

# TAB 11: STUDENT LEADERSHIP



Executive Officers .....	11-1
Program Officers .....	11-6
Program Leaders .....	11-11
Appointed Officials.....	11-22

In addition to meeting qualifications specific to the offices listed on the following pages, students interested in being elected or appointed must complete the proper applications and registration forms, available online at [www.moyig.org](http://www.moyig.org). Students who do not apply by the appropriate deadlines will not be considered. Below is a listing of the available offices and positions for students to apply or run for this fall. Executive and Program Officers are elected at the State Convention in 2009 but serve at the State Convention in 2010. All other positions serve at the State Convention in 2009.



## **EXECUTIVE OFFICERS**

The election for these offices shall be held during the Youth In Government State Convention in Jefferson City. All Executive Officers will preside at the State Convention held the year following their elections and serve on the Program Committee after their election.

Please check the YIG website at [www.moyig.org](http://www.moyig.org) for the deadline to file for office. Forms received after this date in the State Office will not be accepted.

### **Governor**

Elected by all registered participants attending the State Convention.

### **Lieutenant Governor**

Elected by all participants in the Senate attending the State Convention.

### **Secretary of State**

Elected by all registered participants attending the State Convention. The first runner-up may be the Assistant Secretary of State.

### **Attorney General**

Elected by all participants in the Judicial Program attending the State Convention. The first runner-up may be one of the Assistant Attorneys General.

## **GOVERNOR**

---

### **QUALIFICATIONS**

1. Currently a junior in high school (a senior during term of office), with at least one prior year of experience in Youth In Government or similar government-oriented program.
2. Exhibits strong leadership characteristics and works well with others.
3. Speaks well in public, effectively conveying ideas and information.
4. Understands current issues and problems in society and in Youth In Government.
5. Possesses a strong working knowledge of YIG, and the relationships among its various program areas.
6. Develops a platform and effectively articulates this plan to others.

### **DUTIES**

1. Serves as the highest representative of, strongest leader in, and most enthusiastic promoter of Missouri YMCA Youth In Government for both the state and the nation, remaining prepared to represent the YMCA and speak about YIG to other individuals or groups.
2. Participates in all YIG training events as specified by the Program Committee.
3. Speaks at the Opening Joint Session of the State Convention, recommending a platform based on her/his study of the bills to come before the legislature.
4. Prepares a legislative package of up to three pieces of legislation, if deemed necessary, and secures legislators to sponsor this legislation in the Senate and House.
5. Seeks the advice of the Attorney General on at least one piece of legislation.
6. Appoints any committee that s/he deems necessary to improve performance in YIG including any committee requested by the legislative or judicial branch.
7. Sits at the head table at all official functions and presides over the banquet on Friday.
8. Issues press releases and calls press conferences, if deemed necessary.
9. Studies each bill passed by the legislature and signs it into law or vetoes it, providing a written explanation for all vetoes to the appropriate legislators.
10. Speaks at the Closing Joint Session, reviewing the accomplishments of the legislature.
11. Serves as a member of the Program Committee for one year from the time of the election.
12. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Students file Candidate Registration Form with State Office by stated deadline.
2. Elections are held at State Convention.
3. This office is elected by all registered students attending the State Convention.
4. Candidate receiving plurality of votes casted is elected to office.

## **LIEUTENANT GOVERNOR**

---

### **QUALIFICATIONS**

1. Currently a Senator in the Legislative Program and a junior in high school (a senior during term of office), with at least one prior year of experience in Youth In Government or similar government-oriented program.
2. Exhibits strong leadership characteristics and works well with others.
3. Speaks well in public, effectively conveying ideas and information.
4. Understands current issues and problems in society and in Youth In Government.
5. Possesses a strong working knowledge of parliamentary procedure.
6. Understands legislative procedures and is able to direct smooth operations in and among the Senate.

