

CABINET APPLICATION



NORTHERN CALIFORNIA STATE

2017 – 2018

Northern California State Officials

Governor: Kate Gross-Whitaker

kgrosswhitaker@jsa.org

Piedmont H.S.

Lieutenant Governor: Jake Hanssen

jhanssen@norcal.jsa.org

Redwood H.S.

Speaker of the Council: Angelica Vohland

avohland@norcal.jsa.org

Redwood H.S.

Northern California Program Director: Dan Hess

dhess@jsa.org

Central Valley Region

Mayor Robert Jasso

rjasso@norcal.jsa.org

Mendota H.S.

Vice Mayor Alessia Anguiano

alanguiano@norcal.jsa.org

San Joaquin Memorial H.S.

Senator Angelina Anguiano

ananguiano@norcal.jsa.org

San Joaquin Memorial H.S.

Senator Bennie Williams

bwilliams@norcal.jsa.org

Lincoln H.S.

East Bay Region

Mayor Maeve Andrews

mandrews@norcal.jsa.org

Piedmont H.S.

Vice Mayor Nidhi Chirayath

nchirayath@norcal.jsa.org

Irvington H.S.

Senator Anna Fehr

afehr@norcal.jsa.org

Piedmont H.S.

Senator Oliver Soglin

osoglin@norcal.jsa.org

Alameda H.S.

Greater California Region

Mayor Griffin Epstein

gepstein@norcal.jsa.org

Petaluma H.S.

Vice Mayor Lea Fabian-Davies

lfabiandavies@norcal.jsa.org

Petaluma H.S.

Senator Zoe Fochs

zfochs@norcal.jsa.org

Sutter H.S.

Senator Nicki Watt

nwatt@norcal.jsa.org

Maria Carrillo H.S.

Golden Gate Region

Mayor Hayley Kintz

hkintz@norcal.jsa.org

Alternative Family Education

Vice Mayor Alyssa Fong

afong@norcal.jsa.org

Carlmont H.S.

Senator Aidan Brekka

abrekka@norcal.jsa.org

Alternative Family Education

Senator Jacqui Chavez

jchavez@norcal.jsa.org

Alternative Family Education



NORTHERN CALIFORNIA JSA CALENDAR OF EVENTS

Cabinet Confirmation <i>Newly appointed Cabinet Members Only</i>	August 19-20, 2017 <i>Tentative</i>
GGR Fall One Day <i>San Francisco Presidio</i>	October 21, 2017
Fall State 2017 <i>Santa Clara Marriott</i>	November 11-12, 2017
Winter State 2018 <i>Sheraton Grand Sacramento</i>	February 24-25, 2018
New Leaders Conference	March 2018
Spring State 2018 <i>TBD</i>	April 21-22, 2018 <i>Tentative</i>

Cabinet Confirmation	August 2018
Fall State 2018 <i>San Jose DoubleTree</i>	November 17-18, 2018 <i>Tentative</i>
Winter State 2019 <i>Sheraton Grand Sacramento</i>	February 22-24, 2019
New Leaders Conference	March 2019
Spring State 2019 <i>TBD</i>	April 13-14, 2019 <i>NOTE: This is an ACT test date</i>

Cabinet Confirmation	August 2020
Fall State 2019 <i>San Jose DoubleTree</i>	November 16-17, 2019 <i>Tentative</i>
Winter State 2020 <i>Sheraton Grand Sacramento</i>	February 8-9, 2020
New Leaders Conference	March 2020
Spring State 2020 <i>TBD</i>	April 18-19, 2020 <i>Tentative</i>

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Letter from Your Northern California State Elected Officials

Dear Prospective NorCal Cabinet Member,

Welcome to the start of another year for NorCal JSA! We want to take this chance to commend you for considering cabinet and look forward to working with each and every one of you this coming year. By reading through this application, you have already shown a vested interest in advancing NorCal JSA, and that alone is worthy of praise. We urge you to study every position and apply for the one where you think you will be able to best serve the State, not the position you think you can “get”. Cabinet is the foundation that allows JSA to flourish and it requires the leadership of hardworking individuals who can further its success, not those who garner a position for bragging rights. Keep in mind that these positions are not predetermined, and that every application will be evaluated and considered equally, so we encourage you to apply for the position you feel most drawn to.

This application starts with a series of general questions aimed at finding out more about who you are as an individual. Have fun with these, be creative, and let us really get a sense of your personality. Then, we ask you to answer the supplement questions connected to your top two cabinet position choices. These are more in depth and analytical and should be answered seriously. Tell us why you are best suited for the position you want. What makes you stand out?

While we want you to have fun with your cabinet experience, we want you to keep a few things in mind:

- Being on Cabinet is a **serious** commitment of your time and energy. This is where JSA changes from an extracurricular club to a serious, student-run organization.
- We will hold a **weekly meeting every Tuesday at 5:00 PM at the JSA office in Burlingame.**
 - All cabinet members, elected officials, and students interested in getting involved are highly encouraged to attend these weekly in-person meetings. All JSAers should feel free to use their time in the office before and after the meetings to work on any and all JSA related projects for that week. Take advantage of everyone being in the same place to collaborate, spend time together, and create a cohesive group of NCS JSA leaders.
- If you are selected for cabinet, keep in mind that we expect nothing but your best. For the NCS to succeed, we all need to pull our weight. We are choosing you because we have faith that you will do just that. It’s up to you to create a memorable and inspirational JSA experience for every JSAer and to lay the groundwork for the generations of JSAers to come.

Put your best foot forward and apply for the position that you truly feel most passionate about and where you will serve Northern California JSA best. We have a lot to do this coming year, but when we all come together, nothing can stand in the way of our passion, hard work, and determination. We are looking forward to a fantastic year!

