

OFFICER JOB DESCRIPTIONS

All elected conference officers must attend the pre-conference training sessions: one is a mandatory weekend retreat in September, and the other is on the Wednesday before their respective conference. In addition, all officers must adhere to the Officer Code of Conduct. The following are brief job descriptions for the offices available at the Youth in Government conference:

EXECUTIVE BRANCH:

Governor

The Governor shall be the supreme executive power of the state of Tennessee. For the purpose of our conference, the elected governor shall be responsible for recommending legislation and providing general direction and leadership for the conference, primarily through his/her State of the State address to be given on Friday morning. The content of the State of the State should include the Governor's policy initiatives, and such initiatives should be determined before the conference. The Governor shall have the authority to veto legislation that has been passed, but, that in his/her view, is not in the best interest of all the citizens of this state. The governor shall, by the end of each conference, submit to the legislature a balanced state budget, and s/he shall be assisted in doing so by a cabinet of 15 administrative department heads. The governor shall work with the Red House and Senate Floor Leaders to present the budget.

LEGISLATIVE BRANCH:

Lieutenant Governor

The Lieutenant Governor serves as the leader, or speaker of the Senate. The Lt. Gov. presides over all Senate sessions, and must therefore, be a strong leader skilled in parliamentary procedure. The Lieutenant Governor stands in immediate succession to the governorship if such is necessary. For the purposes of our conference, three shall be elected: one to preside in the Red Senate, one to preside in the White Senate, and one to preside in the Blue Senate.

Speaker Pro-Tempore of the Senate

The Speaker Pro-Temp of the Senate is the secondary leader, or speaker of the Senate. The Speaker Pro-Temp presides over the body at the request of and/or in the absence of the Lt. Governor. At the discretion of the presiding officers, the Speaker Pro-Temp will likely preside over the sessions in a set rotation, the schedule for which is to be determined. Students seeking this office should be well skilled in parliamentary procedure and possess strong peer leadership skills. Three shall be elected: one to serve in the Red Senate, one to preside in the White Senate, and one to serve in the Blue Senate.

Floor Leader of the Senate

The Floor Leader of the Senate shall serve as a 'debate manager' of sorts. The actual state Senate does not elect floor leaders, but rather Majority and Minority leaders. Those leaders serve as the primary spokespersons for their respective parties in the Senate, managing and

leading debate and policy building for the party. Since we do not recognize a declared party system at our conference, a Floor Leader shall be expected to have his/her finger on the pulse of upcoming debate in the session. Duties of the Floor Leader can and will likely vary from bill to bill. A good floor leader should be prepared to speak either pro or con on any bill on the docket, and should therefore have sufficient prior knowledge about the issues facing the state. It is not, however, the floor leader's job to control debate and to indeed speak on every bill on the docket. Ideally, the floor leader will give the occasional impassioned speech, but should use his/her position to yield time to fellow senators. The floor leader obviously takes precedence over other senators when presiding officers are calling on speakers, but that precedence should not be abused, but rather used as a way to call on other speakers whom the floor leader might know would be especially good speakers on a given topic. The floor leader may also need to serve as a clarifier should questions about a specific topic arise during debate or should debate result in the presentation of inaccurate information. It would be the floor leader's duty to call the members' attention to any inaccuracy before a vote is taken. Further duties of the floor leader include presenting bills that have passed in the other chamber, raising issues crucial to the vote that may not have been brought up during debate, helping with amendment procedures, preparing patrons for their presentations and helping guide any bills with special circumstances, and ensuring the overall smooth operation of Senate sessions. Floor Leaders are responsible for submitting a bill. Red & White Floor leaders are also responsible for presenting the Governor's Budget on Sunday morning. Three shall be elected: one to serve in the Red Senate, one to preside in the White Senate, and one to serve in the Blue Senate.

Clerk of the Senate

The Clerk of the Senate shall be responsible for the reading of all bills as they are called up on the docket. The clerk shall also serve as a general clerical assistant to the speaker or presiding officer, assisting with amendments and votes. It is the duty of the clerk to correctly record the votes on every bill as they are taken and to keep ready and in good order bills ready to be transported to a different chamber by the Chief Engrossing Clerk. Three shall be elected: one to serve in the Red Senate, one to preside in the White Senate, and one to serve in the Blue Senate.