### **DUTIES**

1. Remains prepared to represent the YMCA and speak about YIG to other individuals or groups.
2. Participates in all YIG training events as specified by the Program Committee.
3. Succeeds to the Governor's office in the event the Governor is unable to perform her/his duties.
4. Serves as President of the Senate, presiding over all sessions of the Senate and voting only to break ties.
5. Does not author a bill.
6. Serves as an ex officio member of all Senate Committees.
7. Serves as a member of the Program Committee for one year from the time of the election.
8. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Students file Candidate Registration Form with State Office by stated deadline.
2. Elections are held at State Convention.
3. This office is elected by all registered members of the Senate during the State Convention.
4. Candidate receiving plurality of votes casted is elected to office.

## **SECRETARY OF STATE**

---

### **QUALIFICATIONS**

1. Currently a junior in high school (a senior during term of office), with at least one prior year of experience in Youth In Government or similar government-oriented program.
2. Exhibits strong leadership characteristics and works well with others.
3. Speaks well in public, effectively conveying ideas and information.
4. Possesses a strong working knowledge of the election procedures of Youth In Government.
5. Well organized, attentive to details, and efficient in record keeping.

### **DUTIES**

1. Remains prepared to represent the YMCA and speak about YIG to other individuals or groups.
2. Submits nominations for Assistant Secretary of State to the Program Committee.
3. Participates in all YIG training events as specified by the Program Committee.
4. Certifies all participants, ensuring they are duly registered and issued credentials (name tags).
5. Works closely with the Governor and Attorney General concerning passed legislation.
6. Certifies the signature of the Governor on all bills signed into law.
7. Coordinates and supervises Executive Officer elections at the State Convention and supervises run-off elections if needed.
8. Announces the results of Executive Officer elections during the Closing Joint Session of the State Convention.
9. Serves as a member of the Program Committee for one year from the time of the election.
10. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Students file Candidate Registration Form with State Office by stated deadline.
2. Elections are held at State Convention.
3. This office is elected by all registered students attending the State Convention.
4. Candidate receiving plurality of votes casted is elected to office.

## **ATTORNEY GENERAL**

---

### **QUALIFICATIONS**

1. Currently an attorney in the Judicial Program and a junior in high school (a senior during term of office), with at least one prior year of experience in Youth In Government or similar government-oriented program.
2. Exhibits strong leadership characteristics and works well with others.
3. Speaks well in public, effectively conveying ideas and information.
4. Understands the work of the Judicial Program and its relationship to the Missouri YMCA General Assembly.
5. Well organized, attentive to details, and efficient in legal research.
6. Prepared to provide legal opinions to questions presented by the executive and legislative branches of government.

### **DUTIES**

1. Remains prepared to represent the YMCA and speak about YIG to other individuals or groups.
2. Appoints Assistant Attorneys General to the Program Committee. Coordinates the work of the Assistant Attorneys General.
3. Participates in all YIG training events as specified by the Program Committee.
4. Speaks at the opening Judicial Session, the Banquet, the closing Judicial Session, and reviews the accomplishments of the Judicial Program at the Closing Joint Session.
5. Provides written opinions to the various questions posed by the other members of the Executive Branch and the members of the General Assembly.
6. Reviews and signs all opinions of Assistant Attorneys General.
7. May elect to author one piece of legislation as part of the Governor's package
8. Supervises legal research and issues legal opinions on selected proposed legislation.
9. Handles media relations for the Judicial Program.
10. Serves as a member of the Program Committee for one year from the time of the election.
11. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Students file Candidate Registration Form with State Office by stated deadline.
2. Elections are held at State Convention.
3. This office is elected by all participants in the Judicial Program attending the State Convention.
4. Candidate receiving plurality of votes casted is elected to office.

## **PROGRAM OFFICERS**

The Program Officers are elected at the State Convention, but from within their corresponding program areas. All Program Officers will preside at the State Convention held the year following their elections and serve on the Program Committee after their election.

Candidates for Speaker of the House must complete the Candidate Registration Form and Candidate Agreement by the deadline stated on the YIG website. Forms received after this date in the State Office will not be accepted.

Students interested in running for other Program Officer positions will be nominated at the State Convention in a process determined by each program area.

### **Speaker of the House**

Elected by all registered members of the House of Representatives during the State Convention.

### **Chief Justice**

Elected by judges in the Judicial Program.

### **Print Press Editor-in-Chief**

Elected by all participants in the Print Press Program attending the State Convention.