Warmly,

Kate Gross-Whitaker, NCS Governor
Jake Hanssen, NCS Lieutenant Governor
Angelica Vohland, NCS Speaker of the Council

Application Requirements and General Questions

There are the five components to a complete cabinet application:

1. The **general application** on the next page (page 7).
2. Please respond to the following prompts:
 - a. Describe yourself in 140 characters or less.
 - b. What is your past JSA involvement? What motivates you to participate in JSA? What has been the most defining moment in your JSA career thus far? (MAX 250 words)
 - c. What make you unique in what you have to offer the NCS Cabinet? How will your personal attributes and work ethic contribute to your department, and to the cohesion of cabinet as a whole? How would these attributes improve weaknesses that NorCal had last year? (MAX 250 words)
3. A list of **all other extracurricular activities** in which you partake. Please note any leadership position and the amount of time per week dedicated to each activity.
4. Answers to the **supplemental questions** for your top **two** (2) position choices (found at the end of each position's description). Please keep your answers as brief as possible.

All applications are due by July 4th, 2017, emailed to ncsjscabinetapps@gmail.com

- **Format of the subject line:** [Name], [Preferred position] Cabinet Application
Ex: George Washington, NCS Director of Expansion Cabinet Application
- **We strongly encourage you to compile your application as a single PDF document, if possible.** Use Microsoft Word or write it in a Google Doc and then save it as a PDF.

Some things to keep in mind:

- **We are here to help! Do not hesitate to contact us if you have any questions**, including questions about the role of cabinet as a whole as well as the responsibilities of each position.
- If you are selected to cabinet, you will be **required to attend the NCS Cabinet Confirmation**, at a hotel TBD, tentatively scheduled for **August 19-20**. Cost \$TBD.

General Application Form

Name: _____

Address: _____

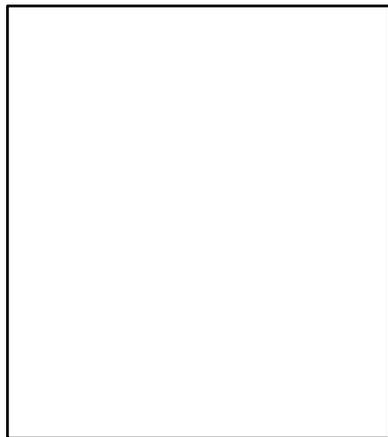
City: _____ State: _____ Zip Code: _____

Cell Phone: (_____) _____ Email Address: _____

Graduation Year: _____ Chapter: _____

JSA Region: _____

Headshot:



Desired cabinet positions (in order of preference, specifying which cabinet):

1. _____

2. _____

3. _____

If you do not receive either of your desired positions, do you wish to be considered for another position?

YES

NO

Have you ever attended a JSA Summer School or Institute? If so, please specify which and when.

YES

NO

If yes, specify here: _____

Please list any schools where you know a student who is interested in starting a JSA Chapter:

Office of the Governor

CHIEF OF STAFF

The Northern California State Chief of Staff plays one of the largest roles on cabinet and is vital for maintaining its success. The Chief of Staff works closely with the Governor and is the go-to person for any issues the Governor cannot handle. When the Chief of Staff speaks, they do so with the authority of the Governor.

The Chief of Staff will be a leader on cabinet and is the link between all the departments. They are expected to know what is going on in every department, all the time. Like a Chief of Staff at the White House, they oversee the cabinet, makes sure people are on task, has regular contact with department heads to note progress, and works closely with the Governor to set the state agenda. The Chief of Staff is also in charge of the planning and execution of the NCS New Leaders Conference for freshmen and sophomores in the spring.

This position is heavily influential, interacts with the NorCal Program Director frequently, and demands a lot of hard work and dedication. The Chief of Staff must feel comfortable working with all aspects of the NCS cabinet and have an extensive knowledge of the ins and outs of JSA. **Prior cabinet experience is mandatory**, and we highly recommend this position for only the most experienced and dedicated candidates.

Time Commitment: All Tuesday meetings / 12-15 hours per week

Supplemental Questions:

- In what ways do you think you will balance out the strengths and weaknesses of the Governor in order to effectively lead the NCS and Gubernatorial Cabinet?
- If a cabinet member were not doing their work efficiently, how would you motivate them to get back on track?
- Outline your leadership style. Do you believe in delegating work? Leading to inspire? Or hands-off leadership? What new ideas can you bring to the table that will bolster the NCS?

Convention Department

CONVENTION COORDINATOR

The Convention Coordinator is one of the most important members of Cabinet, as they are responsible for the overall success of all conventions. The Convention Coordinator oversees the Convention Department, creates and designs agendas, sets deadlines for printed materials, develops new ideas/debates, and figures out the logistical requirements leading up to the execution and overall success of the conventions. As the proverbial “person behind the curtains,” the Convention Coordinator must be able to work well under stress and be prepared to deal with any crises that may arise at conventions to ensure conventions run smoothly.

The main role of the Convention Coordinator is assembling the agenda. This is a demanding task done in close collaboration with the Big Three and Program Director and requires time and dedication. Extensive knowledge of Microsoft Word and the ability to make agendas from templates and from scratch in Word is mandatory. Photoshop skills are preferred, but not required.

Finally, the Convention Coordinator should have political knowledge, top notch communication skills, and excellent grammar and proofreading skills to make sure there are no grammatical or spelling mistakes in the agenda. The Convention Coordinator must be willing to put in hour after hour throughout the year to ensure the NCS exceeds the high standards set for conventions in the past. This is a very time-consuming position, especially around convention time, so be prepared for a very challenging but rewarding job. Prior cabinet experience, dedication, and endless energy are musts for this position.

Time Commitment: All Tuesday meetings / 10-12 hours per week

Supplemental Questions:

- What were some problems with last year’s conventions? How would you address these problems?
- Please describe any significant experience you have planning large scale events.
- How do you plan to ensure that no work will go uncompleted?

DEPUTY CONVENTION COORDINATOR

The Deputy Convention Coordinator is the Chief-of-Staff to the Convention Coordinator. They will make phone calls, put together the agenda, and do whatever the Convention Coordinator needs. This person must be versatile and able to work with any member of the Convention Department who is struggling. During conventions, along with helping the Convention Coordinator, the Deputy Convention Coordinator is in charge of running the JSApp and sending out push notifications.

