

State YMCA Michigan Youth in Government Advisor/Volunteer Position Descriptions

MYIG succeeds because of you! Please read through your assigned job position carefully before attending the conference. While adults oversee the program areas, it is the students who do the leading. This is what sets MYIG apart from most other programs.

Capitol Area Specialist – Oversees the big picture of MYIG events at the Capitol

- Attend specialist meeting on Wednesday evening in the hotel.
- Arrive early to the Capitol. Make sure signage is placed at the beginning of the conference and collected and returned to the nerve center at the end.
- Introduce self to Capitol Coordinator/Tour Operators. Ask about any special events (protests, etc.) pass on this information to MYIG staff Program Director.
- Introduce self to the Sergeants, Capitol Tours, and Chamber Advisors. Stay visible and establish a rapport with the Sergeant at Arms so that transitions are smooth and a foundation for future conferences is strong. Make sure committee rooms, Senate and House are available for use and if not that a systematic flow to alternative sites is implemented.
- Usually two Capitol Specialists are on duty at the same time; keep in touch with each other. When going "off" duty, touch base with those coming "on".
- Sergeants will let Specialist know if the Chambers are not available, in which case the back up rooms should be used.
- Establish a rapport with the advisors for the House and Senate so that expectations can be articulated and effectively carried out. Maintain a presence in the House, Senate, Nerve Center and Committee rooms so that you are "accessible". Be available to answer questions and troubleshoot.
- Approve Conference Bills with House/Senate advisor and assign number with Nerve Center.
- Greet MYIG delegates as they arrive to Chambers and help direct members to chambers.
- Discuss expectations for usage of conference bill proposals on first full day during the morning GA for Red and Green Legislatures. Also encourage reporting out from committees, Senate and House so that there are no "log-jams" with bills.
- Assist in checking Chambers at the end of the day. After the last session be sure that all YIG materials (gavels and banners) are removed. Return to Nerve Center at Hotel. Thank you cards should remain on the desks.

Committee Specialist – Oversees the committees assigned to a legislature

- Attend the Specialist meeting on Wednesday evening.
- Attend the orientation meeting. Lead or help lead orientation as needed.
- Confirm that the committee advisors are present at the start of each committee session. Fill in as needed.
- Confirm that committee rooms are available and ready for delegates.
- Be available and present to assist committee advisors who have questions.
- Identify delegates for receiving awards with the help of the committee advisors.

Committee Advisor – Oversees a committee at work

- Check in with the Committee Specialist. Be early and present at all committee sessions.
- Assign clerks and chairs if needed.
- Teach parliamentary procedure to committee if needed. Introduce delegates to the tools inside the bill book.
- Assist the chair with parliamentary procedure questions and behavior management of committee as needed.
- Assist the clerk if necessary. Assist the clerk in sending bills to the Nerve Center. Inform the Committee Specialist if you need your committee covered for any reason.
- Refrain from joining in debate or providing information regarding bills, and allow the students to lead.

Conference Affairs Advisor – Manager of Nerve Centers at hotel and Capitol.

- Manage bill traffic as clerks drop off, record bills on Google Doc, send bills to House/Senate/Governor
- Answer questions, welcome guests, and maintain First Aid box,
- Record attendance and place in school folders
- Maintain sign-in/sign-out sheets for students and guests
- Assist students who are writing conference bills

Electronic Press Specialist – Oversees the production of a daily broadcast

- Attend the Specialist meeting on Wednesday evening.
- Assist editors with organizing and producing daily news broadcast, including editing, converting, exporting and uploading videos.
- Assist press delegates in developing and recording news segments including formulating ideas for stories to be covered, filming news segments, editing, and finalizing videos to be sent to editors.
- Also assist all delegates to follow all MYIG guidelines and to remain unbiased and objective in news reporting.