### **Video News Director**

Elected by all participants in the Video News Program attending the State Convention.

## **SPEAKER OF THE HOUSE**

---

### **QUALIFICATIONS**

1. Currently a Senator or Representative in the Legislative Program and a junior in high school (a senior during term of office), with at least one prior year of experience in Youth In Government or similar government-oriented program.
2. Exhibits strong leadership characteristics and works well with others.
3. Speaks well in public, effectively conveying ideas and information.
4. Possesses a strong working knowledge of parliamentary procedure.
5. Understands legislative procedures and is able to direct smooth operations in the House.

### **DUTIES**

1. Remains prepared to represent the YMCA and speak about YIG to other individuals or groups.
2. Participates in all YIG training events as specified by the Program Committee.
3. Presides as a voting member at all sessions of the House Chamber.
4. Manages debate in the House Chamber by tracking precedence and striving to balance participation among delegations and districts.
5. Does not author or co-author a bill.
6. Serves as an ex officio member of all House committees.
7. Presides over all joint sessions, with the exception of the Closing Joint Session, of the YMCA General Assembly at the State Convention.
8. Serves as a member of the Program Committee for one year from the time of the election.
9. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Students file Candidate Registration Form with State Office by stated deadline.
2. Elections are held at State Convention.
3. This office is elected by all registered members of the House of Representatives on the floor of the chamber during the State Convention.
4. Candidate receiving plurality of votes casted is elected to office.

## **CHIEF JUSTICE OF THE SUPREME COURT**

---

### **QUALIFICATIONS**

1. Currently an attorney in the Judicial Program with at least one prior year of experience in the YIG Judicial Program as a Judge.
2. Demonstrates skill in trial preparation and presentation.
3. Previous outstanding participation in the mock trial competition.
4. Exhibits strong leadership characteristics and works well with others.
5. Speaks well in public, effectively conveying ideas and information.
6. Understands the Judicial Program and is able to assist in the smooth operation of the program.
7. Reads assigned briefs and is familiar with cases s/he is going to hear and the law pertaining to those cases.
8. Displays leadership qualities and has treated all participants with courtesy and dignity.
9. Exhibits knowledge of the duties of a judge and performs those duties well.
10. Displays ability toward constructive questioning and interrogation.
11. Carefully prepares for the cases to be heard before him/her.

### **DUTIES**

1. Remains prepared to represent the YMCA and speak about YIG to other individuals and groups.
2. Participates in all YIG training events as specified by the Program Committee.
3. Presides as the Chief Justice at all sessions of the Court and at all ceremonial occasions.
4. Assists in the management of hearings and the coordination of judges, counsel and pages.
5. Assists in the management of all mentoring of first year participants.
6. Maintains decorum in the court and in the Judicial Program.
7. The Chief Justice may try a case with a trial team, and must act as an Associate Trial Judge in the Moot Trial Competition.
8. Serves as a member of the Program Committee for one year from the time of the election.
9. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Elections are held at State Convention.
2. This office is elected by judges in the Judicial Program attending the State Convention.

## **PRINT PRESS EDITOR-IN-CHIEF**

---

### **QUALIFICATIONS**

1. Currently a participant in the Print Press Program and a sophomore or junior in high school (a junior or senior during term of office).
2. Has experience in journalism, especially editing, and with current software.
3. Holds high standards and values regarding journalism.
4. Exhibits strong leadership characteristics and works well with others.

### **DUTIES**

1. Remains prepared to represent the YMCA and speak about YIG to other individuals or groups.
2. Participates in all YIG training events as specified by the Program Committee.
3. Coordinates and supervises the Print Press staff, ensuring a successful publication effort.
4. Develops and implements editorial policies and procedures in conjunction with staff.
5. Suggests to the staff any newsworthy activities or topics that warrant coverage and delegates stories accordingly.
6. Determines the news-worthiness of all articles before submitting them to staff.
7. Maintains a record regarding the frequency of articles published by each reporter, striving to publish at least one article from each reporter.
8. Serves as a member of the Program Committee for one year from the time of the election.
9. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Elections are held at State Convention.
2. This office is elected by all participants in the Print Press Program attending the State Convention.

