

CABINET APPLICATION



Southern California Junior
State
2017-2018

TABLE OF CONTENTS

Introduction Letter.....	3
Deadlines.....	4
Important Dates.....	4
Contact Information.....	4
General Application Questions.....	5
State Cabinet Positions at a Glance.....	6
Executive Office of the Governor.....	7
Convention Department.....	8-9
Debate Department.....	10-11
Chapter Affairs Department.....	12-13
Expansion Department.....	14-15
Fundraising Department.....	16-17
Publicity & Technology Department.....	18-19
Advocacy Department.....	20-21
Angeles Regional Cabinet.....	22-23
Southern Empire Regional Cabinet.....	24-27
Channel Islands Regional Cabinet.....	28-31

Dear Fellow Statesmen and Stateswomen,

Responsibility breeds engagement. Active citizens become active citizens by acting more often, not less, and apathy has a stronger foothold when individuals have less to do, not more. This is the philosophy that will guide cabinet next year. Every position described in the next thirty-odd pages—and there are quite a few—has a deliberate purpose and an integral role in ensuring the success of the largest state in the Junior State of America and the 2,100 students we serve. And this success rests on the shoulders of cabinet because, 84 years after its conception, JSA is still committed to the principle of student leadership. Students plan conventions and write debates, strengthen existing chapters and found new ones, raise funds, publicize events, and design activism initiatives—all to further the mission of the Junior State.

So thank you, because if you're reading this, you've taken the time to open the cabinet application and explore the first step towards leaving your mark on SoCal JSA. There are a wide variety of different positions on cabinet, open to a wide variety of people with a wide variety of different skills, hobbies, and area codes. So I encourage each and every one of you to read through the position description for every position in which you might be interested. At the very least, you'll learn more than you ever thought possible about the many different roles students have on cabinet, and how each of them works to better our state.

Yes, cabinet is challenging—it wouldn't be worthwhile if it were any other way. We do expect cabinet members to be reliable, hardworking, and role models for other JSAers during and outside of conventions. But in return, you will have the opportunity to meet what is, in my opinion, one of the most uniquely enthralling groups of people I've ever seen. Whether you stay up late brainstorming debate topics, writing business emails, or putting the finishing touches on our fresh new infographic, the work you produce will directly impact the hundreds of JSAers that trust you to run an organization dear to them as well. And in JSA, you share that experience with the dozens of other cabinet members who by the end of the year become, if not your family, your closest friends.

All three of the people who signed this letter have taken very different paths on cabinet. But no matter what path you take or where you end up, cabinet—like JSA itself—will always be what you make of it. SoCal cabinet has changed our lives in ways we never thought possible, and we hope to be able to share that with you. We look forward to reading your applications, and we can't wait for the success of next year!

Yours in service,

Patrick Aimone
Governor

Max Sweeney
Lieutenant Governor

Adam Cohen
Speaker of the Assembly

DEADLINES

Applications for the Chief of Staff and all department head positions are due on **Friday, June 30th, 2017**. All other applications will be due on **Friday, July 7th, 2017**. There will be *no exceptions* for late applications.

To apply, you must submit a PDF of your application and a recent picture of yourself to cabapps@socal.jsa.org, and fill out the Google Form found at bit.ly/Apply_For_Cabinet. If you fail to meet any of these requirements by the deadline, your application will not be considered.

IMPORTANT DATES

There will be *mandatory* cabinet meetings on **August 19 and 20** and on a **Saturday in January (TBD)**. The August Cabinet Retreat (CabCon) will take place at the **Warner Center Marriot**. If you are unable to attend, and inform the governor, the Chief of Staff, and your department head ahead of time, you will receive a strike. If you fail to inform these people, you may *immediately be removed* from cabinet.

CONTACT INFORMATION

Governor:

Patrick Aimone
(562) 472-6775
paimone@jsa.org

AR Mayor:

Zachary Hagen-Smith
(818) 579-5203
zhagensmith@socal.jsa.org

Lieutenant Governor:

Max Sweeney
(805) 729-2052
msweeney@socal.jsa.org

SER Mayor:

Antonio Murillo
(714) 980-2565
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Speaker of the Assembly:

Adam Cohen
(714) 349-4186
acohen@socal.jsa.org

CIR Mayor:

Katelin Zhou
(805) 338-6717
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GENERAL APPLICATION QUESTIONS

Before you begin your application, please fill out the form found at bit.ly/Apply_For_Cabinet so that you don't forget to complete it. When you finish the application, save it as a PDF and submit it to cabapps@socal.jsa.org.

You may choose to apply to up to five cabinet positions. If Chief of Staff or any department head position is within your top five choices, you must submit your application by **Friday, June 30th, 2017**. All other applications will be due on **Friday, July 7th, 2017**.

Below are the general application questions. You may choose to either answer each question individually or answer them in an essay. The content of your response is much more important than the length. Focus on best articulating the person you are and the vision you have for the Junior State. This will be how we get to know who you are and understand why you think you are the best person for the job.

- 1) When and why did you become involved with JSA?
- 2) Why are you applying for this position?
- 3) Why are you qualified for this position? If you have previously served on Cabinet, what did you accomplish?
- 4) Did you attend (or will you be attending) a JSA Summer Program? If so, which one?
- 5) What other extracurricular activities are you involved in? What time commitments do these activities entail? How much time can you dedicate to JSA per week? (Be realistic; an honest assessment of your commitments will be counted as more valuable to your application by the Application Review Committee.)
- 6) What do you consider your greatest strength? When is a time when you feel that you have put this strength to good use?
- 7) What is your vision for the upcoming JSA year? How do you plan to execute on that vision in the position for which you are applying?
- 8) What makes you unique?
- 9) The rest of this application contains descriptions and questions for each cabinet position. Respond to the "Supplemental Questions" for your first choice position.
- 10) Please include anything else we should know about you.

