

Staff Duties 2015-16

President

- Supervise affairs and activities of the Georgia JCI Senate
- Maintain Communication with staff members and the Georgia Jaycees
- Serve as liaison between The Georgia Jaycees and the Georgia JCI Senate
- Serve as liaison between The Georgia JCI Senate and other Honorary Groups
- Represent the Georgia JCI Senate at all Region and National meetings
- Submit all newsletter articles by respective deadlines
- Ex-Officio member of all committees

Administrative Vice President

- Management, development, and budget responsibility for:
 - Return the Favor- National Program
 - Legislative Affairs- National Program
 - First Timers
 - Freshman Senators
 - Special Events
 - Area Coordinators
 - Fund Raising Projects
- Ex-Officio member of all Fundraising projects
- Approve all Georgia JCI Products Purchased
- Other duties as assigned by the President
- Reports to the President

Secretary

- Management, development, and budget responsibility for:
 - Recording and publishing minutes of all meetings
 - Georgia JCI Newsletter- produce and mail 3 issues per year
 - Georgia JCI Newsletter- advertising sales
- Communicate with the Treasurer to maintain an accurate database for all active member addresses
- Reports to the President

Treasurer

- Management, development, and budget responsibility for:
 - Recording all income and expenses
 - Publishing financial statements
 - Membership Dues billings
 - Maintain Rosters and Mailing List
 - Ordering all pins, Medallions and Plaques
 - Mentors - sponsorships
- Collect Hospitality fees at the door of the hospitality room
- Issue invoices and purchase orders as needed
- Communicate with Secretary to maintain an accurate database for all active member addresses
- Other Duties as assigned by the President
- Reports to the President

Staff Duties 2015-16

Chairman of the Board

- President of the Georgia JCI Foundation
- Foundation Fund Raising Projects
- Protocol Officer for State, Region, and National Officer visits
- National Presidential Sweepstakes
- Management, development, and budget responsibility for:
 - Lost Senator
 - Bubba Award
- Chairman of the Election Committee
- Reports to the President

Chief of Staff

- Assist the President in Managing and preparing all meeting Agendas
- Prepare Meeting Room
- Run Meetings
- Liaison between President and Senators
- Liaison between President and Staff
- Manages and coordinates manpower for Senate-Sponsored events
- Others Duties as assigned by the President
- Reports to the President

Chaplain

- Invocations at meetings
- Cards and Memorials
- Reports to National and Regional Chaplains
- Other duties as assigned by the President
- Reports to the President

Hospitality Chairman

- Management, development, and budget responsibility for:
 - Hospitality room
- Assists Project Chairmen with hospitality-related planning and purchasing for all projects
- Develops a theme for the Hospitality room at each board Meeting
- Maintain inventory of all Hospitality assets/supplies
- Other Duties as assigned by the President
- Reports to the President

Sergeant of Arms

- Assist Treasurer in admitting only members in good standing into Senate Hospitality and Elections
- Make report and assess fines at each Meeting
- Other duties as assigned by the President
- Reports to the President

Staff Duties 2015-16

Parliamentarian

- Assist the Staff in running an orderly meeting
- Rules in questions of correct procedure
- Maintains the correct Master Copy of the Georgia JCI Senate By-Laws
- Serves as Chairman of the By-Laws committee
- Other duties as assigned by the President
- Reports to the President

Webmaster

- Develop and maintain the Georgia JCI Senate Website and E-tools
- Makes recommendations for improvements and additional services
- Other Duties as assigned by the President
- Reports to the President

Return the Favor Chairman

- Manages the RETURN THE FAVOR PROGRAM
- Completes all State and National paperwork for this program
- Manages the selection process for the State RETURN THE FAVOR Award
- Presents the Return the Favor Award Each Board Meeting
- Reports to the Administrative Vice President

First Timers/ Freshman Senators Chairman

- Manages the First Timers and Freshman Senators Program
- Works with the Georgia Jaycees to promote and improve this program
- Conducts a Freshman Senator Orientation program at each board meeting
- Presents the First Timers Award at each Board Meeting
- Coordinates special activities just for Senators
- Reports to the Administrative Vice President

Fundraising Chairman

- Management, development, and budget responsibility for:
 - Annual Reverse Raffle - Ticket sales, prize collection, promotions and raffle program
 - Products - Promote the Approved product that are sold by the Georgia JCI Senate
 - Any other Fundraising projects
- Have Products at all Board Meetings and Special occasions
- Serve as staff liaison to the State Board Meeting Committee and the Atlanta 2009 National Committee
- Reports to Administrative Vice President

Special Events Coordinator

- Management, development, and budget responsibility for:
 - Retreats, Reunions, Special Occasion Dinners and Luncheons, Camp Dream Functions
 - ONTO- National Regional, and International Meetings and Events
- Reports to the Administrative Vice President

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Scholarship Chairman

- Management, development, and budget responsibility for:
 - Georgia JCI Scholarship Program
 - Raise funds for Scholarship
 - Manage Selection Process
 - US JCI Senate Scholarship Program
 - Manage selection process
 - complete and process National paperwork
- Reports to the Administrative Vice President