## **VIDEO NEWS DIRECTOR**

---

### **QUALIFICATIONS**

1. Currently a participant in the Video News Program and a sophomore or junior in high school (a junior or senior during term of office).
2. Has experience in journalism and with basic video equipment.
3. Holds high standards and values regarding journalism.
4. Exhibits strong leadership characteristics and works well with others.

### **DUTIES**

1. Remains prepared to represent the YMCA and speak about YIG to other individuals or groups.
2. Participates in all YIG training events as specified by the Program Committee.
3. Coordinates and supervises the Video News staff, ensuring quality news broadcasts.
4. Works closely with the production team in developing the content of each broadcast.
5. Manages the technical aspects of the Video News Program.
6. Develops and implements editorial policies and procedures in conjunction with staff.
7. Suggests to the editorial staff any newsworthy activities or topics that warrant coverage and delegates stories accordingly.
8. Determines the news-worthiness of all stories before they are pursued and broadcasted.
9. Maintains a record regarding the efforts and exposure of each team member, striving to make each member's work count in the final broadcasts.
10. Serves as a member of the Program Committee for one year from the time of the election.
11. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Elections are held at State Convention.
2. This office is elected by all participants in the Video News Program attending the State Convention.

## **PROGRAM LEADERS**

The Program Leaders will carry out their duties at the State Convention held the same year of their selection by their program coordinators.

Students interested in serving as a Program Leader must complete the online Program Leadership Application by the deadline stated on the YIG website. Applications received after this date will not be accepted.

### **Supreme Court Judges**

Selected by the Judicial Program Coordinators from applications received from Judicial Program participants.

### **Presiding Officer of the Novice House**

Selected by the Legislative Program Coordinators.

### **Presidents/Speaker Pro Tempore of the Senate and House**

Selected by the Legislative Program Coordinators. These positions are usually filled by the runner-up in the previous election.

### **Floor Leader, Sergeant-At-Arms, Secretary, Reading Clerk, Chaplain, and Committee Chairperson**

Legislative Program participants may apply for any of these positions with the State Office. The Legislative Program Coordinators will review all applications and select students for these positions. Students may also be appointed to Assistant Program Leader positions.

## **SUPREME COURT JUDGE**

---

### **QUALIFICATIONS**

1. Currently an attorney in the Judicial Program.
2. Exhibits strong writing and legal research skills.
3. Exhibits strong leadership characteristics and works well with others.
4. Understands and appreciates the leadership role played by the Supreme Court Judges in relation to the other programs of Missouri YMCA Youth In Government.
5. Possesses a working knowledge of the judicial process of conducting trials and appeals and the rules of evidence.
6. Able to work in a cooperative fashion with the other youth judges, the youth attorneys and the adult advisors.

### **DUTIES**

1. Behaves in a dignified and judicial manner that at all times becomes the high office of Supreme Court Judge, and receives appropriate recognition for the office before the entire Youth In Government Program.
2. Reads and reviews all pre-trial filings, including trial briefs and pre-trial motions, and shall review appropriate legal citations as are required to understand and appreciate the positions of counsel, prior to hearing the trial of any case.
3. Presides over all trials and hearings and other judicial meetings held in conjunction with the Missouri YMCA General Assembly and Supreme Court.
4. Presides over at least one trial and author at least one opinion in the form of findings of fact and conclusions of law.
5. Provides leadership and guidance to youth attorneys in preparation for and presentation of their trials, shall select a Novice Team to mentor and treat all participants in the YMCA Youth In Government Program with respect and courtesy.
6. Prepares for and presents a trial at the State Convention, including the completion and timely filing of all documents and papers required of all Judicial Program participants.
7. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Students file a Program Leader Application with State Office by stated deadline.
2. Program Coordinators review all applications and appoint students to fill these positions.

## **SPEAKER OF THE NOVICE HOUSE**

---

### **QUALIFICATIONS**

1. Currently a senior in high school and has at least one prior year of experience in the Youth In Government Legislative Program.
2. Exhibits strong leadership characteristics and works well with others.
3. Speaks well in public, effectively conveying ideas and information.
4. Possesses a strong working knowledge of parliamentary procedure.
5. Understands legislative procedures and is able to direct smooth operations in the Novice House.

