



name: **Zhang, Alan**

office: **Secretary**

sponsor: Tara Ligon

school: Walnut Hills

grade: 11

Classics/JCL Experience:

Years of Latin/Greek: **4**

State Conventions attended: **4**

National Conventions attended: **3**

Will you attend all Executive Board Meetings, Fall Forum 2019, and State Convention 2020? (Y/N): **Yes**

Will you attend the 2019 National Convention at North Dakota State University in Fargo, ND? (Y/N): **Yes**

Experience/Activities:

Club Offices: **Club President 2017-2018; Certamen Chair 2016-2019**

Relevant experience or traits, general and with specifics for the given Office:

The two key traits that the secretary must possess are organization and punctuality. Throughout my high school career, I have learned to become very organized: I keep neat and ordered notes, and I have experienced setting up group chats for classes and clubs. Thus, I believe I can take neat and ordered minutes and facilitate communication between the Executive Board, as well as set up a messaging system for National Convention. Another duty of the secretary that requires organization is the construction of the State Convention program, as well as the compilation of the speeches and the creation of a visual aid to go along with it. I am familiar with Word and PowerPoint, so I can do the latter two, and, though I admit I am not sure what program is used to create the convention program, I am confident that I can ask past secretaries for it and use it as well. Secretaries must be punctual to maintain good correspondence, distribute information efficiently, and ensure that all of the preceding organization actually happens. I believe that I possess punctuality, and I always try my best effort to complete tasks and assignments as quickly as possible. However, I admit that I sometimes respond to messages and emails slowly, and that punctuality is a trait that I would like to develop further as I carry out my duties as secretary. Another ability that all Executive Board members should possess is public speaking: I believe that I can speak well, and I like to speak and perform to audiences. I have practiced public speaking in Declamation classes as well as Model U.N., which is largely focused on public speaking and cooperation.

School & non-school related activities/sports/etc.:

Aside from JCL events, I participate in competition-based clubs such as Technology Teams Association, Science Olympiad, and Model U.N., music activities including concerts and honor ensembles, and hospital volunteering and other similar medical events. Usually, these activities take place once a week and act as an extension of the school day. As a result, I would still have most of the day (especially the weekend) to perform non-meeting duties as secretary, largely consisting of either short, impromptu tasks, such as official correspondence, or long-term projects, such as the construction of the state convention program. However, a very pertinent duty of the secretary is the taking of minutes at official JCL meetings and assemblies, which is naturally done in the attendance of those meetings and is not affected by other activities. However, the attendance of meetings can be threatened by conflicts with other events. While I will try my best to schedule around potential conflicts, in the case that one arises, I will always prioritize the JCL function.

Executive Board:

Ability to communicate with students and adults (chaperones, sponsors, teachers):

I believe that I can communicate clearly and effectively. First of all, I have good relations with most of my peers and teachers, so if I want to discuss a topic with them, I feel comfortable doing so. I do not fear communication and I try to

get immediately to the point which I wish to make whether it is to a peer or an adult, which is a key component of clear and efficient communication. Additionally, since I have few bad relationships, I can act as a neutral third-party in most situations, which means that I can help ease disputes. I always try to treat everyone that I speak to with respect while keeping a sophisticated tone. However, I am still able to develop good friendships with my peers. In all, I carry myself with respect and relaxation when communicating with peers and adults, which allows me to easily say what I want to say without risking offending anyone.

What have you done to understand the duties of the office you are seeking?

To become acquainted with the duties of secretary, I started by reading the OJCL Constitution and By-Laws, from which I learned that two primary duties of the secretary were taking minutes and creating the State Convention program. I found old versions of these on the OJCL website, and read through them to gain a deeper understanding of how these documents are formatted. However, just reading the By-Laws doesn't tell everything about an office's duties, so I asked Andrew, the current secretary, for any advice them. He confirmed the significance of the big items, but also clarified the importance of seemingly more minor things, such as creating PowerPoints and gathering contacts. He also emphasized the significance of keeping organization within the board, saying that streamlining communication is a large duty of the office. I believe that through these actions, I have gained a strong understanding of how the office functions and that I am prepared to take on its duties.

Do you have any goals/ideas for the Executive Board and/or the OJCL? Please be specific to the office you are seeking.

A key part of the secretary's duties is taking minutes and distributing them to the Executive Board (currently through a Google Drive). However, minutes are not only helpful to the board but also to regular JCLers and sponsors who would like to learn more about how board meetings, General Assemblies, and State Fellowships work. Unfortunately, minutes are not easy to find on the OJCL website, and not all of them are uploaded, so I would like to create a record of past minutes taken under the "Documents" section of the website so that minutes are easily accessible to both the OJCL and its executive board (there will still be a board Google Drive though). This section can also encompass other relevant documents, such as State Convention program. Another part of the secretary's duties is maintaining official correspondence, which, to my understanding, includes club presidents and sponsors. While the OJCL is very responsive to messages written to it, I think there could be more correspondence initiated by it towards clubs. As secretary, I would like to start a quarterly newsletter to OJCL clubs which would include relevant updates from the Executive Board and State Chairs, information pertinent to clubs (such as the Photo of the Month contest, OSCL sponsorships, State Convention deadlines, etc.), and advertisements for OJCL events (such as service events and certamina). I hope this would increase participation from local chapters, as well as encourage questions and correspondence. One extension of the secretary's duties that I think could be reasonably added is applying some of the duties the secretary has for State Convention to Fall Forum. As Fall Forum becomes a larger event, it needs more organization, which could be aided by preparing and publishing a program for it, creating a visual aid for the General Assembly, and taking minutes at the General Assembly. Hopefully an increase in organization would also increase interest in the event and result in more people attending it (although of course the exact same level of organization as State Convention cannot also be held by Fall Forum, simply due to its short length).

Why would you like to become a member of the OJCL Executive Board?

When I first joined the JCL, I had very little faith in myself, and, as a result, I had bad grades and few friends. At my first OJCL convention, I performed well in testing and certamen for the first time, and I began to gain confidence in myself. As I dedicated myself to the organization, I found that I had a lot in common with my fellow JCLers, and they soon became my friends. When I came back to school after my first nationals, I finally integrated myself into the social scene and into a friend group, and I turned my grades back around. Not only did the OJCL give me a work ethic, it taught me what it meant to be human, and it gave me a family. Without the OJCL, I wouldn't be the person I am today. There are so many different types of people in the JCL: Latin geeks, burgeoning artists, people just looking for a good time, et alii. No matter who the JCLer, they all have the sa,e #JCLove that makes the organization so special, and they all want to give back to it. Since the OJCL has given me so much, I want to make my best effort to give back to it, and I believe the best way to go about that is to run for state office. Not only would I try to make the OJCL the best it could be, I would want to set an example of someone who has benefited from it so much. If I could share my passion for the JCL with just one more person, I would be elated.

Other Biographical Information/Comments: None.