Senate Sergeant-at-Arms

The Sergeant-at-Arms shall maintain decorum in the Senate chambers. The Sergeant-at-Arms shall seal the chambers while debate and voting are in progress. It shall be the job of the Sergeant-at-Arms to monitor and enforce the dress code in the chambers. The Sergeant-at-Arms shall also help monitor/count votes, as directed by the presiding officers. The Sergeant-at-Arms will be responsible for submitting a bill to the conference. Three shall be elected: one to serve in the Red Senate, one to preside in the White Senate, and one to serve in the Blue Senate.

Speaker of the House

The Speaker of the House serves as the leader of the House, presiding over all House sessions. The Speaker of the House must therefore, be a strong leader skilled in parliamentary procedure. For the purposes of our conference, 3 shall be elected: one to preside in the Red House, one to preside in the White House, and one to preside in the Blue House. The duties of the Speaker of the House will be similar to those of the Lieutenant Governor.

Speaker Pro-Tempore of the House

The Speaker Pro-Temp of the House is the secondary leader, or speaker of the House. The Speaker Pro-Temp presides over the body at the request of and/or in the absence of the Speaker. At the discretion of the presiding officers, the Speaker Pro-Temp will likely preside over the sessions in a set rotation, the schedule for which is to be determined. Students seeking this office should be well skilled in parliamentary procedure and possess strong peer leadership skills. Three shall be elected: one to serve in the Red House, one to serve in the White House, and one to serve in the Blue House. The duties of the Speaker Pro-Tempore of the House will be similar to those of the Speaker Pro-Tempore of the Senate.

Floor Leader of the House

See description for Floor Leader of the Senate, same duties will apply to the Floor Leader in the House. Three shall be elected: one to serve in the Red House, one to serve in the White House, and one to serve in the Blue House.

Clerk of the House

Same duties as Clerk of the Senate. Three shall be elected: one to serve in the Red House, one to serve in the White House, and one to serve in the Blue House.

House Sergeant-at-Arms

Same duties as the Senate Sergeant-at arms. Three shall be elected: one to serve in the Red House, one to serve in the White House, and one to serve in the Blue House.

Chief Engrossing Clerk

The Chief Engrossing Clerk shall serve as the liaison between the General Assembly and the Governor's Cabinet, as well as between the House and Senate Chambers. The Chief Engrossing Clerk shall set the docket for each chamber following calendar committee and shall be responsible for the physical possession of all bills when the legislature is not in session. The Chief Engrossing Clerk shall manage the transfer of bills from chamber to chamber and from the legislature to the Governor's Cabinet as necessary. The CEC shall be responsible for collecting all bills in all chambers at each recess of the legislature, i.e. lunch break, dinner break, close of day. One CEC will be elected for the Red chambers and one for the Blue & White chambers.

Chaplain

The Chaplain will be expected to prepare invocations for designated sessions, namely:

- Opening Session (Thursday)
- Joint Session/State of the State (Friday Morning)
- Governor's Ball (Friday Night)
- Closing Session (Sunday)

Finally, the Chaplain will be required to submit a bill with a House/Senate team or serve in another component. Only one chaplain will be elected.

JUDICIAL BRANCH:

Chief Justice

The Chief Justice presides over the Supreme Court. In particular, the Chief Justice sets the court docket, presides over all oral argument sessions and all other sessions and meetings of the justices and the court, and bears overall responsibility for the main mooted competition. The Chief Justice decides which bills, if any, over which to hear judicial review proceedings and when these hearings will take place. In addition to these responsibilities, the Chief Justice represents the component as a whole at the conference, administers the oath of office to conference officers, and performs such other duties as the conference or the CCE may require. The Chief Justice must have one year of experience as a court officer.

Associate Justices (4)

Associate Justices assist the Chief Justice in the conduct of oral hearings, and, at the direction of the Chief Justice, the administration of the court and the assistance of bill sponsors and members of the Supreme Court Bar. They participate in the scoring process that determines the finalists in each division of the mooted competition, and vote in all decisions of the Court in cases where they have sat on the bench for the oral argument. If the Chief Justice is prevented from presiding over an oral hearing, he/she will designate an Associate Justice to preside in his/her place.

Attorney-General

The Attorney-General forms part of the lawyer team representing the State of Tennessee in judicial review proceedings. The AG advises conference participants in any component about the constitutionality of proposed legislation or Governor's Cabinet initiatives. If The AG disagrees with the sponsors of a bill about the constitutionality of that bill and the matter is set for oral hearing in the Supreme Court, the AG assists the Solicitor General in the preparation and delivery of that argument.

