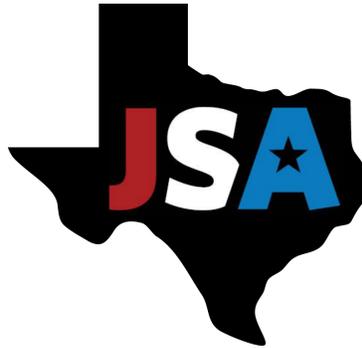


# ***CABINET APPLICATION***



***TEXAS STATE  
2017 - 2018***

# The Texas Junior State



Governor: Ben Scarborough

[bscarborough@jsa.org](mailto:bscarborough@jsa.org)

Lieutenant Governor: Ife Omidiran

[iomidiran@texas.jsa.org](mailto:iomidiran@texas.jsa.org)

Speaker of the House: Alissa Kono

[akono@texas.jsa.org](mailto:akono@texas.jsa.org)

Alamo Capital Region Mayor: Claire Benson

[cbenson@texas.jsa.org](mailto:cbenson@texas.jsa.org)

Gulf Coast Region Mayor: Grace Nguyen

[gnguyen@texas.jsa.org](mailto:gnguyen@texas.jsa.org)

Program Director: Steve Bayne

[sbayne@jsa.org](mailto:sbayne@jsa.org)

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# General Information

Name: \_\_\_\_\_

Address, City, State, and Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

School Name: \_\_\_\_\_

JSA Region/County: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Best Time to Call: \_\_\_\_\_

Latest Time to Call: \_\_\_\_\_

Preferred Means of Contact (email, phone, mail, etc): \_\_\_\_\_

Top Cabinet Positions Requested:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If first consulted, would you consider another Cabinet position? \_\_\_\_\_

JSA Events You Have Attended:

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Will you be able to make a commitment to attend all JSA events in your region and all state conventions? \_\_\_\_\_

What are one positive and one negative aspect of the Texas Junior State? What would you like to see changed? (Answer with all honesty, this question will NOT affect your application assessment, and is for JSA's benefit only):

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## An Introduction from Your Big Three

Continuing the tradition started by last year's elected officials, we have decided to include letters from each of the Big Three for the Texas Junior State. The letters will allow you to get to know your new elected officials a bit and have a general introduction to what we do. This also helps to clarify each of our individual roles for anyone interested in running for an elected position once next year's Spring State runs around. We want to maximize accessibility, so feel free to reach out to any or all of us when in the process of completing your cabinet application or whenever you have any questions, comments, concerns, or input! If your question pertains to a specific department in cabinet, please take a look at which elected official is responsible for that department so that we can most effectively help you.

Also, so that you can put names to faces, we've included a picture of ourselves after our election at Spring State!



In order from left to right: Ife Omidiran, Ben Scarborough, Alissa Kono.

### Governor: Ben Scarborough

The Texas Junior State has always been defined by its student leaders. From year to year, the student leadership has had a dynamic and role that remains in a state of flux. Our state has had its share of stress and disorder as well as shining moments, but we have always enshrined the concept of civic engagement and awareness regarding the world around us. In the coming year, we will create an incarnation of Texas JSA that thrives in all facets of this organization. Our student leadership, the select group to which you will be applying in this document, will embody JSA values and set the Texas Junior State on a path to excellence.

The role of the governor in all of this takes many forms. One of my main responsibilities in this position will be running the Texas Junior State and cabinet throughout the year. That being said, my fellow elected officials and I will be dividing primary responsibilities for each department between each other. The departments that will be directly under my leadership this year are Convention, Expansion, and Debate. I will be using my knowledge from my past experience in the Convention department to continue the facilitation of record-breaking convention numbers and high-quality convention experiences. I also want to expand Texas JSA to new schools in areas like Austin in which no chapters exist. I strongly believe that expansion is vital to the continued success of our state. Finally, I will be working with the Debate department to ensure that our topics of discussion are up-to-date, engaging, and thought-provoking.

Cabinet is at the core of all of the Texas Junior State's operations. It is the concrete implementation of the concept of JSA as a student-run, student-led organization. Memories, progress, and a great year for Texas JSA will be created here. However, like my predecessor did in last year's application, I do ask that you do not portray yourself as someone you are not. Cabinet is a place for people who are passionate about this organization and who want to dedicate their time and energy toward bringing it to new heights. It isn't the end of the world if you get your second or third choice of position; many of JSA's greatest leaders began in cabinet positions that they hadn't seen themselves in before.

As you begin the next chapter of your life in the Junior State of America, consider the why you joined in the first place. Consider why you are applying to be in its student leadership. Whether you love this organization for its engaging discussions and debates, for the political activism and community impact, or for the incredible group of friends and peers, bring that passion onto cabinet. I am ecstatic to begin the next year of Texas JSA excellence, and I sincerely look forward to working with you.

### Lieutenant Governor: Ife Omidiran

As your Lieutenant Governor, I have the opportunity of working with the other members of the Big Three to manage the affairs of Texas JSA, but I also have the privilege of chairing the Senate and the Fair Elections Committee. The Senate is our legislative body which writes bills to improve our institution, and the Fair Elections Committee helps to ensure a fair and efficient election process for all of our candidates and voters. Both are vital to the sustenance of our organization, and I hope to help fulfill the needs of our constituents and governing body to ensure another successful year of Texas JSA.

Additionally, as LTG, I'll be helping with managing the departments of Activism and Fundraising. Alissa and I will be sharing the role of the regions -- I'll be managing the Alamo Capital Region and Panhandle Metroplex County. We'll work with the mayors and administrators to keep

the regions and counties active, and we'll be overseeing how our regional agents bring in their unique experiences and skillsets to get the most out of maintaining and improving our respective departments.

