

## THE EXECUTIVES

- **PRESIDENT**—The President of Plains JMG will be responsible for coordinating all committees and activities in the Program of Work, holding Montana Career Association meetings, and assisting Career Specialists. In addition, the president will need excellent communication, organization, time management, delegation, and listening skills. In October, the elected executives and LCCS coordinators will be attending an overnight Fall Leadership Conference as representatives of Plains Public Schools. As President, JMG members and Career Specialists will be looking to you for information and assistance. This will require time outside of class. Being prepared is essential!
- **SECRETARY/TREASURER**—This elected leader is responsible for recording the minutes of all Montana Career Association meetings. After each meeting the secretary will provide a copy of the minutes to the president, the LCCS coordinators, the Career Specialists, and the bulletin board. The secretary will keep the original in the MCA Minutes Manual. In addition, this leader is responsible for updating the JMG treasury book. Receipts and deposit slips will be placed in this leader's mailbox for recording. During every MCA meeting, the secretary/treasurer will report the balance in the JMG account. In addition, the secretary is responsible for filling out purchase orders and requisitions. This leader must be able to communicate clearly and be very organized. In October, the secretary/treasurer will be attending an overnight Fall Leadership Conference, along with the LCCS coordinators and the president, to represent Plains Public Schools.

## LCCS COORDINATOR POSITIONS (PROGRAM OF WORK)

- **LEADERSHIP COORDINATOR**—This elected leader will coordinate all leadership activities decided upon by the chapter for the Program of Work. Past activities have included guest speakers, Fall Leadership Conference, IGNITE, Installation Ceremony and any field trips. Direct communication with the JMG Regional Coordinator and State Director may be necessary. This coordinator must have organization, communication, listening, delegating, and planning skills. In addition, this coordinator must be able to assist other coordinators if the need arises.
- **CAREER COORDINATOR**— This elected leader will coordinate all career activities decided upon by the chapter for the Program of Work. Past activities have included the Mock Interview Career Fair, job shadowing and career speakers. Attending one Chamber of Commerce meeting per quarter is required. This coordinator must have organization, communication, listening, delegating, and planning skills. In addition, this coordinator must be able to assist other coordinators if the need arises.
- **CIVIC COORDINATOR**— This elected leader will coordinate all civic activities decided upon by the chapter for the Program of Work. Past activities have included Red Ribbon Week, Highway Clean-up, Food Bank and Ghost Out. This coordinator must have organization, communication, listening, delegating, and planning skills. In addition, this coordinator must be able to assist other coordinators if the need arises.

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# JMG MCA Leadership Positions



- **SOCIAL COORDINATOR**— This elected leader will coordinate all social activities decided upon by the chapter for the Program of Work. Past activities have included birthday buddies, ice cream socials, holiday parties and scavenger hunts. This coordinator must have organization, communication, listening, delegating, and planning skills. In addition, this coordinator must be able to assist other coordinators if the need arises.

## COMPETITIVE EVENT POSITIONS

- **CHAPTER MANUAL COORDINATOR**—This elected leader is responsible for creating a manual/scrapbook to showcase the activities and events the JMG class did during the school year. This person is responsible for organizing and delegating committee members, editing, enhancing, and providing a quality manual to compete at IGNITE. The coordinator is ultimately responsible for following the directions and scoring rubric provided in the Competitive Events Manual. The coordinator must be able to communicate effectively with committee members and work with the Photography Coordinator. If an award is received, the coordinator will be responsible for the acceptance. In addition, the coordinator will choose one outstanding committee member to receive the “Get ‘er Done” award.
- **WEB-PAGE DESIGN COORDINATOR**—This elected leader is responsible for creating a Web page to showcase the activities and events the JMG class did during the school year. This person must be willing to work on computers. The coordinator will need to organize and delegate committee members, edit, enhance and provide a professional looking Web page to compete at IGNITE. Therefore, the coordinator is responsible for following the directions and criteria from the scoring rubric in the Competitive Events Manual. The coordinator must be able to communicate effectively with committee members and work with the Photography Coordinator. When an award is received, the coordinator will be responsible for the acceptance. In addition, the coordinator will choose one outstanding committee member to receive the “Get ‘er Done” award.
- **ELECTRONIC PRESENTATION COORDINATOR**—This elected leader is responsible for creating a presentation using PowerPoint that showcases the activities and events of this year’s JMG class. The coordinator will need to organize and delegate committee members, edit, enhance and finalize the presentation. The coordinator will also present the slideshow at IGNITE. Therefore, the coordinator is responsible for following the directions and criteria from the scoring rubric in the Competitive Events Manual. The coordinator must be able to communicate effectively with committee members and work with the Photography Coordinator. When an award is received, the coordinator will be responsible for the acceptance. In addition, the coordinator will choose one outstanding committee member to receive the “Get ‘er Done” award.
- **CHAPTER BANNER COORDINATOR**—This elected leader is responsible for creating a banner to represent Plains High School JMG at IGNITE. The coordinator will need to follow the directions and criteria from the scoring rubric in the Competitive Events Manual. The coordinator will need to organize and delegate committee members and oversee the entire project. The coordinator must be able to communicate effectively with committee members and meet deadlines. When an award is received, the coordinator will be responsible for the

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# JMG MCA Leadership Positions



acceptance. In addition, the coordinator will choose one outstanding committee member to receive the “Get ‘er Done” award.

