

This year the office of Programs & Scholastic Services Chair on the NJCL Committee will be elected. Candidates wishing to run for this position should be aware of the following duties of office:

All Committee Members:

- Attend all meetings of the National Committee and Board of Directors
 - Regular meetings include Fall Planning (October), Spring Planning (March/April), and ACL Institute (late June)
 - Other meetings as needed, especially planning for National Classics Week and Classicalia
 - Monthly check-ins with mentee officer (if applicable)

Programs & Scholastic Services Chair

- Advertise, review, and award Registration Awards for the NJCL Convention (including, but not limited to, the Cox Awards, Bartlow Award, Howell Award).
- Advertise, review, and award Miller Fellowship, Levy Scholarship, and Watkins Award.
- Advertise and award NJCL Scholarships and the National Latin / Greek Honor Society Scholarship; organize, communicate with, and lead the NJCL Scholarship Committee in the review of applications and selection of recipients.
- Advertise, review, and coordinate with the ACL/NJCL Office and ACL Treasurer to grant NJCL Membership Relief Program funds.
- Organize and coordinate an NJCL focused session at the American Classical League Institute. Submit a session proposal (usually January). This session can be organized as a presentation, workshop, roundtable, or other, and can be on any topic germane to the NJCL.
- Manage and approve awards for the Optime Club Award program.
- Appoint a chair for and oversee the NJCL Creative Writing Contest.
- Coordinate with the Membership/Publicity Chair to plan and host Sponsor/Chaperone Hospitality events at NJCL Convention.
- Mentor NJCL Second Vice-President
 - Review monthly reports
 - Review and approve communications, publications, and social media posts prior to distribution, publication, or posting (most critically and regularly: Club of the Month packet, Club of the Month awards, National Classics Week guide, orations at NJCL Convention)
 - Support and work with 2nd VP, 1st VP, and Membership/Publicity chair to organize Classicalia
 - The duties of the Second Vice-President are as follows
 - serve as a resource for local JCL officers to contact concerning suitable programs for their chapters
 - contribute articles to the TORCH: U.S. and to State publications on activities that have been successful in other States or chapters
 - run the spirit contest at the NJCL Convention

- perform such other duties applicable to the office as prescribed by the NJCL Constitution, Bylaws, Chapter Handbook, and parliamentary authority
- work with NJCL First Vice-President to plan and organize Classicalia
- work with NJCL First Vice-President to plan and organize National Classics Week packet and events
- create and publish Club of the Month packet in August/September of each year; review and judge submissions; create social media posts to announce winners.
- Provide a monthly report to the Executive Board