

III. Duties of the Student Officers

A. President

1. Presides at all meetings of the NCJCL Executive Board, Fall Forum, and the general assemblies of the State Convention. The president should prepare the agenda for the NCJCL Executive Board meetings after consulting with the NC state chair. The agenda should be sent to the state chair two weeks prior to the meeting and then to the whole board one week prior to the meeting.
2. Organizes and administers the creative writing contest.
3. Appoints all special committees and supervises committees to see that all projects are carried out.
4. Stays aware of the activity of other NCJCL officers and offers assistance where appropriate.
5. Leads the North Carolina JCL delegation to the National JCL convention.
6. Takes and displays the NC state banner at the National convention.
7. Promotes JCL through correspondence with member chapters and schools interested in joining JCL.
8. Turns over the NC state banner to the new president at the end of the final general assembly of the NC state convention.
9. Maintains officer notebook to be passed on to the next president.
10. Maintains correspondence with all Executive Board members.
11. Attends the National Convention.

B. 1st Vice-President

1. Presides at any meeting or general assemblies which the president is unable to attend.
2. Organizes and administers the poetry contest.
3. Creates and implements a plan to increase membership.
4. Shall be in charge of hospitality at the state convention including to all speakers.
5. Maintains a notebook to be passed on to the next 1st Vice-President.
6. This office plays an important role at the National Convention, and so it is highly recommended to attend.

C. 2nd Vice-President

1. Organizes and administers the spirit contest at the NCJCL State Convention, the NC Fall Forum and the annual National JCL Convention.
2. Organizes and administers the community service contest.
3. Organizes and manages the spirit for the National JCL Convention.
4. Assists 1st Vice President with membership duties.
5. Maintains a notebook to be passed on to the next 2nd Vice-President.
6. Attends the National Convention.

D. Parliamentarian

1. Brings any proposed amendments to the Constitution, Bylaws and/or Contest Handbook to the attention of the Executive Board and handles all correspondence connected with voting on the proposed amendment.
2. Sees that a revised copy of the constitution is forwarded to the NC State Chair.
3. Recruits candidates from all chapters for NC state offices through any means appropriate by January.
4. Maintains the correct observance of parliamentary procedure at the Executive Board meetings according Robert's Rules of Order.
5. Runs the election at state convention according to Article V, section 6 in the NCJCL Constitution.
6. In the absence of both the President and 1st Vice-President, presides at the Executive Board meeting.
7. Reviews national candidates and informs NC delegation of their qualifications for office at the National Convention.
8. Organizes and administers the Chariot Design Contest.
9. Maintains a notebook to be passed on to the next Parliamentarian.
10. Attends the National Convention.

E. Secretary

1. Takes minutes at all Executive Board meetings, the Fall Forum, and the NC State Convention.
2. Distributes minutes to the members of the Executive Board for corrections and a copy of the minutes to the Technology Coordinator to be published to the website.
3. Keeps all records which pertain to membership and the attendance of chapter members at NCJCL meetings.
4. Organizes and administers the Modern Myth contest.
5. Maintains a notebook to be passed on to the next Secretary.
6. This office plays an important role at the National Convention, and so it is highly recommended to attend.

F. TORCH Editor

1. Publishes Torch: NC at least twice per year.
2. Gathers news from local chapters to put in Torch.
3. Administers newsletter contest.
4. This office plays an important role at the National Convention, and so it is highly recommended to attend.

G. Middle School Representative

1. Attends all board meetings.
2. Keeps in touch with middle school chapters.
3. Encourages and recruits new middle school chapters.
4. Organizes and administers slogan contest.

5. Maintains a notebook to be passed on to the next Middle School Representative.
6. This office plays an important role at the National Convention, and so it is highly recommended to attend.

H. Historian (appointed position)

1. Corresponds with all chapters to receive seven photos and three memorabilia to be included in the Scrapbook by the assigned deadline.
2. Collects memorabilia, programs, and minutes from all NCJCL activities. This includes the NC state and National Conventions during the officer's term.
3. Takes pictures at all NCJCL activities.
4. Determines the theme of the Scrapbook and develops a cover and interior design that will reflect that theme.
5. Demonstrates as much artistic ability, neatness, and consistency as possible in constructing the State Scrapbook.
6. Ensures that the Scrapbook that the previous historian has prepared is taken to the National Convention and entered in the National Scrapbook Contest.
7. Encourages chapters to send material to the national historian to be included in the National Scrapbook.
8. Maintains a notebook to be passed on to the next Historian.
9. Attends the National Convention.

I. Publicity Officer (appointed position)

1. Encourages local chapters to send in materials for the National and State publicity contests.
2. Reconciles national publicity rules and rubric with state publicity rules and rubric for NCJCL Contest Handbook.
3. Arranges media coverage for all NCJCL sponsored events.
4. Procures a proclamation from the NC governor's office for North Carolina's Classics Week.
5. Organizes and administers the Publicity contest.
6. Maintains a notebook to be passed on to the next Publicity Chair.
7. This office plays an important role at the National Convention, and so it is highly recommended to attend.

J. Technology Coordinator (appointed position)

1. Creates and maintains the state website.
2. Organizes and administers the Website Design contest.
3. Maintains a notebook to be passed on to the next Technology Coordinator.
4. This office plays an important role at the National Convention, and so it is highly recommended to attend.