Solicitor-General

The Solicitor-General forms part of the lawyer team representing the State of Tennessee in judicial review proceedings. The SG bears primary responsibility for the preparation and argument of judicial review proceedings before the Supreme Court, and serves as leading counsel in these hearings.

Clerk of the Court

The Clerk of the Court prepares public notice of the court docket, serves as the liaison between the Supreme Court and the Supreme Court Bar, and bears general responsibility for the administrative management of the Supreme Court, including the preparation and delivery of written communications to other components as to the Court's decision in judicial review proceedings. The Clerk of the Court ensures the smooth conduct of oral hearings. The Clerk announces the opening of proceedings and the entrance of the justices (along with appropriate gavel-banging), and keeps and notifies counsel of time during oral argument. The Clerk assists the component leaders in the preparation of election materials.

LOBBYIST COMPONENT:

Head Lobbyist

The Head Lobbyist is in charge of the Lobbyist component. They will manage the assignments for lobbyists, the location of lobbyists, and any other aspect of the Lobbying Component. They will also be in charge of the Lobbyist luncheon. They will work with participating lobbyists to send out invitations to the lunch. They will be required to make a short speech at the lunch and possibly throughout the conference.

PRESS COMPONENT:

Print Press Layout Editor

The Press Layout Editor shall act as the general leader of the Press Corps, and his/her duties shall include, but not be limited to the following:

- At a minimum, the press corps shall be responsible for publishing two newspapers per day.
- Contact all press corps members prior to the conference to make sure they are working on their pre-conference assignment
- Story Assignments
- Social media & blog
- Proofreading each publication, which includes checking for grammatical errors as well as the presence of general good taste, and PERSONALLY delivering a copy to the state director or assistant director for approval before final printing.
- A layout and masthead will be designed for Tennessee Youth in Government. Conference papers WILL NOT deviate from this layout.
- Editor shall ensure that each component receives coverage in the paper and slide show or video. Note: The Conference Staff IS NOT a component. Though it is appropriate to make the occasional mention of them, or to do a single story about their role at the conference, they should never take up more column inches than delegates.
- The Press Corps shall serve as the 'Communicator' of the conference, not the entertainer. It IS NOT the job of the conference paper to entertain the delegates, but rather to inform them of day-to-day happenings at the conference. There is nothing wrong with one or two feature stories or entertainment pieces but the paper should reflect the serious and focused nature of the conference.

Print Press Managing Editor

The Managing Editor of the Print Press component is responsible for managing the overall content and direction of the Print Press. ME will assign articles, check article quality, perform final editing of the publication, coordinate the flow of delegates and manage press equipment. ME has the primary administrative role in the component and is responsible for ensuring the overall quality and substance of each paper produced. ME must ensure that all delegates are on task, in their proper areas and that delegates produce quality news articles. ME will provide coaching to ensure delegates understand how to draft articles and provide constructive feedback for improving articles. ME will work closely with the Layout Editor to ensure the publications are professional and complete.

Video Press Editor

The Video Press Editor shall be prepared to assist the Print Press Editor and vice-versa in any way necessary, but shall be primarily responsible for the following:

- Management/Coordination of press corps members assigned to work on video press
- Design, layout, construction and editing of one slide show per conference, to be shown on Saturday night. This slide show must be completed on a schedule that allows ample time for the state director or assistant director to watch and approve before it airs.
- Development, shooting and editing of at minimum one video newscast per day. This will be posted on the conference YouTube and in the Conference App.
- Social media & blog

Video Press Producer

The Video Press Producer (VP) is charged with managing the Video Press component. VP is primarily responsible for managing the flow of information within the component. VP will assign news stories, manage the press delegates, and oversee the overall quality of the press production. VP must have a strong attention to detail and the ability to manage multiple people completing various tasks. VP works closely with the editor to coordinate the types of stories being filmed and to ensure that the footage is properly documented for easy importing. VP will need to manage both the production in the studio and the productions in the field. VP is responsible for ensuring that all equipment is properly utilized and cared for and that all delegates are on task. VP is responsible for ensuring all deadlines are met and that members of the component are actively engaged in generating quality news coverage. VP will provide constructive feedback and mentor delegates to ensure the overall quality of the component.

All conference officers are expected to uphold the core values of the YMCA- Honesty, Caring, Respect, and Responsibility.