The Deputy Convention Coordinator is also responsible for planning all non-debate activities at conventions including activities during blocks as well as dances, trivia, movies, or other evening activities. This person must be creative, original, and organized because activities must be planned out, well-executed, and fun. They are also in charge of securing Keynote Speakers. This person should work with members of Cabinet, elected officials, and the NCS Program Director to find connections and make contact with speakers.

Time commitment: 6-7 hours per week

Supplemental Questions:

- What were some problems with last year’s conventions? How would you address these problems?
- Please describe any experience you have planning large scale events.
- What new day and night activities would you bring to conventions?
- How would you present JSA to a prominent politician who has never heard of JSA? Submit a short pitch.

POLITICAL FAIR COORDINATOR

The Political Fair is an integral part of the convention experience at both Fall and Spring States. The Coordinator's primary goal is finding a variety of organizations for the political fair. This will require contacting a variety of political organizations representing **all sides of the political spectrum** long before the actual conventions take place. Students should consider applying for this position if they feel confident in their ability to network and find organizations willing to contribute to the Junior State.

Time commitment: 2-3 hours per week

Supplemental Questions:

- How would you encourage organizations to attend JSA events?
- Which organizations would you like to see at conventions that you haven't seen at conventions before?
- How would you maintain the relationships you build with these organizations?

DIRECTOR OF TECHNOLOGY

The Director of Technology will have the chief responsibility of overseeing **all technology and web-based activity** in the NCS. The Director of Technology will oversee the NCS website, including photos of recent JSA activities. The Director of Technology should be extremely well versed in HTML script and be able to successfully operate the NCS JSA website (<http://states.jsa.org/norcal/>). They will need to have sufficient knowledge of how to operate and update WordPress websites, as well as Microsoft Word and Excel Spreadsheets. The website should be updated frequently, up to twice a week with new material and pieces, including news regarding national, state, and regional events, chapter activities, etc. The DoT will work with the Director of Publicity to get regular updates on material to prevent the website from becoming outdated. The Director of Technology is also in charge of updating JSApp prior to, and running a tech help desk at, all three statewide conventions. In addition, the DoT will work with the National Director of Technology on any national technology initiatives. This position will require dedication, organization, and skill as we shift to using the website as a more important means of communication between chapters and between the chapters and state cabinet.

Time commitment: 2-3 hours per week

Supplemental Questions:

- What would you change or add to the Northern California State website, http://states.jsa.org/norcal, to utilize this resource to its fullest potential?
- What experience do you have in the field of technology, and why are you qualified for this position? Highlight any experience with coding, app development, web design and basic computer skills.

DIRECTOR OF DEBATE

The Director of Debate oversees the Debate Department, creating debates, writing resolutions, working with Debate Agents to make blurbs, coordinating debaters and moderators, and educating members of the NCS about debate techniques. The Director of Debate also leads the Winter State Bill Team.

The Director of Debate must be organized, diligent, fair, well-versed politically, and have strong proofreading and grammar skills as they will spend hours editing resolutions, editing blurbs, finding, picking, and preparing main speakers, and ensuring a diverse group of debaters and equal representation of chapters across debates. The Director of Debate must ensure a high quality of debate by making sure debaters understand their topics, are conducting research, and come to conventions prepared. *Ensuring high quality debates is the responsibility of the Director of Debate and should be their main focus.* The Director of Debate will work closely with the Convention Coordinator, Big Three, and Program Director to finalize all debates in advance of conventions, as well as ensure blocks at conventions and awarding of Best Speakers run smoothly. Prior cabinet experience is highly recommended.

Time Commitment: All Tuesday meetings / 8-10 hours per week

Supplemental Questions:

- How will you make sure debates vary across experience levels and all delegates are engaged in the debates?
- Craft 15 debate resolutions and five thought talks (include blurbs for five debates and two thought talks) for the Fall State 2017 theme "Our nation, our values". Make sure to include at least five different topics (environment, foreign policy, civil rights, etc...)
 - Be creative so they vary in format (Switch, Taboo, Speed Chess, etc.) and have different difficulty levels (some for novices and others for experienced debaters). Indicate which would be novice debates, and if you introduce any new debate formats, make sure to explain them thoroughly.
 - Briefly, but with detail, respond to the following scenario: A debate has escalated into a shouting match and the room is out of control. How will you restore order and get the debate back on track?
- Finally, how do you plan to delegate responsibilities and effectively run the Debate Department?

DEPUTY DIRECTOR OF DEBATE

The Deputy Director of Debate will work with the Director of Debate to organize all debates and debate-related activities. The Deputy will help the Director create debates, debate resolutions, and blurbs. They will post all debates on Debateaware, aid debaters with their research and arguments, and help make sure all debaters are present at conventions and that replacements are found as needed.

The Deputy Director of Debate is also in charge of finding moderators for both Fall and Spring State. They must not only fill each moderating spot, but also make sure the moderators they secure are qualified. Additionally, the Deputy Director of Debate should be familiar with alternative styles of JSA moderating (thought talks, activities) as they will train moderators and pair up experienced moderators with new moderators. The success of debates and how they run are dependent upon this person.

Time Commitment: 5-6 hours per week.

Supplemental Questions:

- How will you make sure debates vary across a wide spectrum of experience and all delegates are engaged?
- Craft 10 debate resolutions and two thought talks (include three debate and one thought talk blurbs) for the Fall State 2017 theme "Our nation, our values". Include at least five different topics (environment, foreign policy, civil rights, etc...).
- Many moderators are ill-equipped and unable control debate rooms. How will you improve moderating quality to ensure debates at conventions run more smoothly?

DEBATE AGENTS*

Debate Agents will work closely with the Director and Deputy Director of Debate to plan unique, exciting, and thought-provoking debates. At conventions, Debate Agents will facilitate debates and make sure they run smoothly. Debate Agents should be extremely well-versed politically, and must have strong grammar and proofreading skills to make sure all blurbs and debates are well written. If a debate does not have a speaker assigned, there is a missing resolution or blurb, or poorly written resolutions or blurbs, the Agents will aid the Director and Deputy Director in resolving the issue.

**Multiple Agents may be chosen*

Time Commitment: 2-3 hours per week.