STATE CABINET POSITIONS

At a Glance

EXECUTIVE OFFICE OF THE GOVERNOR

Chief of Staff

Convention Department

*Convention Coordinator**
Assistant Convention Coordinator
Director of Operations
Director of Social Activities

Expansion Department

*Director of Expansion**
Director of Outreach Chapter Development
Deputy Director of Expansion

Debate Department

*Director of Debate**
Director of Moderators
Deputy Director of Debate

Fundraising Department

*Director of Development**
Director of Summer School
Deputy Director of Development

Chapter Affairs Department

*Director of Chapter Affairs**
Assistant Director of Chapter Affairs
One-Day Coordinator
Chapter Coordinator

Publicity & Technology Department

*Director of Internal Publicity**
*Director of External Publicity**
Assistant Director of Technology
Assistant Director of Photography
Assistant Director of Videography

**Denotes Department Head*

OFFICE OF THE SPEAKER

Advocacy Department

Speaker Pro-Tempore
Director of Political Activism
Director of Youth Advisory Boards
Director of Assembly Outreach

EXECUTIVE OFFICE OF THE GOVERNOR

CHIEF OF STAFF

The Chief of Staff will lead the Cabinet alongside the Governor and Lieutenant Governor. He/she will work with all departments to ensure that they are meeting their goals and expectations. He/she will take notes on weekly Executive Cabinet conference calls and read/respond to each department head's weekly updates. He/she will oversee all cabinet-wide communication by means of mass emails, Remind 101, and other tools. He/she will work with the Governor and department heads to issue awards to exceptional cabinet members, as well as warnings and strikes to those who are not fulfilling their responsibilities. He/she may also be asked to work closely with the Governor and Program Director, provide advice, and respond to requests, which may include gathering information for statewide addresses, writing pre-convention emails, and contacting Chapter Presidents. He/she is functionally the Governor's right-hand man/woman, and will often be asked to give input on a wide variety of decisions. The Chief of Staff is expected to have an assertive, professional attitude and must be respected by Cabinet. It is highly recommended that the Chief of Staff be acquainted with the Cabinet Structure and have experience and exposure to the internal workings of cabinet.

Time Commitment: A minimum of 15 hours per week (Must attend weekly Sunday evening conference calls)

Supplemental Questions: What specific plans do you have to ensure that all departments turn in their work/complete their projects correctly and on time? If a cabinet member was not doing his/her job properly, how would you motivate this individual to work harder? How have you demonstrated a capacity for accomplishing tasks both within and outside of JSA? What is one weakness you see in the governor for next year, and how would you work with him to overcome it or prevent it from harming the state? What new ideas do you have to improve the Southern California Junior State? Draft a sample welcome email and a sample warning email.

Note: This position may require a phone interview with the Application Review Committee.

CONVENTION DEPARTMENT

CONVENTION COORDINATOR

The Convention Coordinator must create the schedule and design the agenda for all state-level JSA sponsored events. He/she will be the backbone of the Junior State during state conventions. He/she must work closely with almost every major department in the Cabinet, the Program Director for room orders and placements, the Governor to plan the conventions and create supply lists, the Director of Debate to place debates into blocks, and hotel staff to oversee the convention operations. He/she will create the agenda for each convention. This year, he/she will also design a convention sweepstakes award to recognize the chapter with the most impressive participation at a convention. The Convention Coordinator is expected to be resourceful, quick thinking, reliable, creative, and 100% committed to JSA.

Time Commitment: 12-15 hours per week (Must attend weekly Sunday evening conference calls, commitment peaks during convention season)

Supplemental Questions: Discuss the strengths and weaknesses of previous state conventions. What would you change about conventions to make them more efficient? What factors would you use to determine which chapter to recognize with the convention sweepstakes award? Describe your organization skills and any events you have planned in the past. Create the agenda-at-a-glance and the agenda for a one-day conference (no need to include debate blurbs- a simple [insert blurb] will suffice). Label the rooms with “large room” (given one) and “small room” (given three).

Note: This position may require a phone interview with the Application Review Committee. Department heads will also be expected to help in the cabinet selection process for their departments.

ASSISTANT CONVENTION COORDINATOR

The Assistant Convention Coordinator directly aids the Convention Coordinator in convention planning and leading the Convention Department. Although the specific tasks assigned will be under the Convention Coordinator’s discretion, the Assistant Convention Coordinator will be in charge of technology at the convention. He/she will be expected to be well-versed in the JSApp and provide app support for delegates during the conventions. He/she must ensure that all physical technological equipment works effectively at conventions including, but not limited to, extension cords, projectors, and microphones. He/she will also be responsible for making the Opening and Closing Session PowerPoints. He/she will work with the hotel staff to make sure all technological equipment is ready to be used during conventions. Additionally, he/she may be responsible for editing agendas, creating restaurant maps, creating convention feedback surveys, and responding to feedback requests.

Time Commitment: 7-9 hours per week (Commitment peaks during conventions)

Supplemental Questions: How do you plan to assist the Convention Coordinator? How will you work to ensure that technology runs smoothly at conventions? How could you improve the use or functionality of the JSApp at conventions (without changing the design of the software)? What is one

way you could assist like the Convention Coordinator in his/her duties? Create a comprehensive convention feedback survey.