If you're not sure if you should apply for cabinet, take this as a sign that you should. JSA has irrevocably changed my life; being in cabinet for these past two years has not only impacted my high school career for the better, but has also influenced how I tackle the challenges that come my way, shaping a mindset more receptive to proactively leading in the issues that matter to me. A part of me was unsure of myself and my ideas when I first started as a JSA member, but take this opportunity as an entry point into changing the trajectory of your thinking as it has allowed me to do. JSA will not change you as a person. It will allow you to grow into yourself and to take pride and ownership of your ideas, your decisions, and your individual talents.

JSA is a student-run organization, so we need a hard-working, creative, and passionate cabinet (hopefully that's you!) to make things happen. So, apply for cabinet. Spend time on your application, put thought into it, and show us what makes you unique. Give us tangible specifics for great ideas that you can make happen rather than make grand promises -- but don't hesitate to think big. It's okay if you're not perfect. Take this as your opportunity to grow into yourself. Highlight your skills and be as concrete as possible. You'll stand out.

#### Speaker of the House: Alissa Kono

Texas JSA, I'm excited for an incredible year. Never in my high school career did I ever imagine myself working with all of you on the state level as a part of the "Big Three". But now that I'm here, I'm going to give the Speaker position my all, and I hope that this mindset is shared by all of you who are considering applying for Cabinet.

The Speaker's role has often been considered quite fluid, adapting to the circumstances of that year's leadership and focusing on specific areas based on her previous experiences. This year, I will be working closely with the Public Relations Department and Chapter of Internal Affairs (CIA) Department. I'm looking forward to expanding and improving our social media/public presence and facilitating the success of the foundation of this state – the people and their chapters. In addition, I'll be working with Ife to manage the regions; my specific areas are the Gulf Coast Region (GCR) and the Rio Grande County (RGC).

An additional responsibility of the Speaker of the House is handling the House of Representatives at conventions. The House brings together representatives from each chapter to vote on legislation and discuss a variety of changes they would like to see around the Texas State. Nevertheless, the House of Representatives is only one of many ways that you can improve JSA. Whenever you see an issue that you feel needs to be addressed or you just need a helping hand, don't be afraid to contact me through Facebook or email.

But aside from my duties this year, I want all of you to look to your own aspirations in this organization. I came to Cabinet in the beginning of my sophomore year, relatively late compared to other statesmen and stateswomen who have been crazy-passionate members from the beginning of their freshman year. However, the experience was *so* worth it. Although it's a considerable responsibility, being part of Cabinet is more rewarding than grueling. It can be your platform to make a mark on JSA, but your impact is based on your efforts. When writing this application, focus on being realistic and genuine. Think over your responses and write your ideas out in detail, showing all three of us that you're not only dedicated but also innovative in your work. Choose the position

that best suits your own talents, speak up on areas that need improvement, be clear about your goals, and give it your all.

If there's any part of the application that is confusing or you have any questions, feel to free to let us know. We're here for you. :)

# Application Requirements

1. The “General Application” form on Page 9
2. Detailed and honest responses to these questions:
  - a. Why are you applying for Cabinet?
  - b. What qualifications do you have that make you an attractive applicant?
  - c. What makes you different from other applicants for your top choice position?
  - d. Describe your JSA journey. How did you get involved, what have you contributed to your chapter, region, and/or state?
  - e. What are three things you’d like to accomplish in your top choice position? Please answer this question for both your second and third choice position as well.
  - f. What other extracurricular activities are you engaged in aside from JSA? How will you balance Cabinet, those activities, and schoolwork?
  - g. Do you hold a chapter or state leadership position? If so, please specify.
  - h. OPTIONAL - Describe a song that embodies your relationship with JSA OR identify a political figure who most embodies you and describe why.
3. The special application for your top choice position, which is found after each position’s description (only submit an application for your first choice position).

## Deadline and Convention Dates

All Cabinet members must attend (we will track attendance, but certain reasons can be excused):

Cabinet Convention (August 19)

Fall State (November 18-19)

Spring State (April 14-15)

Recommended (not required): Winter Congress (mid-late February)

Please email the general application/information and the special application for your first choice position **(in one document)** by July 10th to [cabinetapplication@texas.jsa.org](mailto:cabinetapplication@texas.jsa.org)

In the subject line, please put the following:

[Last Name], [First Name], [Position of First Preference] Application

Example: Scarborough, Ben, Convention Coordinator Application

Or mail all parts of the application by July 10th to:

Ben Scarborough

Texas Cabinet Application

3 Watermint Pl

The Woodlands, TX 77384

# State Cabinet Positions

## **Executive Department**

Gubernatorial Chief of Staff  
Lieutenant Gubernatorial Chief of Staff  
Speaker of the House Chief of Staff  
Panhandle Metroplex County Administrator Rio  
Grande County Administrator

## **Convention Department**

Convention Coordinator  
Assistant Convention Coordinator  
Director of Logistics  
Deputy Director of Logistics  
Quizmaster  
Quizminion  
Director of Special and Nighttime Activities (S.A.N.T.A)

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

Director of CIA  
Deputy Director of CIA  
CIA Agent (Regional)

## **Expansion Department**

Director of Expansion  
Deputy Director of Expansion  
Expansion Agent (Regional)

## **Debate Department**

Director of Debate  
Deputy Director of Debate  
Debate Agent

## **Fundraising Department**

Director of Fundraising  
Deputy Director of Fundraising  
Fundraising Agent (Regional)

## **Public Relations Department**

Director of Publicity  
Publicity Agent (Regional)  
Director of Political Communications  
Lonestar Editor  
Director of Videography  
Director of Technology  
Director of Summer Schools

## **Activism Department**

Director of Activism  
Activism Agent (Regional)

## Executive Department

### Chief of Staff

This year we've decided to continue with three Chief of Staff Positions! There will be a Gubernatorial Chief of Staff, Lieutenant Gubernatorial Chief of Staff, and a Speaker of the House Chief of Staff. You will apply specifically for one Chief of Staff position, but list the order of your preferences between the three positions. Because you're applying specifically for one position, you'll be answering the special application based on your specific Big Three member and the departments that they're responsible for:

Ben - Convention, Debate, Expansion

Ife - Fundraising, Activism, Regions (ACR, PMC)