Supplemental Questions:

- What debate did you experience this year that made you excited to be in JSA? Why?
- Write a list of three possible debate topics for Fall State and why they would be relevant to the Fall State 2017 theme "Our nation, our values".

DIRECTOR OF LOGISTICS

The Director of Logistics has the responsibility of making sure every NCS event runs smoothly and there are no logistical gaffes or issues. The Director of Logistics will lead a team of logistics agents at each convention who will help direct traffic, give directions, answer questions, organize the luggage room(s), and maintain overall order and fluid transitions between blocks and activities in the conventions.

Before conventions, the Director will need to prepare extensively and address any potential logistical issues before they come to fruition, and during conventions, the Director will make sure all delegates are informed of all happenings as well as be on call to respond immediately to any logistical issues that arise including locked rooms, lost delegates, or a general lack of organization in a certain area of the convention. If things go wrong at a convention, the Director of Logistics' job is to ensure that the problem is solved quickly and efficiently. They must be able to deal with people (hotel staff, students, teachers, guest speakers, etc.).

The Director is also in charge of organizing transportation for all chapters that request assistance, as well as working with the hotel and local restaurants to organize food options for convention attendees.

Time Commitment: 2-3 hours per week.

Supplemental Questions:

- What were three logistical issues you saw at conventions this past year? How would you solve them as Director of Logistics in the coming year?
- What restaurants in Santa Clara and Sacramento would you reach out to to provide cheap food options for attendees?
- How would you approach asking a restaurant to give JSA a rebate if JSA attendees eat there?

LOGISTICS AGENTS*

Logistics Agents make sure every NCS event runs smoothly and there are no logistical gaffes or issues. Logistics Agents direct traffic, give directions, answer questions, organize the luggage room(s), and maintain overall order and fluid transitions between blocks and activities in the conventions.

During conventions, Logistics Agents will be on call to respond immediately to any logistical issues that arise including locked rooms, lost delegates, or a general lack of organization in a certain area of the convention. If things go wrong at a convention, Logistics Agents work to ensure the problem is solved quickly and efficiently. They must be able to deal with people (hotel staff, students, teachers, guest speakers, etc.).

Logistics Agents will also help the Director organize transportation for chapters that need assistance, as well as with local restaurants to organize food options for convention attendees.

**Multiple Agents may be chosen*

Time Commitment: Conventions, and as needed

Supplemental Questions:

- What were two logistical issues you saw at conventions this past year? How would you solve them this coming year?
- What restaurants in Santa Clara and Sacramento would you reach out to to provide cheap food options for attendees?
- How would you approach asking a restaurant to give JSA a rebate if JSA attendees eat there?

Publicity Department

DIRECTOR OF PUBLICITY

The Director of Publicity oversees the Publicity Department and increases the visibility of the NCS through press releases and other forms of media exposure. The Director of Publicity operates and manages all NCS social media accounts and works with Cabinet to generate and organize material to inform JSAers across the NCS about conventions, conferences, upcoming deadlines, and updates on goals Cabinet has accomplished.

The Director of Publicity works closely with the Big Three, Program Director, and the National Director of Public Relations to shape the message of NorCal JSA and promote both the NCS and national JSA to news media as well as the general public. This includes sending out press releases, contacting traditional and new media to get coverage of statewide, regional, and chapter events, and creating content for the NCS website. The Director of Publicity must commit a great deal of time to this position as their commitment and quality of work will determine how the public views the NCS. Applicants should have publicity and prior cabinet experience, a desire to increase the awareness of JSA, as well as new ideas and plans to create a more involved, informed NCS.

Time Commitment: All Tuesday meetings / 8-10 hours per week

Supplemental Questions:

- What medium is the most efficient for getting JSA's message out? How will you develop this medium?
- The success of any advertising and communication strategy is dependent on the presence of a strong branding program. Create a JSA branding strategy to sell JSA to media organizations. How do you plan to present the organization? What media organizations would you target?
- How would you create a positive and strong brand name for JSA? How would you utilize media outlets before and after Fall One-Day to strengthen this brand name?

DIRECTOR OF SUMMER SCHOOL PROMOTION

The Director of Summer School Promotion oversees all promotions and advertisements for JSA Summer Schools and Institutes at conferences and conventions. The Director will lead summer school information sessions or brunches at all conventions and conferences and disseminate promotional material in person as well as through social media and other technological means. The Director of Summer School Promotion will also follow up with interested JSA members, communicate with chapters regarding Summer School, and work closely with recent JSA Summer Program alumni in coordinating promotions.

Creativity is key, as this position has a great deal of room to grow. It is **mandatory** that the applicant have attended a Summer Program and be able to eloquently and informatively persuade others to attend JSA Summer Programs. Applicants must also be familiar with the admissions process and fundraising procedures. This position may be held in addition to other positions, elected or cabinet.

Time commitment: 2-3 hours per week.

Supplemental Questions:

- What lessons did you take away from your time at summer school and how did it affect your personal growth? What was your favorite part of Summer School and why?
- How would you organize summer school information sessions at conventions? What new methods would you use to educate students about summer school's value, both during conventions and the school year?
- How would you assist others in raising money to attend summer school? If someone tells you that they would like to attend summer school but can't afford the cost, what would you say?

EDITOR-IN-CHIEF OF THE NORTHSTAR

The Editor-In-Chief is responsible for publishing a monthly digital edition of The NorthStar and assisting NorCal mayors with a monthly digital Regional Newsletter. The NorthStar and regional publications should inform delegates of upcoming JSA events and developing events across the world and be the voice of the people of the NorCal State. As such, it is very important that many non-cabinet members write articles, and the Editor-In-Chief must make sure the material released is not only consistent but fresh, diverse, and informative so The NorthStar and regional publications have a large readership and keep readers interested. The Editor will work with the Big Three and Chief-of-Staff to assign and develop themes and articles and will work closely with the Director of Technology to make The NorthStar and regional publications more accessible throughout the year.

The Editor-in-Chief must be extremely organized, as they will be responsible for tracking down articles and pictures, making sure articles are turned in on time, formatting the publications, proofing articles, and ensuring the success of the publications. The Editor-In-Chief should be someone who has experience editing articles in the past and has the technological skills necessary to make publications look professional. Previous experience working with publications (yearbooks, school newspaper, etc.) is **highly recommended**.