DIRECTOR OF OPERATIONS

The Director of Operations works directly with the Convention Coordinator to handle all logistical aspects of the convention. The Director of Operations will coordinate with all of cabinet to assign a variety of tasks to cabinet members during conventions to keep rooms under control. Additionally, he/she will need to be able to think on his/her feet, as he/she will need to make quick decisions during the convention to respond to emergencies such as room overcrowding, missing moderators, and hotel logistical tasks. The Director of Operations should be a sociable, hard-working and organized person who can assemble teams of JSA delegates to do a wide variety of tasks during conventions.

Time Commitment: 3-5 hours per week (Commitment peaks during conventions)

Supplemental Questions: Do you have experience with logistics shifts? How can we improve logistics from past years? How do you plan to keep track of whether Cabinet members attend their logistics shifts? How will you ensure Cabinet members are signing up for logistics shifts?

DIRECTOR OF SOCIAL ACTIVITIES

The Director of Social Activities must design and oversee all overnight convention social activities. He/she will decide upon the dance theme(s) well in advance and have them approved by the Convention Coordinator and Program Director. He/she will be responsible for promoting the Talent Show, getting sign-ups, and creating a schedule based upon responses. He/she will also work with the Assistant Convention Coordinator to run the evening activities, and will also assign Cabinet members to lead said activities. The Director of Social Activities will work with the Director of Chapter Affairs to publicize the dance themes, Talent Show sign-ups, and other evening activities. In addition to evening activities, the Director of Social Activities will work with the Governor to organize social activities during the day for JSA delegates to network with one another.

Time Commitment: 3-5 hours per week (Commitment peaks during conventions)

Supplemental Questions: What are two new evening activities you would like to implement into conventions? What are two daytime activities you would like to organize at convention that promote communication between chapters? How do you intend to increase participation in these activities?

DEBATE DEPARTMENT

DIRECTOR OF DEBATE

The Director of Debate must lead the Deputy Directors of Debate in creating a variety of debate/thought talk topics and writing briefs for said topics per convention. He/she will train all Deputy Directors of Debate and edit their work before it is inserted into the agenda. The Director of Debate must post said debate/thought talk resolutions *and* briefs on the DebateWare website far in advance and fill each with main speakers. He/she must also lead Debate Workshops at JSA events. He/she will also be responsible for managing a Debate Suggestions Google Form to gather input from delegates on what topics they would like to see at conventions. At the end of every convention, it is Director of Debate that is expected to create a list of debate results, that will in turn be published on the JSA website. This individual is expected to be creative, assertive, and in tune with the current state of American Politics.

Time Commitment: 10-15 hours per week (Must attend weekly Sunday evening conference calls)

Supplemental Questions: Write a list of fifteen potential debate resolutions each with a single pro and con argument. Write a full-length brief for one of these resolutions. How will you fairly select main speakers that will give every delegate from all chapters an equal opportunity to main speak? What debate styles you would like to implement in Southern California that were not used last year? How will you provide resources to all delegates to improve their public speaking and debating skills? How would you hold department members accountable for their debate assignments? What do you think is the biggest debate-related issue facing SoCal JSA?

Note: This position may require a phone interview with the Application Review Committee.

Department heads will also be expected to help in the cabinet selection process for their departments.

DIRECTOR OF MODERATORS

The Director of Moderators must create and maintain an organized group of certified moderators. He/she will also host Moderator Training Workshops at each JSA event and design the Moderator Certification process. He/she will also be responsible for leading Moderating Webinars before each convention to ensure all moderators are prepared. He/she may also be expected to aid the Director of Debate with convention preparation and responsibilities. This year, the Director of Moderators will be expected to maintain a current list of certified moderators and make it available to the Directors of Debate.

Time Commitment: 3-5 hours per week

Supplemental Questions: How do you plan to create and maintain a certified moderator list? How do you plan to train new moderators for both debates and thought talks? Create a schedule for a Moderator Training workshop. Create a Moderator Certification test.

DEPUTY DIRECTOR OF DEBATE

The Deputy Directors of Debate must propose a variety of debate and thought talk topics to the Director of Debate, and write well-researched briefs about said topics. Said briefs include pro and con arguments and helpful links for further research. He/she will also be periodically asked to write debate resolutions and briefs for weekly use at the chapter level. He/she may be expected to help chapters hold chapter debates and provide them with instructional materials. Deputy directors of debate are expected to be competent researchers and writers, or be willing to learn quickly. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 2-4 hours per week

Supplemental Questions: Write a list of five potential debate resolutions each with a single pro and con argument. Write a sample debate brief on one of these topics. Provide three bulleted pro and con arguments per brief. Link one pro and one con credible source that could be used for further research. What old or new special debate styles would you like to revive or integrate in the coming JSA year? What has your favorite JSA debate been?

CHAPTER AFFAIRS DEPARTMENT

DIRECTOR OF CHAPTER AFFAIRS

The Director of Chapter Affairs must ensure that chapters receive pertinent information as well as motivation. He/she must keep an up-to-date record of contact information from every Chapter President. The Director of Chapter Affairs will communicate with all department heads to gather information that needs to be forwarded to Chapter Presidents, whether via the Chapter Coordinators or via emails sent by him/herself. He/she will be expected to identify and assist declining chapters by strengthening their base. The Director of Chapter Affairs must serve as the most accessible person on Cabinet to assist with chapter initiatives such as publicity and planning One Days. The Director of Chapter Affairs will lead Chapter Presidents meetings at conventions and help the Governor coordinate two one day Leadership Summits during the Fall and the Spring. This year, the Director of Chapter Affairs will also be expected to pair up chapters who wish to participate in the chapter mentorship program based on their chapters' characteristics. This individual should be incredibly sociable, organized, and should have experience in the department.

