

WACDFW
**GLOBAL
YOUNG
LEADERS**

JWAC Officer Cards

SPONSOR

Your job is to provide guidance to students and coordinate club participation in Global Young Leaders (GYL) programs on and off campus.

- Mentor and empower your JWAC officers by informing them about events and resources available.
- Submit necessary paperwork to allow students to attend GYL events.
- Facilitate communication between officers, school administrators, and parents.
- Send names of students attending event and photo releases to Director of Education at WACDFW.
- Communicate club accomplishments throughout year with WACDFW.

PRESIDENT

Your job is to lead, motivate and set an example for your JWAC.

- Establish a mission and goals for the club that year and steer members toward that focus.
- Set frequency of meetings, then plan and lead them with the other officers.
- Research opportunities offered by GYL that year at dfwworld.org and communicate them.
- Communicate with WACDFW Director of Education about your JWAC's involvement.
- For Academic WorldQuest, create qualification tests and decide on the teams.

VICE PRESIDENT

Your job is to support and execute the vision of the president.

- Help facilitate meetings, set agendas and communicate with members.
- Decide which organization(s)/cause(s) your club will support that school year.
- Consult with members on goals of service projects and fundraisers.
- Work with the president to maintain an open line of communication with sponsor, officers and members.

OUTGOING PRESIDENT

Your job is to share your insights and tips with the new leadership.

- Put together a transition kit/document outlining your strategies and advice for the success of the club.
- Meet with new leadership and sponsor to offer your perspective in the transition period.
- Provide new officers with important dates in next school year, such as JWAC Orientation.
- Email Director of Education at WACDFW with names and contact information of new President and VP.

SECRETARY

Your job is to ensure the club runs smoothly with effective communication.

- Take notes at each JWAC meeting and email them to the members.
- Take attendance and photos at events and document club participation throughout year.
- Inform members about upcoming opportunities and how to register.
- Promote JWAC events on campus and inform local media about major initiatives when your sponsor deems appropriate.

TREASURER

Your job is to document and manage club funds with the help of your teacher sponsor.

- Maintain communication with officers and members about necessary dues and fees.
- Collect and record membership dues then turn them over to your sponsor.
- Consult with sponsor about school's policies on fundraising and handling of donations.
- Manage record keeping and security of donations at fundraisers.

SOCIAL MEDIA CHAIR

Your job is to maintain the club's social media presence and/or blog content.

- Consult with sponsor about school's policies related to club social media pages and postings.
- With sponsor permission, create and maintain social media accounts (i.e. Facebook, Twitter/X, Instagram, etc.) and/or a blog to share experiences at JWAC events.
- Ensure parental permission is given for members under 18 featured in JWAC photos before posting online.
- Tag WACDFW @dfwworld and @globallyoungleaders_dfw
- Use good judgement!

RECRUITMENT CHAIR

Your job is to raise awareness of JWAC on your campus and recruit students to join the club.

- Share the mission of your JWAC with students and encourage them to join the club.
- Create JWAC flyers to post around the school, including your upcoming events as well as meeting times, dates, and locations.
- Host a booth at school events to promote JWAC and raise awareness of the overall mission of JWAC and GYL.

ELECTIONS

HOW TO RUN AN ELECTION

- Notify members 4-6 weeks before an election.
- Ask members to nominate others or self-nominate to establish a ballot of officer candidates.
- Outline the responsibilities of each of the officer positions.
- It is best to conduct elections in the months of March or April to allow for a transition and mentoring period.
- There are 2 suggested types: Joint Vote and Separate Vote.

JOINT VOTE

- In a joint vote, President and Vice President candidates will run joint campaigns, similar to the U.S. presidential election.
- The pair that wins the absolute majority will be named President and Vice President.
- Other officer positions should be voted on through a separate ballot system.

SEPARATE VOTE

- In a separate vote election, members vote for each officer position separately.
- The candidate that receives the absolute majority for each position will be named the winner.

OTHER SUGGESTIONS

- If your JWAC has a relatively small number of candidates, it may be possible to allow candidates to run for more than one position.
- If you are a split school (9th and 10th grade at one campus, 11th and 12th grade at main campus), consider asking each secondary campus to vote for a junior representative.
- Consider making Vice President a position only open to juniors, each year the previous Vice President can then transfer into the President position. This allows for mentoring and continuity between each new officer group.