Electronic Press Advisor – Assists the Electronic Press specialist

- Be present for all Electronic Press meetings.
- Defer to the Electronic Press Specialist for specific instructions. Electronic Press students will have access to computers, microphones, cameras, and video editing programs to produce a quality news program. The program will be posted in a variety of locations including on YouTube and social media.

Governor’s Cabinet Specialist – Oversees the Governor’s Cabinet

- Be present for all Governor’s Cabinet meetings and duties
- Guide the Youth Governor in assigning cabinet positions, dockets, and lobbying of bills if needed.
- Refer to the Governor’s Packet for detailed instructions about bills, vetoes, and cabinet permission protocol to speak before legislative groups.

Legislative Specialist & Advisors – Oversee the House and Senate Legislatures of Red, Green, or Blue

- Attend the Specialist meeting on Wednesday evening.
- Attend the delegate orientation meeting. Lead or help lead the orientations as needed.
- Be early and present at all legislative sessions. Introduce yourself to the House/Senate sergeants who may want to address the delegates at the first session.
- Establish the rules of the House/Senate (see below.) Confirm that advisors are present. Confirm that the Speaker/Lt. Gov./Clerk are present.
- Assist the leadership when necessary.
- Encourage delegates to pass good legislation, improve poor legislation, and to get bills moving. Use the Capitol Specialists as resources for help if needed.

Rules:

- Assure that attendance is taken and turned in to the Nerve Center
- Delegates must use Parliamentary Procedure
- Talking is limited to persons at the microphones
- No gum, liquids, or food allowed
- Phone use is limited to business only
- No marking of the furniture
- No looking inside the desks or cabinets, or eating food or candy left on the furniture
- Explain where the bathrooms are located
- Request that delegates are quiet as they exit the chambers
- Ensure that the thank you notes are written

Lobbyist Specialist – Direct students in the activities of lobbying

- Attend the Specialist meeting on Wednesday evening.
- Wednesday night bring the students together (teams already assigned), describe the role of the lobbyists and divide up the bills (what teams will work on which bills). Ideally there should be one person on each team who has been a lobbyist before to serve in a leadership role for that team (possibly a senior lobbyist.)
- Divide students into Red and Green (part of the team will follow the Green legislature and part will follow the Red legislature.) The teams need to stay in touch with each other and coordinate efforts. They also should consider working with the Blue and White legislatures.)
- Set up Google docs for the assigned bills and update throughout the conference (award points per successful tasks - see points sheet.)
- Thursday meet with "real" lobbyists to describe the job of a lobbyist and allow the students to ask questions (brainstorming opportunity for teams to come up with ideas and put together plans)
- One Lobbyist adviser follows the Green Lobbyists and the other the Red Lobbyists (providing supervision, taking attendance at set times, helping with guidance and encouragement.)
- Chaperone at the Lobbyist Reception.
- Report the winner of the points contest to the Nerve Center, and select the lobbyist of the conference for an award.

Lobbyist Advisor – Assists the Lobbyist Specialist

- Be present for all lobbyist meetings. Check in with the Lobbyist Specialist.
- Defer to the Lobbyist Specialist for specific instructions. Lobbyists will receive assignments and be present in both the hotel and Capitol Building.

MJP Advisor – Assists the MJP Director

- Be present for all MJP meetings.
- Check in with the MJP Director and defer to the director for specific instructions. MJP students will compete in trials in various locations in downtown Lansing. MJP Alumni will help lead Judicial Review, where MJP students evaluate the constitutionality of bills passed by committees.