Time Commitment: 10-12 hours per week (Must attend weekly Sunday evening conference calls)

Supplemental Questions: What new ideas do you bring to the Chapter Affairs department? How would you encourage declining chapters to strengthen membership? How will you make new chapters feel welcome in the JSA community? Under which circumstances will you contact Chapter Presidents yourself, and under which circumstances will you encourage the Chapter Coordinators to take leadership? What factors would you use to pair chapters under the chapter mentorship program? How do you plan on ensuring all Chapter Coordinators are fulfilling their responsibilities?

Note: This position may require a phone interview with the Application Review Committee.

Department heads will also be expected to help in the cabinet selection process for their departments.

ASSISTANT DIRECTOR OF CHAPTER AFFAIRS

The Assistant Director of Chapter Affairs will help the Director of Chapter Affairs lead the department. In addition, he/she will serve as the State Comptroller by ensuring that every chapter in the state is tax paid and must keep an accurate record of said chapters. He/she will be expected to interact with individual chapters to ensure they pay taxes. The Assistant Director of Chapter Affairs will help oversee all Chapter Coordinators and hold them accountable. This year, he/she will be expected to oversee the chapter mentorship program and encouraged paired chapters to interact with one another at conventions and outside of conventions. He/she will also be expected to help the Director of Chapter Affairs and take on their responsibilities where necessary.

Time Commitment: 7-10 hours per week

Supplemental Questions: How do you plan on ensuring all chapters are tax paid? How would you encourage paired chapters to interact with one another outside of conventions?

CHAPTER COORDINATOR

The Chapter Coordinator must keep in constant contact with assigned chapters. Said contact includes frequent phone calls and emails to disseminate information from the Director of Chapter Affairs, Mayors, or Governor to Chapter Presidents. He/she must help their respective chapters plan One Days and events by referring them to the correct cabinet member, serving as their guide to cabinet. The Chapter Coordinator should form strong friendships with their respective Chapter Presidents and serve as their main resource. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 6-8 hours per week

Supplemental Questions: Why do you want to be a Chapter Coordinator? How do you plan to build strong relationships with your Chapter Presidents? How do you plan to encourage Chapter Presidents to complete tasks such as sending in taxes or registering for conventions? How will you deal with Chapter Presidents who are unresponsive to your attempts at communication? What is your preferred method of communication?

EXPANSION DEPARTMENT

DIRECTOR OF EXPANSION

The Director of Expansion will head the Expansion Department, and will be responsible for expansion by his/her own hand and for the management of the expansion of his/her deputies. This person must have a background in JSA expansion, on a chapter, regional, or state level. This individual will be responsible for assigning to the deputies a weekly quota of calls and contacts, and will be accountable to the Governor regarding their work and his/her own. Furthermore, he/she will be expected to oversee the collection of expansion contacts and assign deputies to contact them. This year, the Director of Expansion will also be expected to reach out to school teachers and administrators to encourage them to facilitate a JSA chapter at their school. In the second half of the year, the Director of Expansion will be in charge of the retention effort, to build a strong foundation for the 2017-18 JSA Year.

Note: This position may require a phone interview with the Application Review Committee. Department heads will also be expected to help in the cabinet selection process for their departments.

Time Commitment: 10-15 hours per week (Must attend weekly Sunday evening conference calls)

Supplemental Questions: How have you expanded JSA during your tenure in the organization? How do you plan to expand in the future? What do you think is the biggest factor keeping high school students interested in politics from founding JSA chapters, and how would you work to resolve it? How would you reach potential JSA expansion contacts outside of simply relying on friends? How would you begin expansion efforts at a school where you do not know a potential student expansion contact? Draft a sample email to a school administrator where you describe JSA and encourage them to facilitate a chapter at their school.

DIRECTOR OF OUTREACH CHAPTER DEVELOPMENT

The Director of Outreach Chapter Development is tasked with the crucial effort of expansion, retention, and communication within our outreach chapters (formerly called urban chapters). The Director of Outreach Chapter Development will have many of the responsibilities of a Deputy Director of Expansion, but will also be expected to build on those tasks to serve new outreach chapters. Innovation is expected and encouraged. Furthermore, the Director of Urban Development will act as a liaison between the Governor, Chapter Affairs, and outreach chapters, and will need to act as an immediate resource for chapters in need of help. This necessitates knowledge of scholarship specifics, of convention pricing and of tax rates, and a general good relationship with the Governor and the Director of Chapter Affairs.

Time Commitment: 7-9 Hours per week

Supplemental Questions: How have you positively impacted, or been impacted by, outreach chapters during your JSA career? How do you plan to contact Outreach Chapter Presidents and prospective Chapter Presidents, and how do you plan to create a lasting relationship with them? Into what urban areas can we expand in Southern California? Provide a list of 10 or more urban high schools that do not have JSA chapters.

DEPUTY DIRECTORS OF EXPANSION

The Deputy Directors of Expansion are the core of the expansion effort. They are expected to focus on contacting chapters and guiding them through the Chapter founding process. In the latter half of the year, they will focus their efforts on the retention of chapters in their sub-region. They will be expected to contact students, teachers, and administrators of schools without JSA chapters. These Deputies will be assigned regular calls and check-ups by the Director of Expansion, and are expected to be assiduous, persevering, and clever. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 6-8 hours per week

Supplemental Questions: What region are you from? Where do you see potential for expansion? How would you describe JSA to a high school student who had never heard of it? Outline a list of 10 potential new JSA chapters from your region, and include possible administration contacts or students that you know.