Alissa - Publicity, CIA, Regions (GCR, RGC)

Each Chief of Staff will help oversee the productivity and goals of the departments that their specific elected official is responsible for, as well as assist them in necessary tasks to help run the Texas JSA State. They will be a representative of their elected official and work closely with them. In addition, responsibilities include compiling a report each six weeks on the departments that their elected official is responsible for, both in terms of concrete accomplishments of the department and on specific cabinet members. The Chiefs of Staff must be able to unbiasedly assess the work ethic of cabinet members, and consult the Big Three if a member needs to be dismissed. They will also work closely with directors, helping manage and make sure deadlines are being met. However, the Chief of Staff must also be a positive force in cabinet, encouraging and motivating members. As a member of Executive Leadership they will also be required to attend all Conventions, Cabinet Meetings, and Pre-Convention Planning Meetings. This position will be demanding in terms of its workload, and is best suited for those who are both dedicated and effective individuals.

### Special Application

- Please indicate which Chief of Staff position you are applying for and why you would like that specific position. Also list which Chief of Staff positions would be your second and third choices and why you would prefer one over another. If you are not willing to take a different Chief of Staff position and want to list another cabinet position as your second and third choices, please indicate that as well.
- Outline three problems you saw in Cabinet last year and how you would fix them.
- Explain how you will conduct and organize your six week reports on the specific departments your elected official is responsible for as well as cabinet member progress reports.
- Fill out the chart below with your preference on managing the different departments, with 1 being the most preferable. For each department, list out your specific experience with each department.

Department	Preference (#1-7)	Experience
Expansion		
Chapter Internal Affairs		
Public Relations		
Debate		
Fundraising		
Convention		
Activism		

- What uniquely makes you the best person for this position?

### Panhandle Metroplex County Administrator

The PMC Administrator serves as the leader of the PMC, which encompasses the DFW Metroplex and Panhandle Area. They are effectively the appointed mayor of the county, and will work towards the goal of achieving region status for the PMC. They will be responsible for planning at least two Chapter Conferences per year in their county. In addition, they will work with CIA, Expansion, Publicity, Activism and Fundraising Agents from their region to open up new chapters within their county and help chapter fundraising to minimize convention costs. They will serve as a point of reference for JSA chapters, Chapter Presidents, and members within the PMC and therefore must be easily accessible by email and phone. Each six weeks, they will submit a report on the status of their county that will include the number of chapters and how each chapter is doing. In December, they will also be required to organize and run a regional Cabinet Convention with the cabinet members in their region to plan for the second half of the year.

### Special Application

- Come up with two themes for a chapter conference and briefly describe them.
- How would you publicize a chapter conference and make sure that people attend?
- List out five possible schools in the PMC area that you could reach out to in order to create new chapters and describe characteristics of those schools that would make them easier or harder to expand to.
- Give three specific examples of organizations or community leaders that you could suggest a chapter in your county meet with to fundraise for attending Fall State. Go into detail about the organization/community leader and why they would donate to a chapter.
- What uniquely makes you the best person for this position?

## Rio Grande County Administrator

The RGC Administrator serves as the leader of the RGC, which encompasses the Rio Grande Valley Area. They are effectively the appointed mayor of the county, and will work towards the goal of achieving region status for the RGC. They will be responsible for planning at least two Chapter Conferences per year in their county. In addition, they will work with CIA, Expansion, Publicity, Activism and Fundraising Agents from their region to open up new chapters within their county and help chapter fundraising to minimize convention costs. They will serve as a point of reference for JSA chapters, Chapter Presidents, and members within the RGC and therefore must be easily accessible by email and phone. Each six weeks, they will submit a report on the status of their county that will include the number of chapters and how each chapter is doing. In December, they will also be required to organize and run a regional Cabinet Convention with the cabinet members in their region to plan for the second half of the year.

### Special Application

- Come up with two themes for a chapter conference and briefly describe them.
- How would you publicize a chapter conference and make sure that people attend?
- List out five possible schools in the RGC area that you could reach out to in order to create new chapters and describe characteristics of those schools that would make them easier or harder to expand to.
- Give three specific examples of organizations or community leaders that you could suggest a chapter in your county meet with to fundraise for attending Fall State. Go into detail about the organization/community leader and why they would donate to a chapter.
- What uniquely makes you the best person for this position?

## Convention Department

### Convention Coordinator

The Convention Coordinator is instrumental to the Texas JSA convention experience. The responsibilities of the Convention Coordinator encompass all tasks that go into planning statewide conferences, such as Fall and Spring State. From compiling the agenda to making sure the evening activities are planned, the Convention Coordinator helps create and approve all events occurring at Texas Junior State Conventions. This means that the Convention Coordinator will also serve as a Director of the Convention Department, overseeing the Logistics Department as well. The individual in this position must also work with the Director of Debate in the creation of the agenda in order to schedule the debates for Fall and Spring States, ensuring that there are no scheduling conflicts between the debates and other events occurring at convention. Therefore, the Convention Coordinator must be familiar with the structure of a JSA Convention, be extremely organized, and be able to handle the pressure of running each Texas JSA Convention. Much of the Convention Coordinator's work is done on short notice in the weeks prior to a state convention, and thus, this individual must be willing to make JSA the top priority when the time comes. The Convention Coordinator is expected to be present at all Conventions, Cabinet Meetings, and Pre-Convention Planning Meetings. The Convention Coordinator must also already know or be willing to learn how to use the JSApp to give delegates the best convention experience possible.

### Special Application

- Design a sample agenda with an agenda at a glance, ten resolutions, and blurbs for two of those resolutions (no cover needed) around the Fall State 2017 theme: *Our Nation, Our Values*
- Create a mock schedule of deadlines for tasks that need to be done before Fall State. How would you ensure that these deadlines are met?
- How will you ensure effective communication throughout the Convention Department during conventions?
- If you were at Spring State, assess the use of the JSApp this year. What changes, if any, would you make to the app and how it was publicized?
- What new special activities would you propose be added to conventions to make them a more enriching experience?
- The day of state conventions, many people who are scheduled to debate cannot attend the convention or do not show up to their debate. What steps would you take to ensure effective replacements are made for these spots?
- What new ideas, activities, and/or new debate styles would you like to see implemented in the convention environment?
- A fire goes off in the capitol at Fall State, and as a result an entire block of debates has passed while everyone was being evacuated. What do you do to resolve the problem?
- What uniquely makes you the best person for this position?