National Issues Specialist – Oversees the National Issues Forum program

- Attend the Specialist meeting on Wednesday evening.
- Attend all scheduled meetings/delegate committees/ etc.
- Delegates will range from novice to the top of their class (some delegates may have attended the Conference on National Affairs), which is what NIF is modeled after. By the end of the conference, delegates will have a better understanding of NIF.
- Help the Presiding Officers encourage participation by all members of NIF.
- Make sure delegates have proposals of national relevance with an assigned proposal number. If there are delegates who don't have a proposal, then use the supplied standard proposals in the NIF box as examples for students.
- Facilitate and contribute to the alumni presiding officers' NIF orientation on the first night of the conference.
- Make sure delegates know where and when they need to be before they leave each session.
- Be responsible for the integrity of the counting, storage, and ranking of all ballots. Alumni advisors will assist, but the specialist must see that it is done properly. Use the pre-set Excel file to average and rank the ballots.
- The size of each advancing committee depends on how many delegates are in NIF. Typically, only 10 proposals make it to final General Assembly.
- In third committee proposals are assigned on the docket starting with the highest number first and ending with the lowest ranking proposal.
- With NIF advisors and POs, select best NIF proposal and delegate that will be awarded at the banquet.
- Provide a list of passed proposal titles to the MYIG staff so that the governor can read the passed proposal titles during the banquet.
- Keep a list of exemplary delegates used as a recommendation for staff when they are selecting CONA delegates. Alumni will help with this. This is a group decision, however the Specialist has final say.

National Issues Forum Advisor – Assists the NIF Specialist

- Be early and present for all NIF meetings. Check in with the NIF Specialist. NIF students will meet in the hotel, Cooley Law School, and possibly other downtown Lansing buildings. Defer to the NIF Specialist for specific instructions.

Transportation Specialist – Directs students and buses back and forth from hotel to Capitol

- Attend the Specialist meeting on Wednesday evening.
- Maintain/adhere to the transportation schedule
- Give bus-loading instructions to advisors at preliminary meetings.
- Communicate with MYIG headquarters and principal bus driver. Have contact information (cell numbers) of key person at headquarters and lead bus driver.
- Meet with bus drivers before first bus leaves for any last minute schedule updates
- Be at the designated departure doors 20-30 minutes prior to scheduled departure time.
- Communicate directly with lead bus driver about each trip--number of needed seats and buses required for each trip. Generally this will be done one on one before each trip.
- Communicate with the bus drivers prior to each departure to ensure all requirements are met.
- Give loading instructions to everyone as they exit the buildings. 1. Load the front bus entirely first. 2. When the lead bus is fully loaded, the bus driver may be instructed to depart. 3. The next lead bus will then be fully loaded, etc. Keep a head count of passengers as they enter the bus.
- The TS should know the capacity of each bus and then keep a head count of passengers as they enter the bus. Be prepared to direct passengers to the next bus efficiently. The TS may ride the last bus to the capital especially on days when all groups are scheduled. When the schedule is spread out, the TS may stay at the hotel until a later shuttle travels to the capital. Shuttles are scheduled mid day on some days to allow for special circumstances. This procedure is reversed at the capital on the days when all groups travel. The TS oversees the loading and departure of buses at the capital when possible. It is appropriate for the TS to remain at the capital on the busy final two days. These procedures work best when there are two specialists.
- Arrange for rides if people need to get to or from capital.
- Occasionally check on sick students that are at hotel for other advisers that are capital.
- Report to YIG leaders on how things are going.
- Try to help locate lost items.

Written Press Specialist – Oversees the publication of a daily newspaper

- Attend the Specialist meeting on Wednesday evening.
- Coordinate story ideas with student editors, and assignments with written press staff.
- Offer feedback to reporters and editors on articles and newspaper design & layout.
- Review/Edit/Proofread news articles and layout before printing.
- Supervise with student editors the daily printing and distribution of MYIG newspaper.

Written Press Advisor – Assists the Written Press Specialist

- Be early and present for all Written Press meetings.
- Check in with the Written Press Specialist and defer to the Specialist for specific instructions. Written Press students will have access to computers, cameras, and copy machines. They will produce a written newspaper Thursday, Friday, and Saturday that will be distributed around the hotel. The students will conduct interviews and develop stories based on MYIG events and people.

Advisor/Volunteer contributions to this job list are welcomed. Please contact MYIG staff at staff@myig.org to make suggestions. Thank you!