FUNDRAISING DEPARTMENT

DIRECTOR OF DEVELOPMENT

The Director of Development must raise money for the SoCal JSA scholarship fund. He/she will be expected to manage fundraising efforts at state conventions and raise funds outside of conventions. The Director of Development must remain in close contact with the National Director of Development and the Chief JSA Development Officer in order to secure large donations from other organizations and launch online crowd-funding campaigns. He/she must identify and contact possible donors including local organizations and alumni, and is expected to be comfortable soliciting donations from community organizers, businesses, and grant-writers. He/she will be expected to create merchandise designs and spearhead sales at conventions. This year, he/she will also be expected to develop a fundraising handbook for chapters to refer to for chapter fundraising. He/she will also oversee deputies throughout the year and give them assignments. The Director of Development must also assist the Governor and Scholarship Supervisor in allocating scholarships for state conventions. He/she is expected to be innovative, meticulous, and dedicated.

Time Commitment: 10-12 hours per week (Must attend weekly Sunday evening conference calls)

Supplemental Questions: What experience do you have with fundraising? How will you ensure the success of online crowd-funding campaigns? What source of fundraising do you think SoCal JSA should focus on improving most next year? Draft a letter to a possible donor describing JSA and requesting a donation. Describe three innovative state fundraising ideas during conventions, and two innovative state fundraising ideas outside of conventions. Describe three ideas for chapter fundraising that you would include in the fundraising handbook.

Note: This position may require a phone interview with the Application Review Committee. Department heads will also be expected to help in the cabinet selection process for their departments.

ASSISTANT DIRECTOR OF DEVELOPMENT

The Assistant Director of Development will help the Director of Development lead the Fundraising Department this year. He/she will keep deputies engaged and accountable, and take on the responsibilities of the Director of Development when necessary. This year, he/she will take charge of convention fundraising efforts, ensuring that they run smoothly and effectively. He/she will also work with chapter presidents and regional leadership to facilitate fundraising efforts at One-Day conventions throughout the year. On occasion, he/she may also be tasked with the responsibilities of a Deputy Director of Development.

Time Commitment: 5-7 hours per week

Supplemental Questions: How would you improve participation rates in convention fundraising activities? How do you plan to assist the Director of Developments? Describe three innovative state fundraising ideas during conventions.

DIRECTOR OF SUMMER SCHOOL

The Director of Summer School is expected to encourage SoCal JSA members to apply for summer school programs. He/she will supply information about summer school to convention attendees and to chapters outside of conventions. He/she will also appoint Summer School Ambassadors and oversee their recruitment efforts for Summer School. He/she is expected to be passionate and charismatic, as well as reliable and committed.

Time Commitment: 4-6 hours per week

Supplemental Questions: Describe your involvement with JSA summer school. What are the two most significant reasons why many JSAers do not attend summer school, and how would you work to rectify them next year? How would you describe summer school to a convention attendee who has never heard of it before? How would you select JSAers to serve as Summer School Ambassadors, and how would you utilize them throughout the year? List 5 JSAers who have not attended summer school who you think would be a good fit for a summer program.

DEPUTY DIRECTOR OF DEVELOPMENT

Fundraising agents are the core of fundraising efforts. They will spearhead fundraising initiatives and will be expected to lead the way in terms of state fundraising. They will also help produce the fundraising handbook for chapters, and are expected to be available and accessible for chapter presidents who ask for assistance with chapter fundraising. They will be given regular assignments and checkups by the Director of Development. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 2-4 hours per week

Supplemental Questions: What is your experience with fundraising? How would you work to fundraise for the SoCal JSA scholarship fund? What is one new idea for a chapter fundraising initiative? What is one new idea for a statewide fundraising initiative?

PUBLIC RELATIONS & TECHNOLOGY DEPARTMENT

DIRECTOR OF INTERNAL PUBLICITY

The Director of Internal Publicity will lead the Public Relations and Technology Department, alongside the Director of External Publicity, in representing the Southern California Junior State. **The Director of Internal Publicity is primarily tasked with publicizing JSA events and initiatives to JSA members.** He/she will oversee SoCal JSA's social media presence, Facebook group, and Flickr page. He/she will give assignments to photographers and videographers at conventions and will publicize convention photos afterwards. This year, the Director of Internal Publicity will be expected to create the layout for the monthly state newsletter, and work with the Governor and department heads to create content for the newsletter as well. He/she is expected to have experience with social media and a sense for the aesthetic.

Time Commitment: 8-10 hours per week (Must attend weekly Sunday evening conference calls)

Supplemental Questions: What would you change about SoCal's current internal publicity strategy? How will you encourage disengaged JSA members to attend One-Days and other state events? What would you like to include in the SoCal JSA newsletter? Describe five innovative ideas you think would help SoCal JSA publicize its events to members.

Note: This position may require a phone interview with the Application Review Committee. Department heads will also be expected to help in the cabinet selection process for their departments.

DIRECTOR OF EXTERNAL PUBLICITY

The Director of External Publicity will lead the Public Relations and Technology Department, alongside the Director of External Publicity, in representing the Southern California Junior State. **The Director of External Publicity is primarily tasked with publicizing JSA as an organization to non-JSA members.** He/she will contact the press and other news outlets to publish articles about JSA events and initiatives. He/she will also work to establish a statewide JSA presence at events throughout Southern California such as Politicon. He/she will be expected to create resources for the Expansion and Fundraising Departments to use in their respective tasks. This year, the Director of External Publicity will also reach out to political figures and organizations to find impressive keynote speakers for conventions. He/she is expected to be comfortable working closely with adults outside of JSA, and as such, to be professional, reliable, and a representative of SoCal JSA at all times.

Time Commitment: 8-10 hours per week (Must attend weekly Sunday evening conference calls)

Supplemental Questions: What experience do you have with publicizing organizations in the past? How do you plan to reach out to the press to cover SoCal JSA's achievements? How would you find speakers for JSA conventions? Describe five innovative ideas you think would help SoCal JSA publicize its operations to non-members. Write a short (100-200) word description of a JSA event you attended this year that could be submitted for publication.

