Manalapan JSA Cabinet Applications

2015-2016

Introduction

The Cabinet

If you are reading this application, I imagine you are already familiar with Manalapan JSA and its cabinet. With that, I would like to thank you on behalf of the board and the chapter for taking this step into becoming more involved with our JSA community. The cabinet serves as a group of individuals integral to the board’s aid and the successful maintenance of our chapter. Each positions has its own specific responsibilities; please consider these carefully while deciding what you would like to apply for.

Responsibilities of Cabinet Positions

Each cabinet position has both specific and collective duties associated with it. Rather than simply being a division of labor, each cabinet position's goal is to improve the chapter in its own way. A list of positions and the jobs that they encompass can be found on the following pages. Remember, however, that a truly great cabinet member understands that neither a title nor position defines one’s ability; one’s ability, rather, defines his or her role in any community.

You Are More than Just Your Position

The Board and the Cabinet work together intimately to run Manalapan JSA. Despite technical differences in power, most important chapter decisions are made in a democratic fashion involving the Board and Cabinet. Therefore, as a member of the Cabinet, your influence extends beyond the scope of your position. To be a member of the Cabinet is to be in a position where you can truly benefit the organization. As a Cabinet member, you will be directly involved in the running of the chapter and will also gain valuable experience for future leadership positions, in the chapter or at the higher levels of JSA leadership. If you are ready to fully experience the workings of the chapter, want to leave a positive personal mark on its history, and will enjoy this rewarding opportunity to benefit Manalapan JSA, only then should you apply to the Cabinet.

DUE DATE: **Friday July 17th, 2015**

Please email all applications to [jhklich@gmail.com](mailto:jhklich@gmail.com) or jklich@midatlantic.jsa.org. Please email applications as an attachment (Microsoft Word documents or PDF files, only, please).

Manalapan JSA Cabinet General Application

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

Phone: ( \_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grad Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

You may apply for as many cabinet positions as you choose. If you apply to more than one position, you must fill out applications for all the positions you choose to apply for. Answer the specific questions for each position for which you apply. Questions may require extra space to answer.

Available Positions:

Chief of Staff\*

Director of Debate (2)

Director of Fundraising

Director of Communications

Director of Convention Assistance

\*Please note, the Board is undergoing discussions regarding the Chief of Staff position; if you apply  
for Chief of Staff, you will automatically be considered for all other positions if it is no longer available.

Desired Cabinet Position(s) (In order of preference):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Application Questions

1. What extracurricular activities (at school or otherwise) are you regularly involved in? How do you (honestly) prioritize these activities, and where will JSA fit into your schedule? How much time can you devote to your position? Please list all other positions of leadership in these activities.
2. What is your motivation to participate in JSA, reasons for applying, and overall goals?
3. Are there any changes that you believe would improve the Chapter? Identify a specific issue you saw this year, at meetings, conventions, or anything else, and describe how you would correct it.
4. What are the biggest accomplishment of your JSA career? Is there anything you wish you had done differently? Be honest.
5. If offered the chance, would you be willing to serve in a position that you did not apply for?

Please check one: Yes\_\_\_\_ No\_\_\_\_

Specific Applications

Chief of Staff (CoS)

The CoS is in charge of keeping the cabinet organized and working properly. Every other cabinet member reports directly to the CoS, and as such, he or she is the highest-ranking member of the cabinet. The CoS has an honorary position on the board, and must be available for board meetings. A person who is applying to be the CoS must have strong organizational and leadership skills. He or she should be comfortable keeping people on task and frequently checking up on work to make sure it is completed.

If applying for Chief of Staff:

1. How would you handle a cabinet member who consistently misses deadlines?

2. How would you contribute to board meetings despite not having the ability to vote on chapter affairs?

3. The CoS is expected to be involved in all facets of the cabinet. Write a brief description of how you would contribute to each specific cabinet position.

4. In light of the debate regarding the CoS position, please describe the value you think that the CoS contributes to the cabinet dynamic. Please explain how you would define your role to guarantee that the role is effective.