### **DUTIES**

1. Remains prepared to represent the YMCA and speak about YIG to other individuals or groups.
2. Participates in all YIG training events as specified by the Program Committee.
3. Presides at all sessions of the Novice House.
4. Manages debate in the Novice House by tracking precedence and striving to balance participation among delegations and districts.
5. Does not author or co-author a bill.
6. Serves as an ex officio member of all Novice House committees.
7. Serves as Chairperson of the Novice House Rules Committee, bringing all Novice House bills and other necessary materials to the committee session, and making the Novice House calendar available to other program areas.
8. Maintains an officer handbook describing the execution of duties at the State Convention to assist those serving in this office in the future.
9. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Students file a Program Leader Application with State Office by stated deadline.
2. Program Coordinators review all applications and appoint students to fill these positions.

## **PRESIDENT PRO TEMPORE OF THE SENATE & SPEAKER PRO TEMPORE OF THE HOUSE**

---

### **QUALIFICATIONS**

1. President Pro Tempore of the Senate: currently a Senator in the Legislative Program and a senior in high school, with at least one prior year of experience in Youth In Government or similar government-oriented program.
2. Speaker Pro Tempore of the House: currently a Representative in the Legislative Program and a senior in high school, with at least one prior year of experience in Youth In Government or similar government-oriented program.
3. Exhibits strong leadership characteristics and works well with others.
4. Speaks well in public, effectively conveying ideas and information.
5. Possesses a strong working knowledge of parliamentary procedure.
6. Understands legislative procedures and is able to direct smooth operations in the Senate/House.

### **DUTIES**

1. Remains prepared to represent the YMCA and speak about YIG to other individuals or groups.
2. Participates in all YIG training events as specified by the Program Committee.
3. Presides as a voting member at sessions of the Senate/House in the absence of the President of the Senate/Speaker of the House.
4. Manages debate in the Senate/House by tracking precedence and striving to balance participation among delegations and districts.
5. Authors or co-authors a bill.
6. Serves as a member of the Senate/House Rules Committee.

### **SELECTION PROCESS**

1. Students file a Program Leader Application with State Office by stated deadline.
2. Program Coordinators review all applications and appoint students to fill these positions.

## **FLOOR LEADER**

---

### **QUALIFICATIONS**

1. House/Senate Floor Leader: currently a junior or senior in the Legislative Program, with at least one prior year of experience in the YIG Legislative Program.
2. Novice House Floor Leader: currently a member of the Novice House.
3. Exhibits leadership characteristics and works well with others.
4. Speaks well in public, effectively conveying ideas and information.
5. Possesses a working knowledge of parliamentary procedure.
6. Understands legislative procedures and is able to work closely with the presiding officer of the chamber.

### **DUTIES**

1. Maintains the order of business in her/his respective chamber and ensures that all legislation is handled efficiently.
2. Makes all motions to introduce legislation and end debate when time has elapsed
3. Confers with the presiding officer and parliamentarian on legislative procedures, especially ways to expedite business before the chamber.
4. Serves as Chairperson of the House/Senate Rules Committee, bringing all House bills and other necessary materials to the committee session, and making the House calendar available to other program areas.
5. Serves as an ex officio member of all committees in her/his respective chamber.
6. Serves as a voting member of the Senate, House, or Novice House, who authors or co-authors a bill, and takes part in debate after temporarily relinquishing her/his position.
7. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Students file a Program Leader Application with State Office by stated deadline.
2. Program Coordinators review all applications and appoint students to fill these positions.

## **SERGEANT-AT-ARMS**

---

### **QUALIFICATIONS**

1. House/Senate Sergeant-At-Arms: currently a junior or senior and in the Legislative Program, with at least one prior year of experience in the YIG Legislative Program.
2. Novice House Sergeant-At-Arms: member of the Novice House.
3. Exhibits leadership characteristics and works well with others.
4. Speaks well in public, effectively conveying ideas and information.
5. Understands legislative procedures and is able to keep order and facilitate smooth operations in the chamber.