Time Commitment: 6-7 hours per week (may be more or less depending upon time of year).

Supplemental Questions:

- What experience do you have designing and organizing publications (e.g. yearbook, magazines, etc.)?
- Where do you want to see The NorthStar at the end of the year?
- What do you think the main goal of The NorthStar is for the state?
- How will you increase the readership and interest for The NorthStar, and what new ideas do you have to really “spice it up” next year?
- It's three days before a new issue of The NorthStar must be released and one of the reporters has not completed their article that must be submitted immediately. You have persistently emailed them to send in their long overdue assignment, but they are not responding. How will you handle this situation and ensure that the newsletter issue gets released with all articles included?

PHOTOGRAPHERS*

Great JSA photos make a happy state! JSAers love looking back on the fantastic memories they made at conventions and events. From adorable best-friend candid, to official group shots, to snapshots of heated podium arguments, photographs display our unique JSA culture to the NCS community and beyond. NCS Photographers will have their work displayed on NCS social media and in some cases on the National JSA website. At conventions, photographers roam through blocks and debates and take photos. Photographers will work closely with the Director of Publicity to distribute photos in a timely manner. When the Publicity department films promotion videos, Photographers will be in charge of videography. In addition, Photographer's attendance is **mandatory** at JSA events, including One-Days, and Photographers will also collect photos other students have taken at Regional One Days, Chapter Conferences, and other JSA events. Experience is strongly encouraged.

**Multiple Photographers may be chosen*

Time Commitment: Conventions, and as needed.

Supplemental Questions:

- How much experience do you have with taking professional pictures or videos?
- Do you have your own camera? If so, what kind?

REPORTERS*

NCS Reporters write articles published by NorCal JSA - in The NorthStar, on the JSA app, the NorCal State website, through Facebook etc. Reporters provide the Editor-in-Chief of The NorthStar and the Director of Publicity with content for The NorthStar, Regional Newsletters AND social media. Reporters supply various stories and perspectives from all over the state by discussing news, interviewing various delegates, observing the atmosphere of an event, etc. Reporters will be obligated to put in the time and effort necessary to maintain diverse, high-quality content that is not only consistent, but fresh every time.

Solid writing skills and organization are a requirement for this job, so Reporters must be willing to set time aside in the beginning of the fall (starting at Cabinet Confirmation) to learn the correct article writing style. Reporters must commit a great deal of time to attend as many JSA events as possible, including state conventions, regional conferences, and chapter mini-cons. **Anyone aspiring to become a journalist or reporter is highly encouraged to apply.**

**Multiple Reporters may be chosen*

Time Commitment: 2-3 hours per week (may be more or less depending upon time of year).

Supplemental Questions:

- The NorthStar has a history of low readers. What articles do you think would be most relevant and interesting for The NorthStar?
- Please write a one paragraph article of a sample interview with a delegate who just attended their first convention.

Office of the Lieutenant Governor

CHIEF OF STAFF

The Lieutenant Governor's Chief of Staff works closely with the Lieutenant Governor to run and monitor the LTG cabinet departments, organize all information, and aid cabinet members with their work throughout the year. The LTG Chief of Staff checks in with the LTG cabinet members weekly to ensure they are all on task and work is getting accomplished in a timely fashion. If a cabinet member falls behind, the LTG Chief of Staff must be willing to confront them and make sure they get back on track. The LTG Chief of Staff helps manage the Winter Congress Cabinet, serves as Secretary of the Senate, recording minutes for the tri-annual meeting, and also serves as the Co-Chair of the Fair Elections Committee. Dedication, organization, and enthusiasm are a must for this exciting but intense position. Cabinet experience is not mandatory but is highly recommended.

Time Commitment: Tuesday meeting attendance preferred but not mandatory / 4-5 hours per week.

Supplemental Questions:

- What relevant experience do you have in either FEC, CIA, Expansion, or Senate?
- The LTG Chief of Staff and LTG work very closely together. How do you see yourself and the LTG, Jake Hanssen, working together and maintaining a solid professional relationship?
- Describe your experience, qualities, and skills that will allow you to be a successful leader on cabinet. How do you collaborate during stressful situations to create positive outcomes? How do you strike the balance of being demanding and setting high expectations while also creating a supportive environment?

Chapter Intelligence Agency

DIRECTOR OF THE CHAPTER INTELLIGENCE AGENCY

The Director of the Chapter Intelligence Agency oversees the CIA Department and is responsible for the communications link between chapters and the state cabinet. The CIA Director manages a team of CIA Agents that contact NorCal JSA chapter presidents every week to give and receive important information vital to running a healthy and thriving Junior State. The Director will write weekly assignments for the Agents and make sure Agents are contacting their assigned chapter presidents **by phone every week**. The Director will compile the reports of their CIA Agents and give a comprehensive progress report to the Big Three, Program Director, Mayors, and cabinet members each week. These weekly reports must be sent to the Big Three and Program Director at least one day prior to the Tuesday meeting.

The CIA Director must attend all Tuesday meetings to learn not only what information needs to be sent out to chapter presidents that week, but also what information the NCS cabinet needs from the NCS chapter presidents. The CIA Director will take the information from the Tuesday Meeting to create the weekly contact assignment the CIA Agents will use when making their chapter president calls that week.

This position is vital to the survival of NorCal JSA. The Director must have a thorough understanding of how JSA works at the chapter, regional, and state levels, have superior organization and communication skills, and be able to work with a myriad of people, personalities, styles, and situations. It is the CIA Director's duty to ensure chapters have information as well as inspiration. As a public servant, it is the CIA Director's responsibility to ensure that every chapter has all the information possible and is also providing feedback and having their voices heard. Prior cabinet experience and dedication to JSA is a must.

Time Commitment: All Tuesday meetings / 10-12 hours per week

Supplemental Questions:

- What experience do you have managing a team? What did you learn that will help you run CIA?
- How do you plan to track the CIA Agents progress? How will you report this progress in your weekly report?
- Create a hypothetical weekly call assignment for a CIA Agent. What does it look like? What information will the CIA Agent give the chapter president? What information will they report back?
- Briefly, but in detail, respond to the following scenario: A CIA Agent has stopped making their calls. How do you get them back on track?

