**The Elected Offices of the OJCL**

 Serving on the OJCL Executive Board is both an amazing and a rewarding experience. It gives one the opportunity to develop leadership skills, run the Ohio Junior Classical League, and create strong friendships with Latin students across the state. It gives you the chance to keep the JCL torch burning bright all year round. Although running for office may seem like an overwhelming task, one of the hardest parts is deciding what to run for, and getting started! This document, inspired by a similar one written by 2013-2014 OJCL Parliamentarian Will Emery, is intended to give an outline to the 6 (six) elected offices of the Ohio Junior Classical League, and their duties. The Bylaws of the OJCL contain the official duties of each office.

 If you have any idea of what you’re interested in running in, or need help deciding, please don’t hesitate to contact the Parliamentarian! They will be more than happy to work with you throughout the year!

Gratias,

Brian Johnson

2015-2016 OJCL Parliamentarian

**President**

 The President of the OJCL is in charge of leading the Executive Board in all of their endeavors. They are also responsible for serving as representative of the OJCL to the outside world. The President presides at all Executive Board meetings, national convention state fellowships, and General Assemblies at OJCL convention. As President, one must interact with Latin teachers and students across the state, in order to ensure the organization is running in top condition.

**1st Vice President**

The 1VP is in charge of membership and publicity for the OJCL. They are expected to identify schools that offer Latin, but are not yet members of he Ohio Junior Classical League. They should then reach out to these schools to try to get them to join our organization. They are also in charge of advertising our organization to schools all across the state of Ohio. They should also work closely with our regional officers, the Gubernators.

**2nd Vice President**

The 2VP is in charge of overseeing convention contests, as well as service. In the time directly leading up to OJCL convention, they will work with the Contest Chair in order to make sure that registration goes as smoothly as possible. For service, they are in charge of managing the regional Make A Difference Day events, planned by the Gubernators, as well as state wide and regional service events. The 2VP is also in charge of judging the local service contest.

**Treasurer**

The Treasurer is in charge of keeping track of the finances of the OJCL. They must keep track of all money made and spent, and they must keep the state checkbook balanced. They also ensure that all dues are paid by local chapters. They must also plan Ohio’s spirit for the national convention, the spirit themes and guidelines for the General Assemblies at OJCL Convention, and is in charge of judging the spirit competitions at OJCL Convention.

**Secretary**

 The Secretary’s job focuses on keeping minutes at Board meetings, designing the Convention booklet, and GA agendas - which includes the Powerpoint used during the General Assemblies. They also must insure smooth communication between the Executive Board.

**Parliamentarian**

The primary duty of the Parliamentarian is to oversee the election process. Immediately after the Parliamentarian is elected, he/she handles the appointments of the Gubernators, the Historian, and the Torch Editor. Later in the year, the Parliamentarian oversees the election of the next year’s elected officers. At Convention, the Parliamentarian presides over the Nominations Committee meeting and the Meet the Candidates meeting, along with setting the rules for campaigning. For the amendments, the Parliamentarian works with the Board to design solutions for problems within the OJCL. During NJCL convention, the Parliamentarian oversees Ohio’s voting caucus for the election of NJCL officers.