Note: This position may require a phone interview with the Application Review Committee. Department heads will also be expected to help in the cabinet selection process for their departments.

ASSISTANT DIRECTOR OF TECHNOLOGY

The Assistant Director of Technology will be expected to update and revitalize the SoCal JSA website. He/she will update both its design and layout, and add content to it throughout the year. In addition, he/she will be expected to be well-versed in the JSApp and provide app support for delegates during the conventions.

Time Commitment: 7-9 hours per week

Supplemental Questions: How do you intend to improve the SoCal JSA website? What experience do you have in web design? Link and/or describe any of your previously made websites. What content would you like to add to the website? What other technology projects would you like to undertake?

ASSISTANT DIRECTOR OF VIDEOGRAPHY

The Assistant Director of Videography must film videos at every JSA-sponsored event that can be posted on social media or edited into promotional videos. He/she will also be responsible for submitting footage to National Cabinet for the creation of national promotional videos. He/she will be primarily responsible for shooting and editing training videos from various departments and for creating promotional videos for the state YouTube page. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Note: Those who apply for Assistant Director of Videography will be automatically considered to serve as Videographers unless otherwise noted.

Time Commitment: 5-7 hours a week (peaking at conventions)

Supplemental Questions: What do you consider the greatest problem with current JSA videography (see SoCal JSA YouTube page)? What experience do you have in film and editing? Please submit a sample video that showcases your skill if you have one.

ASSISTANT DIRECTOR OF PHOTOGRAPHY

The Assistant Director of Photography must capture moments during the SoCal JSA year. He/she will be responsible for capturing various moments of JSA throughout conventions and other events. The Assistant Director of Photography must upload and organize pictures onto an online photo album after all JSA events. He/she will also work closely with the Publicity Department, especially the Director of Social Media, to distribute photographs into the community. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Note: Those who apply for Assistant Director of Photography will be automatically considered to serve as Photographers unless otherwise noted.

Time Commitment: 3-4 hours per week

Supplemental Questions: Include a photography portfolio that showcases your skill. What JSA events did you attend this year? What areas of JSA do you think merit additional photography?

ADVOCACY DEPARTMENT

SPEAKER PRO-TEMPORE

The Speaker Pro-Tempore will assist the Speaker of the Assembly in leading the Advocacy Department and organizing Assembly Meetings. He/she will communicate between the members of the Advocacy Department in implementing Assembly planks in a variety of Activism contexts. In addition, throughout the year, the Speaker Pro-Tempore will oversee the implementation of certain statewide and national activism initiatives, and will be expected to work closely with the National Director of Activism. This year, the Speaker Pro-Tempore will oversee the implementation of a voter education initiative in Southern California, and will be expected to be a resource for chapters who wish to produce voter education materials for an election in their area.

Time Commitment: 7-9 hours per week

Supplemental Questions: What would you change about activism this year? How would you encourage a chapter that is not regularly active to participate in Fight Apathy? What are 3 activism initiatives you'd like to see implemented throughout the year? Create a sample one-page voter information guide for a recent local or state election.

DIRECTOR OF YOUTH ADVISORY BOARDS

The Director of Youth Advisory Boards will work to establish Youth Advisory Boards throughout the Southern California Junior State. He/she will collaborate with the Chapter Affairs department as well as the Speaker in order to disseminate the necessary information to establish Youth Advisory Boards across chapters. The Director of Youth Advisory Boards is also responsible for maintaining communication with chapter presidents in order to ensure that plans for new Youth Advisory Boards materialize and that existing Youth Advisory Boards are retained. He/she will be expected to act as a valuable resource for chapter leadership to refer to with their personal questions and/or concerns regarding Youth Advisory Boards.

Time Commitment: 4-5 hours per week

Supplemental Questions: Do you have any experience within a Youth Advisory Board or at an elected official's office? In your opinion, what can the Junior State improve on so that more Youth Advisory Boards are established and maintained? Write a sample letter to a Congressional or political office about establishing a Youth Advisory Board. Include a brief description of JSA and the purpose of Youth Advisory Boards. The letter should not be too long.

DIRECTOR OF POLITICAL ACTIVISM

The Directors of Political Activism are in charge of coordinating chapter, regional, and statewide activism projects for the Southern California Junior State. He/she will be responsible for propagating innovative and creative activism projects within chapters across the SoCal state. Additionally, he/she will be expected to create accessible instructional resources and information to promote successful Fight Apathy campaigns and Voter Registration Drives, as well as work with the Directors of Social

Media to ensure successful activism events are properly publicized. In order to maintain effective activism, he/she will be expected to maintain contact with chapters throughout the year. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 4-5 hours per week

Supplemental Questions: What is your experience with activism inside or outside of JSA? How would you encourage a chapter that isn't regularly active to participate in an activism initiative? Describe an activism initiative you would like to see implemented this year.

DIRECTORS OF ASSEMBLY OUTREACH

The Directors of Assembly Outreach will work alongside the Speaker in the revitalization of the Assembly. He/she will be expected to release planks in advance to allow Assembly members the opportunity to discuss the planks with their own chapter so that they may ultimately provide a more representative vote. Along with assisting the Speaker in coordinating Assembly meetings, he/she will also be expected to constantly communicate necessary information and instructions regarding how the Assembly operates and its purpose to chapter leadership in order to ensure successful, prepared, and effective participation at Assembly meetings. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 4-5 hours per week

Supplemental Questions Do you have any experience in the assembly? How would you boost the quantity and quality of planks that we receive? How would you improve assembly meeting attendance at conventions?