DEPUTY DIRECTOR OF THE CHAPTER INTELLIGENCE AGENCY

The Deputy Director of the Chapter Intelligence Agency is Chief-of-Staff to the CIA Director and is where the proverbial “rubber hits the road.” In addition to helping the CIA Director with whatever is necessary, as the CIA Agents complete their weekly calls, the Deputy Director goes through their reports to see what questions chapter presidents have that the CIA Agents can’t answer and what resources the chapter presidents need to succeed. The Deputy Director then connects each chapter president with the elected official(s), member(s) of cabinet, or JSF Staff member(s) necessary to make that success possible. Does a chapter need ideas for an activism week? The Deputy connects them with the Director of Activism. Does a chapter need help fundraising to lower convention costs? The Deputy connects them with the Director of Fundraising. The Deputy Director’s second key role is just as important: staying looped in until the chapter president’s question receives an answer, or the resource they need have been received. The Deputy Director makes sure nothing falls off the radar, no matter how big or how small.

The Deputy Director is vital to the success of the NCS. They must have a thorough understanding of how JSA works at the chapter, regional, and state levels, have superior organization and communication skills, and be able to work with a myriad of people, personalities, styles, and situations. Dedication to JSA is a must.

Time Commitment: All Tuesday meetings / 7-8 hours per week

Supplemental Questions:

- How do you plan on keeping track of what help or resources each chapter needs? How will you ensure the chapter receives that help or resource?
- Briefly, but in detail, respond to the following scenario: A chapter president requested help fundraising two weeks ago, but the Director of Fundraising still hasn’t replied to the email you sent to both of them putting them in touch. What do you do to make sure the chapter president gets the help they need?

CHAPTER INTELLIGENCE AGENCY AGENTS*

The position of CIA Agent is one of the most crucial in Cabinet. CIA Agents are the primary communicator with chapter presidents, giving and receiving information critical to the success of both the chapter and the NCS. Each CIA Agent has a number of chapter presidents they must contact each week. Using that week’s assignment from the CIA Director, Agents must convey information to chapter presidents in a coherent and friendly manner, get any necessary information from those chapter presidents, and create a log that details the progress and any problems for each chapter. The CIA Director will use these logs to create a weekly report on all the NCS chapters that goes to the Big Three, Program Director, Mayors, and members of cabinet.

Each week will have different information, so while overall, CIA Agents keep chapters updated and organized and offer advice the chapter leadership may need, some weeks the focus may be helping chapters register for a convention while another they’re helping the chapter president plan a Fight Apathy Day. CIA Agents must have a thorough understanding of how JSA works at the chapter, regional, and state levels, have superior organization and communication skills, and be able to work with a myriad of people, personalities, styles, and situations. Agents must be outgoing and willing to come to the JSA office to discuss chapters.

**Multiple Agents may be chosen*

Time Commitment: Tuesday meeting attendance preferred but not mandatory / 2-4 hours per week.

Supplemental Questions:

- Why do you want to be a CIA Agent? How do you think you can help chapters?
- Briefly, but in detail, respond to the following scenario: With recent school budget cuts, a chapter has lost administrative support and their T/A. What do you do to help this chapter continue to be a part of JSA?

Expansion Department

DIRECTOR OF EXPANSION

The Director of Expansion manages all efforts throughout the NCS to expand into new high schools and start new chapters as well as revitalize the ones that have seen better days. This year, the Director of Expansion will focus primarily on helping *existing* chapters contact other schools to create new chapters as part of the **NCS Chapter Expansion Challenge**.

- The **NCS Chapter Expansion Challenge** rewards existing chapters for starting new chapters. If a student in an existing chapter gets a friend at a school (that doesn't have a JSA chapter) to start a chapter and bring eight (8) students to a NCS convention, the student's chapter will receive **\$800 off their convention cost** (plus an additional **\$100** for each student over eight the new chapter brings).

The Director of Expansion should have experience creating and growing new chapters, whether in an official capacity or not. They should be personable and be comfortable speaking over the phone, crafting strong emails, and conveying their passion for JSA to others. The Director will coordinate all Expansion Department activities by writing scripts for expansion calls, emails, and coordinate in-person visits to high schools. The Director will also make calls, send emails, and visit schools themselves as they help existing chapters try to start new ones. The Director must be well versed in the intricacies of all chapters across the NCS, and be able to successfully aid chapters throughout the entire year.

The Director must also be organized, as they will be responsible for not only their own work, but ensuring and encouraging the dedication and hard work of multiple Deputy Directors and Expansion Agents. The Director will receive weekly updates from their Deputies, and must compile these updates into a report given to the Big Three, Program Director, Mayors, and members of Cabinet prior to the Tuesday meeting each week. Prior cabinet experience is required for this crucial role that demands a large time commitment, hard work, and dedication.

Time Commitment: All Tuesday meetings / 8-10 hours per week.

Supplemental Questions:

- How will you encourage existing chapters to reach out to new schools?
- How will you keep track of ALL contacted schools and their responses?
- How will you make sure your Deputies and Agents are doing their work and keep track of progress?
- What unique perspective will you bring to Expansion?
- List 5 to 7 schools to target for expansion, listing all contacts you may have at each school. Why these schools in particular?
- You are sitting on a plane next to a teenager watching 'House of Cards' on their laptop. You have five minutes. How would you convince this individual to start a JSA chapter?

DEPUTY DIRECTORS OF EXPANSION*

The Deputy Directors of Expansion manage the expansion efforts in specific regions of the NCS. With the help of Expansion Agents, Deputy Directors will research schools in their regions, contact those schools to find students, teachers, and/or administrations who want to start a chapter (or are open to starting one), and work with those contacts to set up chapters. Deputies must be willing to work not just in areas near to them, but in areas across their entire regions to ensure that the NCS can fill in all the gaps where chapters do not yet exist. Deputies must be reliable and will report to the Expansion Director weekly about their progress. They must be committed, work hard, take initiative, contact as many schools within their region as possible, and help all attempts to start a chapter. They will also work to ensure all chapters are progressing according to plan, and move chapters to the CIA Department upon meeting specific criteria.