Director of Fundraising (DoF)

The DoF is one of the most crucial members of the cabinet. In order for a chapter to be successful, it needs money, and in order for a chapter to take in money, it must fundraise. The DoF works in to plan and execute fundraisers. In addition to reporting to the Chief of Staff, the DoF reports to, and works closely with, the Treasurer. A person who is applying to be the DoF must understand how to work with people and plan events. He or she must also know how to work with money, and be responsible enough to handle it.

If applying for Director of Fundraising:

1. What people skills and organizational skills do you possess that will help you with your job?

2. Should the chapter focus more on larger fundraisers or smaller fundraisers? Justify your response.

3. Crisis Scenario: The chapter's treasury has been depleted to less than $100 and a fundraising event is needed within 10 days to provide some financial stimulus. How would you work with the treasurer to put together a relief effort in the allotted time?

Director of Debate (DoD)

The DoD has a more complex job than one might think. Besides just writing debates (which is a task that should not be taken lightly) the DoD is responsible for monitoring the interests and beliefs of the chapter. A good DoD should be able to gauge how interested the chapter would be in a variety of topics, pick a good one to work with, and write a compelling debate for each meeting. A person applying for DoD should be politically informed and an avid debater. He or she should be available weekly to write debates, and have some understanding of how to write a balanced debate.

This year, our Directors of Debate will function together but work toward slightly different goals. It will be the responsibility of both Directors of Debate to write debates weekly. Regardless, one will be expected to monitor current events and the chapter’s interests (with polls, feedback, or any other resources) while the other will be responsible for coming up with and cataloguing brand new debate forums. We tried a number of different debate styles recently (four corners, group debates, speed chess, etc). It would be incredibly useful to incorporate more of these activities and to understand how our chapter responds to them.

If applying for Director of Debate:

1. Write five debates that you think would be interesting to the Manalapan chapter.

2. How would you effectively balance the interests of the chapter as well as your own ideas in debates?

3. Develop a two new debate formats that can be implemented in chapter meetings. These can be based on things we have done, but please comment on the pros and cons of how we implemented it and what you would do differently.

4. Please state your preference in emphasis as a DoD: debate topics or debate forums

Director of Communications:

This brand new position consolidates the previous roles of Director of Activism and Director of Technology while incorporating some new unique responsibilities. The Director of Communications will be responsible for maintaining all chapter forums of communication, including Edmodo and an MHS JSA chapter website. This individual should be capable to work with other board members to create and update a website. Additionally, the DoC should have strong communication and writing skills that will assist him/her in pursuing activism and community events, and (s)he should be able to clearly advertise these events. Lastly, it would be nice if this individual could take photographs of our chapter’s participation at conventions.

If applying for Director of Communications:

1. Discuss the means we have used to communicate with our chapter during your experience in JSA. What is the most effective method a chapter can use to communicate with its members, and how would you implement it? Please note any experience in web design and/or ideas for our chapter website.
2. Discuss activism and its role in our chapter. What is one cause in the community that our chapter should support and why?
3. How should MHS JSA expand and make its presence better known in the school community? Consider things like attendance, advertising for fundraisers, etc.

Note experience, if any, in photography. This is not a prerequisite for this position.

Director of Convention Assistance

Throughout the year, our JSA chapter attends three regional conventions (Fall One Day, DebateWars and Spring One Day) and three state conventions (Fall and Spring State, Winter Congress). More often than not, conventions require organization and contributions from every member in attendance. We always seem short of chaperones. Additionally, we often collect money for lunches or dinner. Moreover, at conventions we need to keep track of each member and ensure that people arrive to general sessions punctually. It is also necessary to reserve seats at conventions. The Director of Convention Assistance will be responsible for aiding in all of these miscellaneous tasks that are often taken on by board members during conventions. The DoCA should have good public relations skills and be able to relay information from the chapter members to the Board at conventions regarding food preferences, money contributions, group statuses (winter congress), etc. Ideally, this individual will help reduce the number of things Ms. Schaefer worries about during conventions.

1. Please discuss the number of conventions you have attended, your availability to attend conventions and your experience at them regarding chapter relations. Have you found that lunch/dinner options are good? Have chapter activities been well organized? Do you have any suggestions/what would you do differently?
2. Please discuss how you would plan to best help our chapter at conventions in general.