### Assistant Convention Coordinator

The Assistant Convention Coordinator essentially serves as the second in command to the

Convention Coordinator, meaning this individual will be expected to aid the Convention Coordinator with all tasks assigned to the Convention Coordinator. In the past, this individual has also often acted as the liaison between the Convention Department and the Logistics division. Their presence is required at all Conventions and Pre-Convention Planning Sessions. The Assistant Convention Coordinator must be organized, efficient, and helpful, as well as willing to learn and follow directions.

#### Special Application

- Create a mock schedule for deadlines that need to be met before a Fall State. How would you ensure these deadlines are met?
- Identify three areas of improvement for conventions this past year and explain how you would remedy them.
- What specific steps will you take to ensure effective communication between the convention coordinators and the logistics department during conventions?
- Describe a situation in which you had to deal with a stressful situation. How did you deal with it?
- What uniquely makes you the best person for this position?

#### Director of Logistics

The Director of Logistics leads the Logistics Room at every Texas Junior State Convention. Because the duties of the Director of Logistics occur almost exclusively at conventions, their presence at Fall and Spring State is absolutely imperative. Among other things, the Director of Logistics is responsible for regulating the agendas, counting best speaker ballots, the creation of name tags at Fall State and Spring State, as well as for reporting to the Convention Coordinator and Assistant Convention Coordinator. The Director of Logistics must be extremely organized and must pay close attention to details. Before conventions, the Director of Logistics will be responsible for working with Mayors and Chapter Presidents to help chapters arrange transportation to Fall State and Spring State. During conventions, Debate Agents will also serve as Logistics Agents, which means the Director of Logistics will also be responsible for managing the Debate Agents during conventions.

#### Special Application

- Assess last year's logistics. What areas were lacking and what methods would you implement this year?
- A twenty-person chapter in Fort Worth, Texas is concerned about attending Spring State in Houston, Texas. What steps might you take to ensure that this chapter is able to get access to the a cheap, reliable, and safe method of transportation to Spring State? Consider the fact that students are not permitted to drive to conventions (but public transportation is allowed).
- A fire goes off in the capitol, causing major delays in scheduling for the remaining day, and resulting in a logistical nightmare - students left their bags in the building, and all the debate packets with best speaker ballots are yet to be collected, among other things. How would you go about solving this problem? Be specific.
- What uniquely makes you the best person for this position?

## Deputy Director of Logistics

The Deputy Director of Logistics will assist the Director of Logistics in any means necessary. Primarily, the Deputy Director of Logistics will be responsible for regulating the “runners” (typically the convention role of debate agents) at Texas JSA Conventions, transporting materials from the Logistics Room to wherever they are needed. The Deputy Director of Logistics is responsible for making sure that all handbooks are present in each room before each session begins, as well as making sure that all best speaker ballots are collected at the end of each session.

### Special Application

- Assess last year’s logistics. What areas were lacking and what methods would you like to see implemented this year?
- How would you keep track of the other “runners” during the convention?
- How would you make sure that during a convention, there is effective communication between you and your director as well as the “runners?”
- What uniquely makes you the best person for this position?

## Quizmaster

As indicated by the title, the Quizmaster is in charge of coordinating Texas JSA’s infamous Quiz Bowl. The Quizmaster will write the categories and questions, host the Quiz Bowl block at convention, and hand out the very special Quiz Bowl Prize at Closing Session of every convention. The Quizmaster must be quirky and creative, yet still needs to be able to withhold the integrity of Texas JSA’s Quiz Bowl. They are of course, infallible.

### Special Application

- Is there anything you would change about Quiz Bowl? If so, please specify.
- Give an example Quiz Bowl theme with at least four categories and five example questions.
- The Quizmaster can sometimes serve as the deciding vote between two teams that seemingly buzzed in at the same time to answer a question. Describe how you would deal with this situation (be creative if you want).
- How will you further the cult that is the Texas JSA Quiz Bowl and establish yourself as the greatest Quizmaster that Texas JSA has ever seen?
- What uniquely makes you the best person for this position?

## Director of Special and Nighttime Activities

The Director of Special Activities is responsible for one of the biggest parts of Texas JSA conventions: coordination of the dances. Additionally, the Director of Special and Nighttime Activities is responsible for coordinating other activities after debates during conventions; past examples include JSA Speed Dating and a Texas JSA Smash Bros Tournament. The Director of Special Activities must be charismatic, creative, and fun loving, and, of course, organized.

### Special Application

- Come up with three dance themes that are fun and innovative for JSA conventions.
- Propose an original, single-block, special activity or simulation and an original, one-hour nighttime activity that Texas could host at one of its conventions. How would you encourage statesmen to actively participate in this activity?
- How would you encourage chapters to host their own social events?
- What uniquely makes you the best person for this position?

## Expansion Department

### Director of Expansion

The Director of Expansion is responsible for creating growth through establishing new JSA chapters during the school year. They are required to create a plan that the department can utilize to find new expansion contacts throughout the state. Additionally, the Director needs to coordinate different plans of action on how to target specific schools and areas among the four different regions/counties in Texas JSA. The Director of Expansion also needs to maintain high levels of transparency and communication with the Chapter of Internal Affairs (CIA) department in order to maximize efficiency in establishing new chapters and then transferring them over to CIA. Overall, the Director needs to prioritize creating new chapters while still remaining cognizant of chapter retention, putting special focus on chapters that are dwindling.

### Special Application

- Rank the four regions on how well you know them (with 1 being the best) and explain your experience with each.