Deputy Directors of Expansion should have experience creating and growing new chapters, whether in an official capacity or not. They should be comfortable speaking over the phone, cold-contacting people, and conveying their passion for JSA to others. The Deputies must also be organized, personable, and well-versed in the intricacies of all chapters across the NCS as they will be responsible for overseeing the work of their regional Expansion Agents and aiding chapters throughout the year. This is a crucial role, requiring a large time commitment, hard work, and dedication.

**Multiple Deputies will be chosen*

Time Commitment: Tuesday meeting attendance preferred but not mandatory / 5-6 hours per week.

Supplemental Questions:

- As a Deputy Director, you will be in charge of multiple regions. When asked to contact schools in your regions, how will you go about choosing schools to contact?
- How do you plan to approach a school administration and convince them to start a JSA chapter? Please include a short pitch you might use.
- What unique perspective will you bring to Expansion? Identify one new idea you have for Expansion.
- You are sitting on a plane next to a teenager watching 'House of Cards' on their laptop. You have five minutes. How would you convince this individual to start a JSA chapter?

EXPANSION AGENTS*

Expansion Agents work with a Deputy Director of Expansion to contact schools in specific regions of NorCal and work with contacts to set up chapters. Agents report to the Deputy Director in charge of their region and the Director of Expansion weekly on their progress. Agents are expected to take initiative and contact as many schools within their region as possible and help all successful attempts to start a chapter.

Expansion Agents must be committed and work hard throughout the year. They must be diligent yet personable, willing to learn, and willing to dedicate time to contacting as many potential chapter presidents as possible. Agents should also be willing to work in sections of the NCS not necessarily close to their homes, so that the Expansion Department can expand across the entire state. Expansion Agents must be persistent as contacts will often not respond to the first email or call. Expansion is not easy, but can be one of the most rewarding jobs when a new chapter starts and comes to a convention. An ideal Expansion Agent shines with passion for JSA, has strong communication skills and is comfortable speaking over the phone, has a developed knowledge of the organization to answer potential JSAers' questions, possesses creativity, flexibility, friendliness, and patience, and is willing to work hard to improve the Northern California State.

**Multiple Agents may be chosen*

Time commitment: 2-4 hours per week

Supplemental Questions:

- How do you plan to approach a school administration and convince them to start a JSA chapter? Please include a short pitch you might use.
- What unique perspective will you bring to Expansion? Identify one new idea you have for Expansion.
- You are sitting on a plane next to a teenager watching 'House of Cards' on their laptop. You have five minutes. How would you convince this individual to start a JSA chapter?

Office of the Speaker of the Council

SPEAKER PRO-TEMPORE

In essence, the Speaker Pro-Tempore is the Speaker of the Council's right hand. The Speaker Pro-Tempore will help the Speaker of the Council lead her departments and organize the tri-annual Council of Chapter President meetings. The Speaker Pro-Tempore will also work with the Speaker, Lieutenant Governor, and the Lieutenant Governor's Chief of Staff to help plan and execute Winter State.

There are many unwritten duties the Speaker Pro-Tempore will be expected to take on as the year progresses according to the needs of the Speaker's departments. This position will be exciting and interesting, yet it is critical to note that it will require a significant time commitment. The Speaker Pro Tempore should be an effective communicator, diligent worker, and passionate about JSA. In addition, the Speaker Pro-Tempore must serve as a resource to all chapter presidents seeking to pass legislation, helping them put their ideas onto paper in the proper format used by the Council.

Time Commitment: 2-3 hours per week, varies near conventions.

Supplemental Questions:

- What strengths and areas of improvement did you see in last year's Council of Chapter Presidents?
- How do you see the COCP growing and evolving next year?
- What area or areas of the Speaker's departments most interest you and why?
- How will you encourage chapters who are new, small, or less active in the COCP to sponsor bills, submit legislation, and get involved in the COCP?
- COCP meetings are open to any delegate, even those who aren't Chapter Presidents, but this is a little-known fact. How will you encourage more delegates to attend COCP meetings?

Activism Department

DIRECTOR OF ACTIVISM

The Director of Activism fulfills JSA's primary mission – promote civic engagement and political activism. The Director, with the help of the Big Three and Program Director, will pick one activism cause or organization for the NCS to support for the year. The Director will then raise awareness for the cause or organization and come up with creative activities and ways for students to participate or get involved with the cause or organization at JSA events – particularly at conventions. This can be through Activism Blocks or other creative methods. The Director will also communicate regularly with the CIA Director about statewide and national activism initiatives and follow up with any chapters needing help executing these initiatives.

The Director of Activism also works with the Big Three and the Program Director to create an agenda of events throughout the year (state or region-wide voter registration drives, chapter activism days, etc.) that will be executed at the state, regional, and chapter levels. The Director must plan out these events, recruit chapters, work with chapters/regions on their own events, help with mini-cons, and work with the Director of Publicity to publicize these activities. The Director will also help chapter presidents get more politically active in local politics by encouraging attendance at local events and promoting political engagement.

The Director of Activism must have prior cabinet or activism experience, be particularly engaged and passionate about political and social involvement, have a strong background in community service and volunteer causes, and be dedicated to JSA's mission.

Time Commitment: All Tuesday Meetings / 8-10 hours per week.

Supplemental Questions:

- What activism cause/organization should the NCS support this year? Outline the specific steps you would take to promote this cause or organization. Be sure to address how you would 1) incorporate technology to promote the cause or organization and 2) promote the cause or organization at an overnight convention.
- What steps would you take to promote grassroots activism at the chapter level, and encourage chapters who are not involved in activism to pursue their own initiatives?
- How can we get JSAers involved in causes/organizations on a level greater than simply giving money?
- Discuss your background in political activism and volunteer work. What causes are you passionate about?