ANGELES REGION
CABINET APPLICATION

Dear Angeles Region Statesmen and Stateswomen,

Welcome to a new year of J.S.A., but with your help, a new era: a new epoch: a new age for the Angeles Region. Not only will we make great strides, such as the creation of the district council, we will also maintain the legacy created by our past leadership of dope one-days and a constant flow of communication between chapters and the region. Though these ideas may sound cool, but nothing can come to fruition without you.

You are applying for cabinet, and if you're reading this there's a good chance you're applying for A.R. cabinet, so let me be clear- this will not be easy. Do not apply if you want something to fluff up your résumé or if you do not seriously consider spending much of your time working on J.S.A. projects. If you are truly willing to devote yourself to the Junior State and Angeles Region, in both effort and time, then I can honestly tell you that you're gonna have a crazy awesome time. Thank you.

Sincerely,

Zachary Hagen-Smith
Angeles Region Mayor

Ismael Diara
Angeles Region Vice Mayor

EVENT COORDINATOR

The Event Coordinator is in charge of planning Angeles Region events, from One-Days to socials. The Event Coordinator is expected to possess a wide variety of skills. He/she will create debate topics, write debate briefs, organize fundraisers, reach out to keynote speakers, and do everything else necessary for a strong event. As such, experience in multiple areas of JSA is recommended. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 2-4 hours a week (will peak before regional events)

Supplemental Questions: What experience do you have in planning events? List three debate topics you would like to see at a One-Day. List two potential fundraising initiatives you could implement at a One-Day.

DIRECTOR OF COMMUNICATIONS

The director of communications is in charge of reaching out to chapters within the Angeles Region to publicize regional events. He/she will also stay in regular contact with chapters to keep them up to date on regional issues and help them with any problems they encounter. The communications director is expected to be social and able to form bonds with chapter presidents. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 2-4 hours a week (will peak before regional events)

Supplemental Questions: Describe a time you resolved an interpersonal problem involving friends or family. How does this reflect your mentality towards solving problems? What experience do you have regarding communication with other chapters? How would you encourage a chapter that is not regularly active to attend a regional event?

DIRECTOR OF MEDIA

The Media Director is in charge of AR social media pages and creating media (taking photos, recording videos, editing posters etc.). They are in charge of creating posters and advertisements for events. Under new leadership, they will also lead efforts to record more debates, as attempted last year. For this position, advanced technological skills are essential. To be a media director, proficiency and ownership of photo and video editing software, as well as a camera is required. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 2-4 hours a week (will peak before regional events)

Supplemental Questions: What experience do you have with technology and social media? How would you characterize your technology skills? Create a sample advertisement for an Angeles Region event. What new media would you like to create?

**SOUTHERN EMPIRE REGION
CABINET APPLICATION**

Dear Southern Empire Region Statesmen and Stateswomen,

This is the year, the year we bring the SER back to its former glory. We are so honored to have you interested in serving on the SER Cabinet. This upcoming year will be like no other and we need a strong, focused, and empowered group of individuals to achieve our goals of greatness.

“SER, best by far!” We need YOU to make that motto a reality. Being a part of the cabinet is both an honor and a privilege. We know that you are applying for cabinet to ensure not only the success of the SER, but also JSA as a whole. We hope that through your efforts we will not only have an amazing year, but lay the groundwork for the years to come.

Each position is crucial to have both a functioning cabinet and region. No matter which position you decide to apply for, we are certain that your amazing talents will shine through. If you are passionate in creating a political dialogue, Director of Debate is perfect for you! You could coordinate the SER one days and events as the Events Coordinator, or if you are a social media queen/king, you can be in charge of regional Publicity. If you want to help JSA grow in size and strength, Director of Chapter Affairs is your calling. Whether you have dollar signs in your eyes or want to increase scholarships and funding, Director of Fundraising is the position for you. Each vital position will allow you to share your talents to help JSA. The possibilities are endless!

"Be the People." We need dedicated individuals like you to help our region be "best by far." We realize that there are endless ways to improve JSA and we can't wait to hear your fresh ideas. We hope you take advantage of this incredible opportunity to take JSA to new heights!

Antonio Murillo
Southern Empire Region Mayor

Chloe Sweeney
Southern Empire Region Vice Mayor

EVENT COORDINATOR

The Events Coordinator is responsible for planning regional One Days, in both the fall and the spring. This includes creating an agenda, helping secure a venue, ensuring proper maintenance of the registration desk, and acting as the primary organizer of both one days. The Events Coordinator must be focused, driven, organized, and responsive. Above all, the Events Coordinator must be responsible. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 3-5 hours a week (will peak before regional events)

Supplemental Questions: What experience do you have in planning events? List three events you would like to see the SER plan next year. Describe how you would encourage a chapter that is not regularly active to host a regional event.

DIRECTOR OF DEBATE

The Director of Debate will organize the debates for the One Days and will facilitate meaningful political conversation within the region. Your first duty as Director of Debate will be to come up with debate topics and briefs for the Fall One Day, and the rest of the year you will spend working on increasing political conversation within the region and repeating your duties during the prospective Spring One Day. You may also be expected to assist the State Debate Department before conventions. The Director of Debate should be a good writer and politically informed. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 2-4 hours a week (will peak before regional events)

Supplemental Questions: What is your experience with debating? List 5 potential debate topics you'd like to see at a One-Day. Include briefs for two of the five. Describe a new style of debate you would like to see implemented.