Region/County	Rank (#1-4)	Experience
ACR (Alamo-Capital Region)		
GCR (Gulf Coast Region)		
PMC (Panhandle Metroplex County)		
RGC (Rio Grande County)		

- Considering that Texas has historically struggled to fulfill its expansion aspirations, describe your overall goal for Expansion this year. How will you achieve that goal?
- Describe the process of setting up a new chapter as if you were writing to a new expansion contact who has no experience with JSA.
- List two schools in each region that you could reach out to in order to create a new chapter.
- How do you plan to utilize your regional agents to their fullest potential?
- What ideas do you have that could help expand the pool of expansion contacts?
- How will you organize your list of expansion contacts and ensure that they are being followed up with?
- How will you strengthen the PMC and RGC so that they can achieve region status?
- How will you increase communication between CIA and Expansion?
- How would you deal with an agent who has consistently missed deadlines and isn't responding to your emails?
- What uniquely makes you the best person for this position?

## Deputy Director of Expansion

The Deputy Director of Expansion will be expected to aid the Director of Expansion in their responsibilities, such as leading the department, setting goals, finding expansion contacts, and communicating with the CIA Department. However, the Deputy Director of Expansion will focus specifically on strengthening new chapters. The Deputy Director will need to understand the best steps to take in order to ensure that newly established JSA Chapters continue to strengthen. The director and deputy director will each focus on one region and one county.

### Special Application

- Rank the four regions on how well you know them (with 1 being the best) and explain your experience with each.

Region/County	Rank (#1-4)	Experience
ACR (Alamo Heights Region)		
GCR (Gulf Coast Region)		
PMC (Panhandle Metroplex County)		
RGC (Rio Grande County)		

- Describe the process of setting up a new chapter as if you were writing to a new expansion contact who has no experience with JSA.
- What do you believe is the greatest issue surrounding chapter retention, and how do you plan to solve it?
- What is your strategy for checking on the status of chapters? Which departments/cabinet members would you work with? Be specific.
- How do you plan to utilize your regional agents to their fullest potential?
- What ideas do you have that could help in growing our pool of expansion contacts?
- How will you strengthen the PMC and RGC so that they can achieve region status?
- What uniquely makes you the best person for this position?

## Expansion Agent (Regional)

Expansion Agents will work to ensure that the region that they are from is creating new JSA chapters and retaining existing ones. Expansion Agents will need to find new contacts that are interested in establishing a chapter at their school and be able to walk them through the entire process, including but not limited to, filling out forms, finding a Teacher Advisor, and hosting meetings. Expansion Agents will need to be in constant communication with their contacts in order to ensure that they are progressing through the process. Expansion Agents will also be in close communication with their Director and Deputy Director in order to keep them up to date on the

progress they have made. Expansion agents should be conceptually and practically familiar with JSA.

#### Special Application

- How do you plan to find new contacts interested in establishing a JSA chapter?
- Describe the steps a student takes to start a JSA chapter at their school.
- List three schools in your region/county that you could contact to start new chapters, and describe characteristics of those schools that would make them either harder or easier to expand to.
- Would you rather focus on expansion or retention? Please choose one and explain why.
- What uniquely makes you the best person for this position?

## Debate Department

### Director of Debate

The Director of Debate is responsible for coordinating debate signups, main speakers, and moderators for Fall & Spring State, and is therefore responsible for the success of conventions. The Director of Debate works frequently with the Convention Coordinator to create agendas and ensure that each convention runs smoothly. They are required to attend all statewide conventions and all Pre-Convention Planning Sessions. The Director of Debate will also work with the Chapter Internal Affairs Department, as this individual is also responsible for making sure all chapters are aware of debate sign-ups and deadlines to ensure that everyone has an equal chance at becoming a main speaker. In addition, the Director of Debate will work with the Deputy to assign slots to main speakers for Fall and Spring State. At the beginning of the year, the Director of Debate will work with Chapter Internal Affairs and the Publicity Department to create a Chapter Debate Guide. The Director of Debate should also work to develop debates and activities for chapters every month - for example, the Director of Debate will be in charge of creating a bi-weekly statewide resolution for the Texas JSA state, and working with the Chapter Internal Affairs Department to compile results from chapters that debate the resolution. The Director of Debate will also create a Moderating Handbook for easy access to all statespeople. The Director of Debate is also expected to create thought talk topics for conventions. It is absolutely crucial that the Director of Debate has prior experience in the Debate Department and has a strong understanding of the JSA debate structure.

### Special Application

- Using the Fall State 2017 theme (*Our Nation, Our Values*), write fifteen resolutions and five blurbs for any of those five resolutions.
- Write a paragraph explaining how the JSA debate structure works.
- There has been controversy that debate resolutions at conventions are overly liberal. How do you feel about this? How will you remedy it?
- How will you ensure that everyone gets a fair chance at becoming a main speaker? How will you choose who gets those slots at Fall and Spring State?
- What are other debate styles that you are aware of, and how can these be integrated on the statewide and chapter level? How would you plan on running group debates?
- Invent two new and original debate styles. Provide a paragraph description of each style.
- How can the quality of debates at JSA conventions and conferences be improved?
- How would you deal with an agent who has consistently missed deadlines and isn't responding to your emails?
- What uniquely makes you the best person for this position?

### Deputy Director of Debate

The responsibilities of the Deputy Director of Debate are twofold: during the year, the Deputy Director will be in charge of assisting Chapter Presidents and Mayors in the coordination of chapter and regional conferences (or delegating those responsibilities to debate agents); and during

conventions, the Deputy Director will serve as a Director of Moderators, and will be in charge of regulating moderator training to ensure that debates run smoothly. For this reason, it is important that the Deputy Director of Debate has experience in the Debate Department, and is familiar with the format of debates. The Deputy Director will also be responsible for updating the Chapter Conference Guide when necessary.