### **DUTIES**

1. Supervises and preserves order in the chamber as well as related galleries and rooms, including enforcing the Code of Conduct and capitol dress code.
2. Announces the arrival of special guests of honor or officials of Missouri to which this honor is due, and ensures that no unauthorized persons are admitted to the floor of the chamber.
3. Cares for any property of the Missouri State government loaned to Youth In Government.
4. Serves as a voting member of the Senate, House, or Novice House, and authors or co-authors a bill.

### **SELECTION PROCESS**

1. Students file a Program Leader Application with State Office by stated deadline.
2. Program Coordinators review all applications and appoint students to fill these positions.

## **SECRETARY**

---

### **QUALIFICATIONS**

1. House/Senate Secretary: currently a sophomore, junior or senior in the Legislative Program, with at least one prior year of experience in the Chamber in which he or she seeks to serve.
2. Novice House Secretary: member of the Novice House.
3. Exhibits leadership characteristics and works well with others.
4. Speaks well in public, effectively conveying ideas and information.
5. Well organized, attentive to details, and efficient in record keeping.

### **DUTIES**

1. Receives the bills from the Rules Committee and reports the order in which they appear on the calendar at the beginning of each legislative session.
2. Tallies the votes on all voting, other than voice votes, and reports the results to the presiding officer.
3. Sends all bills passed by the legislative body to the other chamber or, if appropriate, to the Governor, with a report of the vote written on the bill jacket.
4. Files all bills rejected by the legislative body at her/his desk after recording the vote by which they were defeated on the bill jacket.
5. Serves as a voting member of the Senate, House, or Novice House, and authors or co-authors a bill.

### **SELECTION PROCESS**

1. Students file a Program Leader Application with State Office by stated deadline.
2. Program Coordinators review all applications and appoint students to fill these positions.

## **READING CLERK**

---

### **QUALIFICATIONS**

1. House/Senate Reading Clerk: currently a sophomore, junior, or senior and in the Legislative Program, with at least one prior year of experience in the YIG Legislative Program.
2. Novice House Reading Clerk: member of the Novice House.
3. Exhibits leadership characteristics and works well with others.
4. Speaks well in public, effectively conveying ideas and information.
5. Is well organized, attentive to details, and efficient in record keeping.

### **DUTIES**

1. Reads aloud all legislation brought to the floor for consideration, including bill titles with amendments, substitute bills, and new amendments.
2. Ensures that the bill currently on the floor is indicated visually near the front of the chamber. Records the number of times each member speaks on the floor of the chamber.
3. Assists the secretary of the chamber as necessary.
4. Serves as a voting member of the Senate, House, or Novice House, and authors or co-authors a bill.

### **SELECTION PROCESS**

1. Students file a Program Leader Application with State Office by stated deadline.
2. Program Coordinators review all applications and appoint students to fill these positions.

## **CHAPLAIN**

---

### **QUALIFICATIONS**

1. House/Senate Chaplain. currently a senior and in the Legislative Program, with at least one prior year of experience in the Chamber in which he or she seeks to serve.
2. Novice House Chaplain. member of the Novice House.
3. Exhibits leadership characteristics and works well with others.
4. Speaks well in public, effectively conveying ideas and information.
5. Able to prepare special invocations for various occasions that respect the religious and spiritual beliefs of the YMCA and the students in the YIG program.

### **DUTIES**

1. Opens each legislative session with the Pledge of Allegiance and a devotion or invocation before the chamber.
2. Remains prepared with devotions or invocations for the various occasions in Youth In Government.
3. Ensures that all devotions or invocations are written and reviewed by Legislative Program Coordinators before they are given in the chamber.
4. Serves as a voting member of the Senate, House, or Novice House, and authors or co-authors a bill.

### **SELECTION PROCESS**

1. Students file a Program Leader Application with State Office by stated deadline.
2. Program Coordinators review all applications and appoint students to fill these positions.

## **COMMITTEE CHAIRPERSON**

---

### **QUALIFICATIONS**

1. Currently a junior or senior in the Legislative Program, with at least one prior year of experience in the YIG Legislative Program.
2. Exhibits leadership characteristics and works well with others.
3. Speaks well in public, effectively conveying ideas and information.
4. Possesses a working knowledge of parliamentary procedure.
5. Understands legislative procedures and is able to direct the work of a legislative committee.
6. Cannot hold another elected or appointed position in the Legislative Program.