- **TALENT COORDINATOR**—This elected leader is responsible for the representation of Plains High School JMG in the Group Talent event and the Individual Talent event at IGNITE. The coordinator must work with committee members to formulate and prepare a talent event that complies with the directions and criteria from the scoring rubric in the Competitive Events Manual. The coordinator will need to organize and delegate committee members and oversee the entire project. The coordinator must be able to communicate effectively with committee members and meet deadlines. When an award is received, the coordinator will be responsible for the acceptance. In addition, the coordinator will choose one outstanding committee member to receive the “Get ‘er Done” award.

## PROGRAM ASSISTANCE POSITIONS

- **PHOTOGRAPHY COORDINATOR**—This elected leader is responsible for taking photos and delegating committee members to take photos every day in class. The coordinator will distribute a monthly sign-up calendar for committee members and will follow-up on committee members’ job performance. The coordinator is also responsible for keeping cameras charged and in working order. Every week, the coordinator will download and organize photos into files on the computer for easy and efficient access to all JMG members. Every quarter, the coordinator will choose an outstanding committee member to receive the “Snapshot Sensation” award. Many competitive events, such as electronic presentation, chapter manual, and web page design rely on photographs.
- **JOURNALISM COORDINATOR**—This leader is responsible for writing newspaper articles and announcements, performing student-of-the-month interviews and write-ups, and editing any work he/she delegates to committee members. The coordinator is also responsible for contacting any media (i.e. *The Valley Press*) to come to JMG functions. The coordinator must be able to meet deadlines. All write-ups must be portfolio appropriate. Every quarter, the coordinator will choose an outstanding committee member to receive the “Outstanding Spokesperson” award.
- **AWARDS COORDINATOR**—This leader is responsible for creating all the awards given out in class and in any JMG function. The coordinator must edit any awards delegated to committee members before being given out. The coordinator must be able to communicate with other coordinators and meet deadlines. The awards must be portfolio appropriate. Every quarter, the coordinator will choose an outstanding committee member to receive the “Graphic Designer” award.
- **T-SHIRT COORDINATOR**—This leader is responsible for designing, ordering, and dispersing t-shirts for the members to where at events and IGNITE. The coordinator will communicate with all members, especially the secretary/treasurer and president. Organization, planning and time management are necessary skills, as well as telephone techniques and style! The fourth quarter, the coordinator will choose a committee member to receive the “Stylin” award.

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# JMG MCA Leadership Positions



- **AUDIO/VISUAL COORDINATOR**— This leader is responsible for coordinating the set up and take down of any equipment used for class, assemblies or projects. Equipment may include speakers, microphones, cameras, screens, etc. The coordinator is responsible for communicating with janitors, staff and administration for equipment check-out, set-up and transport, if necessary. The coordinator will choose a one-time winner for the “Electronic Engineer” award at the end of the year.
- **BULLETIN BOARD COORDINATOR**—This leader is responsible for keeping the bulletin board in the classroom up-to-date with the latest activities, awards, upcoming events, scholarships and other important news. This coordinator will need excellent communication, organization, and planning skills. Coordinator will announce new scholarship information to the class before posting it on the bulletin board.
- **STUDENT COUNCIL REPRESENTATIVE**—This leader is responsible for representing the JMG Chapter at the student council meetings. This coordinator will need to communicate with all the coordinators in order to accurately report JMG activities and ask for student council assistance when needed. Communication, organization, time management and planning are skills that will be used.

## FUNDRAISING POSITIONS

- **VENDING COORDINATOR**—JMG has purchased its own vending machine! This elected leader is responsible for delegating a committee to order and stock snacks, count money, stock the change dispenser, keep an inventory log and record and calculate data in Excel. Ordering will be done through the school, therefore, the JMG secretary/treasurer will be directly involved with this operation. Every quarter, the vending coordinator will prepare a report to post in the classroom. The report will include gross income, expenses, net income, best seller, worst seller, new product, and replaced product. Also every quarter, the coordinator will choose an outstanding committee member to receive the “Snack Master” award. The vending machine provides 50% of our fundraising!
- **50/50 COORDINATOR**—This elected leader is responsible for providing assistance to the Plains Booster 50/50 drawing at every home game. The coordinator will delegate two class members for each home game to sell tickets, count and divide money, draw the winning ticket and deposit the money into the JMG account. The day before each game, the coordinator will call Chris Allen to report which two classmates will be helping him. The coordinator is expected to participate as well as make sure the supplies are in the correct location prior to every home game. Every quarter containing fall and winter sports, the coordinator will choose an outstanding classmate to receive the “Best Bleacher Buddy” award. This activity is 50% of our fundraising!

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