#### Special Application

- Construct a chapter conference agenda using a theme of your choice that includes 4 different debates, thought talks, or special debates of your choice.
- There has been controversy that debate resolutions at conventions are overly liberal. How do you feel about this? How will you remedy it?
- Write a paragraph as if you were teaching someone how to moderate at a JSA convention.
- In your opinion, what makes a great moderator?
- There's a lot of controversy concerning the bias of moderators when selecting subsequent speakers. How do you plan to minimize the amount of bias evident during moderation?
- What uniquely makes you the best person for this position?

#### Debate Agent

Debate Agents are responsible for creating resolutions for statewide conventions, as well as regional and chapter conferences when necessary. These agents will also write up debate briefs to include in convention agendas. Debate agents also should help new debaters feel welcome at JSA conventions. Being able to meet deadlines is extremely important for all debate agents.

#### Special Application

- What, in your opinion, makes a good debate topic?
- There has been controversy that debate resolutions at conventions are overly liberal. How do you feel about this? How will you remedy it?
- Write and submit five resolutions and a blurb for any one of the five resolutions.
- What uniquely makes you the best person for this position?

## Fundraising

### Director of Fundraising

The Director of Fundraising leads all fundraising initiatives across our Junior State. The main priority of the Director of Fundraising is helping JSA members understand how to fundraise using Stay Classy, and finding ways to attract donors to the state fund. Additionally, the Director of Fundraising has the responsibility of creating at least one large-scale fundraiser at every Texas JSA Convention. It is important that the Director of Fundraising creates fun events to incentivize small donations (ex. Mr. JSA, auctioning off dates with the Big Three, etc). Second, the Director of Fundraising will organize and design merchandise, such as t-shirts and lanyards, which must be sold at every state convention. The Director of Fundraising will also create and distribute the fundraising guide to all chapters. Additionally, the Director of Fundraising is primarily responsible for the advertisement of the Texas JSA Scholarship Fund. The Director of Fundraising will be in charge of notifying chapter presidents on how their chapter members can access the application, and promoting the application process for Texas Junior Statesmen who are in need of aid to attend convention.

### Special Application

- Come up with three original fundraising ideas for a state convention. Provide a short explanation of each. Be creative, but realistic.
- Your fundraising activities at Fall State do not seem to be getting enough interest or support. What do you do to save your fundraising cause?
- Design a JSA t-shirt for Fall State and attach the pictures or a link below (you can use CustomInk or other software). Remember, you need to make it nice enough to sell but reasonable enough to turn a profit!
- How will you make sure that everyone has easy access to the scholarship application?
- How will you get donations and revenue from organizations and individuals outside of JSA? Give three possible ideas.
- How would you deal with an agent who has consistently missed deadlines and isn't responding to your emails?
- What uniquely makes you the best person for this position?

### Deputy Director of Fundraising

The Deputy Director of Fundraising is responsible for general chapter fundraising throughout the year. While the Director of Fundraising issues assignments to agents based on statewide fundraising initiatives, the Deputy Director will focus more on helping chapters themselves in terms of transportation and finding organizations/political leaders that chapters can contact and ask for contributions from. The Deputy Director will work with the Director of Fundraising, the Fundraising Agents, and the Publicity Department to create a Chapter Fundraising Guide (to be released near the beginning of the year) with instructions on planning fundraising initiatives which can be executed easily at the chapter level.

### Special Application

- Come up with five easy-to-execute, profitable fundraising ideas on the chapter level. Provide a brief explanation of each.
- List two organizations/political leaders from each region/county to which chapters could reach out.
- One of the biggest issues in Texas JSA for chapters is finding transportation to state conventions. What ideas do you have that would help chapters find and fund transportation that is cheap, safe, and viable?
- What uniquely makes you the best person for this position?

### Fundraising Agent (Regional)

The role of the Fundraising Agent is twofold: execution of the state fundraising initiatives set by the Director of Fundraising and helping individual chapter fundraising in their specific region/county per the Deputy Director of Fundraising. Since fundraising is so crucial on the chapter level, the four Fundraising Agents chosen this year will each be from a separate region, with each specializing in chapter fundraising in their specific area. Fundraising Agents will not only work with the Director and Deputy Director of Fundraising, but also with the Mayor/Administrator of their respective region to effectively assist in the implementation of fundraising activities, both for the chapters and state. Fundraising Agents will also work on the ground of conventions in order to effectively execute the fundraising initiatives created by the Director of Fundraising for those conventions (such as Mr. JSA), and will aid in the distribution of Scholarship Fund information.

### Special Application

- A chapter in your region is having trouble raising money to subsidize fees for their students for an upcoming convention. Explain how you would assist that Chapter President given the resources at your disposal.
- Are you familiar with the fundraising policies of districts in your region? If so, explain them in detail; if not, explain how you would go about familiarizing yourself with them.
- List three organizations/political leaders in your region/county that you could tell a chapter to reach out to for contributions.
- What uniquely makes you the best person for this position?

## Public Relations

### Director of Publicity

The Director of Publicity will be responsible for overseeing the majority of Texas JSA's largest department, Public Relations. As a result, they will be responsible for overseeing all initiatives within the Public Relations department. They will be the liaison between Texas JSA and the outside world, and therefore must be both personable and persistent in their communication with news outlets and journalists. They will work with PR and publicity directors from other JSA states as well. In addition, they will manage relations between publicity and all other departments within the state, including the creation of JSA packets for our Junior State. These relations are crucial because of publicity's role in making initiatives of other departments known to both the rest of the Texas JSA State as well as the general public. They will also manage the state's social media accounts, which include the website, Lonestar publication, Facebook Page, Humans of Texas JSA Page, Instagram, Snapchat, and Twitter. They will also work with the Directors of Videography and Technology to create videos for the Texas JSA YouTube Channel. The Director of Publicity will also work with the Deputy Director of CIA on the Teacher Assistant newsletter each six weeks. The Director of Publicity will work directly the Speaker of the House to manage the rest of the PR department, and have to be flexible with the responsibilities that the job entails.