### **DUTIES**

1. Maintains the order of business in her/his respective committee.
2. Ensures that all legislation is handled efficiently and verifies the voting results as marked on the bill jackets.
3. Prepares and prioritizes bills for perfection and final passage, based on both the importance and the structure of the pending legislation.
4. Assists committee members in editing, polishing, amending, or combining bills for submission to their respective chamber.
5. Serves as a member of the Rules Committee in her/his respective chamber.
6. Serves as a voting member of the Senate, House, or Novice House, who authors or co-authors a bill, and takes part in committee debate after temporarily relinquishing her/his position.
7. Attends Early Arrival Training on the night prior to the State Convention.

### **SELECTION PROCESS**

1. Students file a Program Leader Application with State Office by stated deadline.
2. Program Coordinators review all applications and appoint students to fill these positions.

## **PRINT PRESS EDITORS**

---

### **QUALIFICATIONS**

1. Currently a sophomore, junior, or senior and in the Print Press Program.
2. Holds high standards and values regarding journalism.
3. Works well with others and is a good team player.
4. Possesses working knowledge of their specific focus area of the Print Press.

### **DUTIES**

1. Works with fellow editorial staff, under the direction of the Editor-In-Chief, to ensure a successful publication effort.
2. Implements editorial policies and procedures developed by Editor-In-Chief and Program Coordinators.
3. Successfully completes specific assignments as directed by Editor-In-Chief related to focus area, such as editorials, arts and graphics, layout, etc.
4. Fulfills other duties as assigned by Editor-In-Chief and Program Coordinators.

## **APPOINTED OFFICIALS**

The selection of these officials is carried out at various times throughout the year. These officials serve at the YIG State Convention held the same year of their appointment.

### **Governor's Staff**

Nominated by the Governor and approved by the Program Committee, usually in the months following the Governor's election.

### **Lieutenant Governor's Staff**

Nominated by the Lieutenant Governor and approved by the Program Committee, usually in the months following the Lieutenant Governor's election.

### **Assistant Secretary of State**

Nominated by the Secretary of State and approved by the Program Committee. The first runner-up from the previous year's election shall automatically be considered.

### **Assistant Attorneys General**

Two Judicial Program participants will be nominated by the Attorney General and approved by the Program Committee. The first runner-up from the previous year's election shall automatically be considered.

### **Disciplinary Committee Representatives**

Three senior students will serve on the Disciplinary Committee. Serves on Disciplinary Committee to hear cases where a student's behavior has been called into question and/or the Student Participation Agreement has not been adhered to. The State Director will make appointments to this committee.

## **GOVERNOR'S STAFF**

---

### **QUALIFICATIONS**

1. Currently a junior or senior, with at least one prior year of experience in Youth In Government.
2. Exhibits leadership characteristics and works well with others.
3. Speaks well in public, effectively conveying ideas and information.
4. Well organized, attentive to details, and possesses a working knowledge of all the programs in Youth In Government.

### **DUTIES**

1. Reviews all proposed legislation and advises the Governor, as requested.
2. Reviews passed legislation and advises the Governor whether to sign or veto.
3. Fulfills other specific duties as assigned by the Governor, such as speaking the media, leading staff meetings, etc.
4. If assigned to represent a department, selects an issue from his/her respective department(s) and writes a bill about the issue.
5. Coordinates with the Governor, State Director, and Legislative Program Coordinators to locate bill sponsors in the House and/or Senate.
6. Works to get their respective legislation passed by the House and Senate and signed by the Governor on behalf of their department.

### **SELECTION PROCESS**

1. The Governor solicits applications for these positions.
2. Based on the applications, any interviews that are conducted, and after consultation with the Program Coordinator, the Governor appoints students to these positions.

## **LIEUTENANT GOVERNOR'S STAFF**

---

### **QUALIFICATIONS**

1. Currently a junior or senior, with at least one-year prior experience in Youth In Government.
2. Exhibits leadership characteristics and works well with others.
3. Speaks well in public, effectively conveying ideas and information.
4. Well organized, attentive to details, and possesses a working knowledge of the program areas in Youth In Government.