DIRECTOR OF MEDIA AND PUBLICITY

The Director of Media & Publicity will work to promote SER events and utilize media. The duties of this role include but are not limited to: contacting speakers, writing articles about our regional events, and acting as a liaison between JSA and the local community. Additionally, the Director of Media and Publicity will maintain SER social media pages and Facebook events. This person must be competent with social media, write and speak professionally, and appropriately represent the Southern Empire Region at all times. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 2-4 hours a week (will peak before regional events)

Supplemental Questions: How do you plan to publicize SER events? How would you encourage a chapter that is not regularly active to attend a regional event?

DIRECTOR OF FUNDRAISING

The Director of Fundraising must raise money for the SER Region. He/she must not only integrate fundraising into one days, but also raise funds outside of conventions. The Director of Fundraising must remain in close contact with the Mayor and the Fundraising Department. He/she must identify and contact possible donors including local organizations and alumni. This individual will create fundraising materials for individual chapters and is expected to be innovative, meticulous, and dedicated. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 2-4 hours a week (will peak before regional events)

Supplemental Questions: What experience do you have with fundraising? Give two innovative fundraising ideas for use at the regional level.

CHANNEL ISLANDS REGION
CABINET APPLICATION

Dear Channel Islands Region Statesmen and Stateswomen,

Be the people. A phrase you have heard time and time again, but one that is integral and fundamental to the facets of JSA. Now, it is your turn to be the people. As your Mayor and Vice Mayor we are ecstatic to announce the applications for Regional Cabinet 2017-2018 are officially open. We have so many plans for next year, but none of them would be achievable without your assistance. By applying for regional cabinet, you are choosing to partake in a wonderful opportunity to benefit your beloved region, and we are looking for enthusiastic, innovative members like you from all over the CIR to embark on this journey.

Cabinet is a rewarding experience where you can not only meet other passionate individuals just like yourselves, but also one where you can witness your ideas come to fruition. That being said, it will also be challenging, and it requires dedication and drive to ensure we accomplish our goals. You must be ready to work as a team to reach our goal of revitalizing CIR. This year will be like no other; we have plans for every single member of our team and we are anticipating a prosperous future ahead of us. That being said, cabinet will be busy, it will be challenging at times, but most of all, it is and will be one of the best experiences in the entirety of your JSA endeavors. No matter what position you choose to apply for, remember this region runs on you, the people, and we can guarantee that with your hard work and dedication, we will have a fun and exciting year together.

Our region is small, but it is significant to the whole of the SoCal Junior State. The Channel Islands Region has been fortunate enough to thrive under the leadership of our wonderful past Mayors and Vice-Mayors, and we are lucky to have established a reputation for being a region filled with the most passionate and committed individuals in JSA. Now, it is time to continue that legacy. We are both delighted for the prospects of next year, and we look forward to reading your applications!

Katelin Zhou
Channel Islands Region Mayor

Elizabeth Benke
Channel Islands Region Vice Mayor

EVENT COORDINATOR

The Events Coordinator will plan and organize regional events. He/she will be responsible for determining the schedule for events, writing agendas, recruiting guest speakers, securing venues as well as helping to manage the logistics during the course of the event. The Events Coordinator will also be responsible for ensuring everything runs smoothly, helping set up beforehand, and collecting feedback from JSA member about regional events after they are over. He/she should have good writing, speaking, and organizational skills in order to communicate with guest speakers and administration. As Events Coordinator, they must also take on the duty of reaching out to chapters and assisting them with hosting their own chapter events and one days. The Events Coordinator must be an organized, responsive, and diligent individual. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 3-5 hours a week (will peak before regional events)

Supplemental Questions: What experience do you have in planning events? List three events you would like to see the CIR plan next year. How would you improve attendance at One Days? Describe how you would encourage a chapter that is not regularly active to host a regional event.

DIRECTOR OF DEBATE

The Director of Debate will create themes for regional events and One Days, write debate and thought-talk topics, research said topics, and write corresponding debate briefs. He/she should collaborate with the Director of Publicity and Technology to help recruit members to sign up for debate or moderator slots, in addition to collaborating with the Events Coordinator to help create the debate agenda for regional events. He/she should possess eloquent writing skills and an interest for history, global and national politics, and current events. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 2-4 hours a week (will peak before regional events)

Supplemental Questions: What is your experience with debating? List 5 potential debate topics you'd like to see at a One-Day. Include briefs for two of the five. How would you represent all points of view fairly in debates?

DIRECTOR OF MEDIA AND PUBLICITY

The Director of Publicity and Technology will be in charge of advertising and promoting regional events, activities, and programs. He/she should be able to utilize photography and videography skills during regional events to be edited and used as further promotional materials. The chief responsibility of this role is to boost attendance at regional events, accomplished by actively promoting and recruiting members, as well as making the public aware of regional events through various outlets, such as social media. This officer should possess knowledge and experience with photo/video production and design, and they should also be comfortable with using social media. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 2-4 hours a week (will peak before regional events)

Supplemental Questions: What is your experience in publicity? How do you plan to publicize CIR events? How would you encourage a chapter that is not regularly active to attend a regional event?

DIRECTOR OF FUNDRAISING

The Director of Fundraising must help raise money for the Channel Islands Region. He/she will be responsible for increasing the accessibility to fundraising methods for struggling chapters. He/she will not only integrate and coordinate fundraising into regional one days, but also assist in raising funds outside of conventions. The Director of Fundraising must remain in close contact with the Mayor as well as the Fundraising Department. He/she must identify and contact possible donors including local organizations and alumni. This individual is expected to be innovative and creative, meticulous, and dedicated. You may also be expected to assist the State Fundraising Department before conventions. Underclassmen and first-time cabinet applicants are particularly encouraged to apply for this position.

Time Commitment: 2-4 hours a week (will peak before regional events)

Supplemental Questions: What experience do you have with fundraising? Give two innovative fundraising ideas for use at the regional level.