### Special Application

- How will you ensure effective communication between you and the Speaker of the House as well as her Chief of Staff?
- You've created a list of sixty news organizations. Create a mock email format and press release for a JSA event in the past year that your agents can use to send out to those organizations.
- Share a fun way to get people to follow Texas JSA social media that you could use at Fall State.
- How would you deal with an agent who has consistently missed deadlines and isn't responding to your emails?
- You have four agents. List out which specific tasks you'll delegate to each agent.
- How would you manage your agents? (think deadlines, follow-up communications with organizations, etc)
- Create an aesthetically pleasing infographic for a convention suggested packing list.
- What uniquely makes you the best person for this position?

### Publicity Agents (Regional)

Publicity agents will work under their director for state initiatives such as contacting news organizations and managing social media, while also working with the Mayor/Administrator of their region/county on a need-basis to publicize regional chapter conferences. They will be expected to attend, write a report, and take pictures of the event to be shared on the blog and social media. Publicity agents can also work with the Directors of Videography and Technology to help draft scripts for videos that will be put on the Texas JSA Youtube channel to further the JSA message.

### Special Application

- List five local news outlets in your region/county and give a brief description of them. If you have a personal connection with any of these, please explain that as well.
- Write a paragraph describing an idea you would have for the Texas JSA Youtube channel, as well as what the final video would look like.
- How familiar are you with using professional photography equipment? Explain in detail if you can.
- Which social media outlets do you personally use, and how frequently do you update them?
- What uniquely makes you the best person for this position?

### Lonestar Editor

In years past, Texas JSA has had a newsletter called the Lonestar that has not been in use of late. This year, we are reviving it from dormancy in a new online, op-ed format. It is expected of the Lonestar Editor to proofread all articles that are chosen for publication in the Lonestar. The Lonestar Editor holds the responsibility of making sure that the Lonestar contains enough articles by either writing more themselves, or finding other Texas JSA individuals to write articles. The Lonestar Editor must have prior experience in journalism, as well as knowledge of Texas JSA and the Lonestar. The Lonestar will be a component of the Texas JSA website; as a result, the Lonestar Editor will work with the Directors of Technology and Publicity extensively.

### Special Application

- How would you maintain a consistent and steady stream of new articles for the website?
- How will Lone Star articles impact the life of an average, interested, and obsessed JSAer?
- The National Director of Publicity asks you for an article for the national newsletter. Give three simple ideas for articles to send.
- Describe your prior journalistic experience.
- What uniquely makes you the best person for this position?

### Director of Political Communications

The Director of Political Communications is responsible for finding keynote speakers from across the political spectrum for JSA events, specifically Fall and Spring State (and potentially for chapter conferences and Winter Congress). They must be personable and able to communicate effectively with potential speakers. It is preferred that they have connections to political figures and potential speakers.

### Special Application

- List at least three connections you have to potential speakers (political figures, professors, non-profit organizations, etc).
- Create a mock schedule with deadlines for finding potential speakers before Fall State.
- What characteristics do you look for in a speaker?

- How would you convince a potential speaker to come speak at Fall State?
- One of your keynote speakers for Fall State suddenly cancels a week before the event. What do you do to prevent this situation? How would you remedy it if it happened?
- What uniquely makes you the best person for this position?

### Director of Videography

The Director of Videography is responsible for creating videos for the Texas JSA Youtube Channel that can be used for distribution before major events such as Fall and Spring State. They must be artistic, dedicated, and familiar with video software programs. Videos will be to promote conventions, as well as instructional ones (such as explaining Cabinet and how JSA debates format work).

#### Special Application

- Link us to a video that you've made/edited before!
- Outline how you would create a video promoting Fall State. Include details such as materials, people, music, when/where you would film it, and how long it would be. The more specific, the better.
- List three ideas for instructional videos that you would make in the coming year. Briefly explain them.
- What uniquely makes you the best person for this position?

### Director of Summer Schools

The Director of Summer Schools is responsible for working with the National Director of Summer Schools to publicize JSA Summer School and Institute programs within the state. They will also have a booth at all major JSA events (Fall State, Spring State, and possibly Winter Congress) to encourage students to apply. In addition, they will be responsible for publicizing scholarship opportunities for summer programs.

#### Special Application

- What (if any) JSA Summer School or Institutes have you attended? Describe your experience briefly.
- How would you convince someone of the merits of attending summer school?
- A JSAer approaches your booth at Fall State and asks about summer school, but then discovers the price of the program and because very hesitant about attending. What do you do?
- What uniquely makes you the best person for this position?

### Director of Technology

The Director of Technology will have the chief responsibility of overseeing the Texas JSA website

([texas.jsa.org](http://texas.jsa.org)). In addition, they will introduce new technological innovations to make JSA more efficient (ex. live polling for Spring State elections, etc.). They will also work with the National Director of Technology on national initiatives as well as the JSApp. It is preferred that the Director of Technology be familiar with web design and Wordpress, which is the current platform for the Texas JSA website.

#### Special Application

- Visit and provide a brief critique of the Texas JSA site. Describe at least three ways that you would improve it.
- Please detail all experience you have with programming and computers. If possible, link us to past websites or programs that you have created.
- Describe a new technological innovation that you would implement and how you would do so.
- What uniquely makes you the best person for this position?

## Activism

### Director of Activism

The Director of Activism will work with National JSA on Fight Apathy as well as organize statewide activism initiatives each year. This year, there will be two large activism projects, one per semester/state convention. The Director will also be expected to create and update an Activism Guide for each semester with projects that chapters can do throughout the year, as well as help chapters carry out their projects (ex. voter registration drives, food bank drives, political fairs). They will need to organize an activism booth for convention attendees to contribute to the activism project at both Fall State and Spring State, and will have the option of finding keynote speakers related to that semester's activism project. In addition, they will be responsible for organizing the political fair at Spring State. Debating is great, but activism is where we take our words and turn them into action for our community, making us different from other organizations.