### **DUTIES**

1. Reviews all proposed legislation and advises the Lieutenant Governor, as requested.
2. Reviews passed legislation and advises the Lieutenant Governor whether to sign or veto.
3. Fulfills other specific duties as assigned by the Lieutenant Governor, such as speaking the media, leading staff meetings, etc.
4. If assigned to represent a department, selects an issue from his/her respective department(s) and writes a bill about the issue.
5. Coordinates with the Lieutenant Governor, State Director, and Legislative Program Coordinators to locate bill sponsors in the Novice House.
6. Works to get their respective legislation passed by the Novice House and signed by the Lieutenant Governor on behalf of their department.

### **SELECTION PROCESS**

1. The Lieutenant Governor solicits applications for these positions.
2. Based on the applications, any interviews that are conducted, and after consultation with the Program Coordinator, the Lieutenant Governor appoints students to these positions.

## **ASSISTANT SECRETARY OF STATE**

---

### **QUALIFICATIONS**

1. Currently a senior in high school, with at least one prior year of experience in Youth In Government or similar government-oriented program.
2. Exhibits strong leadership characteristics and works well with others.
3. Speaks well in public, effectively conveying ideas and information.
4. Possesses a strong working knowledge of the election procedures of Youth In Government.
5. Well organized, attentive to details, and efficient in record keeping.

### **DUTIES**

1. Meets with the Secretary of State at Early Arrival Training for the State Convention.
2. Assists in registration process at the State Convention.
3. Organizes Executive and Program Officer elections as instructed by the Secretary of State.

### **SELECTION PROCESS**

1. The Secretary of State solicits applications for these positions.
2. Based on the applications, any interviews that are conducted, and after consultation with the Program Coordinator, the Secretary of State appoints students to these positions.

## **ASSISTANT ATTORNEY GENERAL**

---

### **QUALIFICATIONS**

1. Currently an attorney in the Judicial Program and a senior in high school, with at least one prior year of experience in Youth In Government or similar government-oriented program.
2. Exhibits strong leadership characteristics and works well with others.
3. Speaks well in public, effectively conveying ideas and information.
4. Understands the work of the Judicial Program and its relationship to the Missouri YMCA General Assembly.
5. Well organized, attentive to details, and efficient in legal research.
6. Prepared to provide legal opinions to questions presented by the Executive and Legislative branches of government.

### **DUTIES**

1. Meet with the Attorney General at Early Arrival Training for the State Convention.
2. Review proposed legislation as requested by the Attorney General.
3. Testify on behalf of the Attorney General in committee as to the legality and/or constitutionality of proposed legislation, when invited to do so.
4. Assist the Attorney General in researching and answering questions concerning the legality and/or constitutionality of bills. Such questions might come from committees, members of the Legislative Program, President of the Senate, Speaker of the House, Lieutenant Governor, or Governor.
5. Serve as lawyer on any case before the Supreme Court.

### **SELECTION PROCESS**

1. The Attorney General solicits applications for these positions.
2. Based on the applications, any interviews that are conducted, and after consultation with the Program Coordinator, the Attorney General appoints students to these positions.

## **DISCIPLINARY COMMITTEE REPRESENTATIVES**

---

### **QUALIFICATIONS**

1. Currently a senior in high school with at least one prior year of experience in Youth In Government.
2. Exhibits leadership characteristics and works well with others.
3. Possesses a strong working knowledge of all the programs in Youth In Government.
4. Able to execute fair judgment and maintain confidentiality on sensitive issues.

### **DUTIES**

1. Serves on Disciplinary Committee to hear cases where a student's behavior has been called into question and/or the Student Participation Agreement has not been adhered to.
2. Along with other members of the Disciplinary Committee, determines whether disciplinary action should be taken regarding the behavior and recommends to the State Director a reasonable course of action to be taken against the student in question.

### **SELECTION PROCESS**

1. Students file a Program Leader Application with State Office by stated deadline.
2. The State Director reviews all applications and appoints students to fill these positions.