ACTIVISM AGENTS*

Activism Agents work with chapters to help them plan their own activism initiatives and engage in their own activism causes throughout the year. Activism Coordinators also help chapter presidents get their chapters more politically active by encouraging attendance at local political events, helping them organize voter registration drives, and promoting political engagement so those chapters can make an impact on their local communities. Under the direction of the Director of Activism, Activism Agents will also help organize convention activism activities and find internship and job opportunities for JSAers in politics.

**Multiple Agents may be chosen*

Time Commitment: 2-3 hours per week.

Supplemental Questions:

- What ideas do you have to make chapter activism more successful, meaningful, and engaging?
- How will you encourage Chapter Presidents to get more involved politically in their communities?
- How will you approach finding internship opportunities for JSAers?

DIRECTOR OF THE YOUTH ADVISORY BOARD

The Director of the Youth Advisory Board will organize the YAB in all four regions. The Director will be responsible for contacting political officials and organizing delegates for these monthly YAB meetings. The YAB Director will oversee the selection process for youth advisory boards. This position and YAB in general in the past year have grown slightly but have not yet reached their full potential. This is a fantastic program that needs strong leaders to become the best program it can be.

Time Commitment: 2-3 hours per week.

Supplemental Questions:

- What problems did you see with the Youth Advisory Board last year?
- How do you plan to address these problems this year?
- What does the Youth Advisory Board mean to you?

YOUTH ADVISORY BOARD MEMBERS*

The Youth Advisory Board is a relatively new program that brings youth voices into real world politics by meeting with leaders and elected officials to express their opinions. YAB Members help the YAB Director arrange meetings, contact public officials, and attend all meetings or calls with those officials.

**Multiple Members may be chosen. Members of Cabinet can be a member of the YAB at the same time.*

Time Commitment: 2-3 hours per week.

To apply for a YAB Member position, please fill out an application [here](#).

Fundraising Department

DIRECTOR OF FUNDRAISING

The Director of Fundraising manages the Fundraising Department and works to raise money for the Northern California JSA Scholarship Fund so the NCS has sufficient funds throughout the year to provide scholarships for low-income students to attend conventions. Whether it be through individual solicitations, corporations, charitable foundations, or another method, the Director of Fundraising must come up with creative ways to generate revenue during fundraising drives, at conventions, and one-day conferences. With the help of Fundraising Agents, the Director of Fundraising also assists chapters with their own fundraising efforts. The Director of Fundraising must stay up to date with each chapter's current financial situation – especially around convention time – so they know which ones are in need of financial aid.

The Director of Fundraising also oversees the Deputy Director of Fundraising and the Fundraising Agents, making sure they are completing tasks on time and doing so efficiently and effectively. The Director of Fundraising must be creative, display a professional front, be trustworthy with money, and have a strong work ethic, great organization skills, and persistence. The Director must also have strong communication skills, particularly over the phone, and be enthusiastic and persuasive. The attendance of numerous JSAers at overnight conventions is directly tied to the work of the Director of Fundraising. This position is a huge responsibility, but it also carries with it a unique opportunity to foster a fair, growing, and inclusive state. Prior cabinet or fundraising experience is required.

Time Commitment: All Tuesday meetings / 6-7 hours per week.

Supplemental Questions:

- What aspects of JSA would you use to appeal to individuals or organizations for donations?
- What new ideas do you have for the Fundraising Department and what specific steps will you take to implement your ideas? Be sure to address how you would incorporate technology.
- List 8-12 individuals, organizations, or corporations (preferably ones with which you have contacts) that would be potential donors. Briefly discuss why you think these entities would donate to JSA
- Do you have any past experiences with directing fundraising activities in your chapter or elsewhere? If so, elaborate on your experience and your results.
- How would you help chapter presidents fundraise for conventions, and what tools and resources would you provide to assist them? Provide 2-3 creative ideas or initiatives you would help chapter presidents pursue, how you would communicate them, and any plans you may have to motivate chapter leaders to engage in these fundraising goals.

DEPUTY DIRECTOR OF FUNDRAISING:

The Deputy Director of Fundraising has one of the most important jobs on Cabinet: planning, organizing, and executing the NorCal Formal Fundraiser in Spring 2018. With the help of the NCS Program Director and Fundraising Agents, the Deputy Director will coordinate the venue, food, speakers, awards, decorations, and the silent and live auctions. This includes creating and sending out Save the Dates and RSVPs, tracking responses, working with chapter presidents to secure silent auction items from every NCS chapter, soliciting silent auction items from local and national businesses, sports teams, websites, organizations, etc., creating the agenda for the Gala, and much, much more.

The NorCal Formal Fundraiser is geared toward parents, alumni, and donors to the NCS Scholarship Fund, and has the potential to drastically change the future of NorCal JSA, but this will only happen if the Deputy Director is dedicated, organized, and enthusiastic. Prior fundraising or cabinet experience is mandatory.

Time Commitment: All Tuesday meetings / 6-7 hours per week.

Supplemental Questions:

- Do you have any past experiences directing fundraising activities in your chapter or elsewhere? If so, elaborate on your experience and your success.
- List 8-12 individuals, organizations, or corporations (preferably ones with which you have contacts) that would be potential donors to the silent auction. Briefly discuss why you think these entities would donate to the silent auction.
- NorCal was unable to hold the Formal Fundraiser this year. How will you ensure the participation of cabinet members and chapter presidents so this event is a success this year?
- A parent responds to the RSVP saying they don't want to attend because they've already donated to the NCS Scholarship Fund this year. How do you respond? What would convince them to attend?

FUNDRAISING AGENTS*

Fundraising Agents assist the Director of Fundraising and the Deputy Director of Fundraising with their workload, including regularly contacting potential donors to seek funding or donations for the silent auction at the Spring Formal Fundraiser.

**Multiple Agents may be chosen*

Time Commitment: 2-3 hours per week.

Supplemental Questions:

- Do you have any past experiences with directing fundraising activities in your chapter or elsewhere? If so, elaborate on your experience and your success.
- List 5-10 individuals, organizations, or corporations (preferably ones with which you have contacts) that would be potential donors to the silent auction or the NCS Scholarship Fund. Briefly discuss why you think these entities would donate.

Thanks for applying to cabinet.

You can expect notification of decisions on August 4th.

We look forward to reading your application!