#### Special Application

- Create a mock activism theme for the year, as well as the specific project for each semester that ties to that theme. Detail how the activism booth would work at both Fall and Spring State for each specific project you've created.
- Give three examples of activism projects a chapter could do at a meeting or outside of school. Be specific.
- What improvements would you make to this year's political fair? How would you ensure that it is an event that convention attendees want to attend?
- Give examples of three organizations that you would invite to the political fair and briefly explain them. Try to show political diversity!
- Discuss your background in political/social advocacy. How will this help you as Director of Activism?
- What uniquely makes you the best person for this position?

### Activism Agents (Regional)

Activism agents will be responsible for making sure that chapters are using the Activism Guide and each have at least one project that they will be doing that year. They will serve as resources for the chapters in their area, and help with voter registration drives and Fight Apathy, among other initiatives. They will also be responsible for helping the Activism Director with the activism booth at conventions, and the political fair at Spring State.

#### Special Application

- Describe the state of activism in your region/county. Have chapters been active in statewide initiatives? If so, how can you continue that? If not, how can you change that?
- Give two new ideas for activism projects that chapters could do this year.
- List three organizations that you could contact for the political fair at Spring State.
- What uniquely makes you the best person for this position?

## Chapter Internal Affairs Department

### Director of Chapter Internal Affairs

The Director of Chapter Internal Affairs is responsible for being the link between Texas JSA Chapters and the state cabinet. Their main task is to aggregate contact information for Chapter Presidents and Teacher Assistants for the use of all other departments, as well as distribute information throughout the state. Throughout the year, it will be the job of the Director to create reports for the CIA Agents to fill out for their assigned Texas JSA Chapters. Furthermore, the Director will make sure that all assignments for both their agents and the chapter presidents are turned in punctually by sending reminder emails and notifications. When the CIA Director does receive the CIA Agent Reports, they have the responsibility of making their own report with 2-3 sentences on each JSA Chapter (highlighting the achievements and areas to work on) and submitting them to Executive Leadership. It is imperative that the CIA Director has had experience within the Chapter Internal Affairs Department. The Director of CIA will work closely with the Expansion Director, taking on chapters once they have been created. He/she must be willing to dedicate a significant amount of time per week to their job, as there is to be more communication between the Cabinet and the chapters than ever before this coming year. Additionally, it is crucial that the Director of the CIA works closely with the Convention Coordinator to understand the registration process, in order to be able to explain it to the Chapter Presidents. They will also work with Publicity for distribution of the TA newsletter, Lonestar, and website. The Director of CIA is also responsible for directly communicating with the Texas Program Director and reporting an accurate count of the number of chapters and JSA members attending all major conventions. Overall, the CIA will be the core of Cabinet, enabling the work of all other departments and serving as their main reference point.

### Special Application

- What do you think the goal of the Chapter Internal Affairs Department should be?
- Outline an overall plan for CIA for this year.
- How will you collect and organize contact information of Chapter Presidents?
- What do you think makes a great chapter? How can you bring that to every chapter you work with?
- At what point would you say a chapter should be passed on from Expansion Department to the CIA Department?
- You find out an agent hasn't been making calls. How do you handle the situation?
- How would you train your CIA Agents effectively?
- How can you help maintain current chapters?
- What do you think is the largest problem Chapter Presidents face? How can you help resolve this problem?
- What uniquely makes you the best person for this position?

### Deputy Director of Chapter Internal Affairs

The Deputy Director of CIA will specifically be responsible for facilitating communications with Teacher Assistants and school administrations. He/she will work closely with the Director of Publicity, the Director of CIA, and the CIA Agents to create a newsletter that will be released to all the TAs of the Texas Junior State every six weeks. The newsletter should include important information about upcoming conventions and events, information about resources available to TAs that would help facilitate chapter functions, and help with registration when the time comes. The Deputy Director must be extremely organized, be able to interact with adults, and have experience in the Chapter Internal Affairs Department.

#### Special Application

- Chapters are the foundation of JSA. Describe signs of an ideal chapter and of a struggling chapter.
- You're emailing the principal of a school with a new JSA chapter. How will you explain the purpose of JSA to them and convince them to support the organization?
- What information do you think would better supply TAs with the resources they need to effectively facilitate chapter function? Be specific.
- What is the biggest issue that TAs face or are confused about? How can you fix this problem?
- A formerly active chapter goes completely inactive as a result of poor chapter leadership. Describe how you would work with the TA of that chapter to reinstate stronger chapter leadership.
- To what extent do you think TAs should interfere and manage chapter affairs in their respective chapters? Explain your reasoning.
- What uniquely makes you the best person for this position?

#### Chapter Internal Affairs Agent (Regional)

Chapter Internal Affairs (CIA) Agents, other than having the coolest name in all of Cabinet, act as the liaison between Texas JSA Cabinet and Texas JSA Chapters that are in their region. It is the job of CIA Agents to remind chapters about upcoming dates and events (i.e. Convention Registration, regional events, etc.) and complete the CIA Reports assigned by the CIA Director. Furthermore, it is the job of CIA Agents to report any problems within chapters to the CIA Director so that Texas JSA can help chapters in need. CIA Agents must check their email constantly, as email is the number one means of communication in Texas JSA. These agents should be committed to working with chapters to grow, turn in taxes, attend events, participate in activism and become model JSA chapters. CIA Agents must also be extremely committed to their work throughout the year, and commit time in their week to contact those chapter presidents assigned to them. This year, agents will also be responsible for communication with TAs and administrations to help smooth out possible disagreements between chapters and their schools.

#### Special Application

- Chapters are the foundation of JSA. Describe signs of an ideal chapter as well as that of a struggling chapter.
- You're emailing the principal of a school with a new JSA chapter. How will you explain the

purpose of JSA to them and convince them to support the organization?

- A chapter president comes to you for advice about their chapter. Ten out of fifteen of their chapter members are graduating seniors, and the existence of the chapter is questionable. What advice would you give to this chapter president about gaining membership? What steps should they be taking to promote JSA at their school?
- One of your assigned Chapter Presidents is not answering through their preferred means of communication. How do you ensure that the chapter receives the necessary information for the upcoming state convention?
- What uniquely makes you the best person for this position?