

President

1. Contact state chair and other officers to establish agenda for executive board meetings
2. Share (email/post) agenda for meetings
3. Preside over state meetings
4. Preside over state convention
5. Appoint committees when necessary
6. Assist state chair whenever possible
7. Establish relationships with non-JCL schools
8. Maintain communication with the NJCL President
9. Strive to fulfill the mission of the AZJCL: Promote the classics to all JCL and non-JCL schools
10. Support the other members of the executive board in their duties and responsibilities
- 11. Attend state Latin activities as well as national Latin convention**

1st Vice-President

1. Produce a Toga Talk to published in September, November, February, and April. This must be also submitted to the National Competition.
2. Preside over state meetings when the president is absent
3. Send articles and state reports to the Torch, the NJCL publication
4. Maintain an AzJCL membership list that is current.
5. Contact all clubs for information to be published in Toga Talk
6. Maintain communication with the NJCL 1st VP
7. Support the other members of the executive board in their duties and responsibilities
8. Strive to fulfill the mission of the AZJCL: Promote the classics to all JCL and non-JCL schools
- 9. Attend state Latin activities as well as national Latin convention**

2nd Vice-President

1. Organize and run Olympika at state
2. Run a social activity at all state meetings
3. Coordinate the spirit competition at national convention
4. Coordinate the service activities throughout the school year and submit this to the NJCL competition
5. Working with the president, think of ways of spreading JCL at all non-JCL schools
6. Strive to fulfill the mission of the AZJCL: Promote the classics to all JCL and non-JCL schools
7. Support the other members of the executive board in their duties and responsibilities
8. Maintain communication with the NJCL 2nd VP
- 9. Attend state Latin activities as well as national Latin convention**

Communications Coordinator

1. Take clear and concise minutes at each state meeting
2. Send minutes to all JCL schools via email or posting to site
3. Manage the appropriate social media sites and submit to the NJCL Competition
4. Update the AZJCL Website
5. Send missives to schools, professors, etc to continue our stellar reputation
6. Maintain communication with the NJCL CoCo
7. Strive to fulfill the mission of the AZJCL: Promote the classics to all JCL and non-JCL schools
8. Support the other members of the executive board in their duties and responsibilities
9. **Attend state Latin activities as well as national Latin convention.**

Historian

1. Take pictures
2. Make a digital scrapbook based on a theme
3. Contact all clubs for scrapbook materials, pictures, etc
4. Promote AZ by sending pictures to the NJCL historian
5. Maintain communication with the NJCL historian
6. Strive to fulfill the mission of the AZJCL: Promote the classics to all JCL and non-JCL schools
7. Support the other members of the executive board in their duties and responsibilities
8. **Attend state Latin activities as well as national Latin convention.**