with and work with every cabinet department. This position requires extensive cabinet experience, an assertive attitude and devoted commitment to completing a task. A strong work ethic and impeccable organizational skills are necessary. Perfectionism is the ideal trait for the Convention Coordinator – with hundreds of delegates, the agendas and convention plans must be flawless.

Sample Work: Name three specific changes that you think should be implemented at JSAZ conventions and exactly how you would go about changing them and what steps should be taken to increase efficiency.

### **Convention Photographer**

Documenting the success of JSAZ throughout the year is an important job. Obviously, this person will only be active when events are going on but should be able to be utilized during mini-cons and one-days. The Convention Photographer will be vital to the publicity of JSAZ and must be someone competent in their ability to capture the essence of JSAZ events. This person has to have a professional camera (preferably an SLR). Preferable additional skills would be Photoshop ability. This person also needs to understand that since they are responsible for taking pictures during events, their personal participation level in the debates would decrease. Also, The photographer should understand which events at conventions should be photographed (students with our guest speakers, best speaker and moderator winners etc.)

Sample Work:

Submit a portfolio to us containing pictures you have previously taken. Please include a wide variety of shots from portraits to landscapes to action shots.

### **Logistics Agent**

Logistics Agents are responsible for ensuring conventions are well-run and incident-free. They will be stationed in each debate room to support the moderator and ensure proper moderating format is being implemented. Furthermore, Logistics Agents must be strong-willed and able to demonstrate authority when rooms get out of control. They are vital to the success of JSAZ conventions and must be determined and dedicated to their position.

Sample work:

Elaborate how you would deal with a moderator showing partisanship when choosing subsequent speakers. Write a paragraph detailing a strategic plan to address a room getting out of control due to a controversial debate topic.

## ***SUMMER SCHOOL DEPARTMENT***

### **Director of Summer School**

The Director of Summer School is someone that must be available and easily accessible. You must express an approachable and enthusiastic personality; must be dedicated and passionate towards your job. You are responsible for promoting Summer School and engaging as many individuals into our summer programs through creative initiatives at conventions and must therefore be present in all conventions. You will then be responsible for guiding recruited members through summer school paperwork, fundraising tactics, and most importantly, answering questions. For these reasons, the Director of Summer School must be a Summer School Alumni and highly knowledgeable in the field. Must be able to work closely with members and demonstrate great patience.

Sample Work:

Submit a letter that can be sent to potential donors and respective businesses detailing why they should invest in a JSA member attending one of our Summer School Programs. List at least three ways we can increase summer school attendance next year. In a paragraph, state your response to someone who expresses interest in summer school but is worried about the expensive tuition.