

NEW JERSEY NATIONAL GUARD TEEN PANEL ROLES/RESPONSIBILITIES

The New Jersey National Guard Teen Panel consists of an executive board as well as active memberships. Roles and responsibilities of all members are laid out in detail below. Each year, a vote will be casted for executive board positions. All other participants will be considered active members.

PRESIDENT

This is a position which will be held by a New Jersey youth that is currently between the ages 12-18 and is an active member of the New Jersey National Guard Child and Youth Program and/or New Jersey Guard Teen Panel.

Responsibilities:

- He/she is required to conduct and oversee all NJ Guard Teen Panel meetings. An agenda will be required for each meeting and will be published at least one week before the meeting. This agenda must be submitted to the Child and Youth Program Coordinator for approval.
- He/she will work with the Child and Youth Program Coordinator to plan all Guard Teen Panel events.
- He/she will act as a representative of the state of New Jersey at any state or national conventions (Must be in good standing). This requires that the youth acts with the utmost behavior at all times. To participate in national conventions must be a dependent of an active NJ National Guard member (AGR, Title 10, or traditional part-timer).
- 90% active participation in activities is a requirement

VICE PRESIDENT

This is a position which will be held by a New Jersey youth that is currently ages 12-18 and an active member of the New Jersey National Guard Child and Youth Program and/or New Jersey Guard Teen Panel.

Responsibilities:

- In the absence of the president, he/she is required to conduct and oversee all Guard Teen Panel meetings.
- He/she informs council members of any information passed on by the president.
- He/she will work with the Child and Youth Program Coordinator to plan all Guard Teen Panel events.
- He/she may act as a representative of the state of New Jersey at any state or national conventions (If two reps are needed or president is unable to attend. Must be in good standing). This requires that the youth acts with the utmost behavior at all times. To participate in national conventions must be a dependent of an active NJ National Guard member (AGR, Title 10, or traditional part-timer).
- 90% active participation is a requirement.

SECRETARY

This is a state position which will be held by a New Jersey youth that is currently ages 12-18 and an active member of the New Jersey National Guard Child and Youth Program and/or New Jersey Guard Teen Panel.

Responsibilities:

- He/she is responsible for attending Guard Teen Panel meetings and taking minutes. These minutes will be published and submitted to the Child and Youth Program Coordinator and the President for review.
- He/she will act as a representative of the State of New Jersey at any state or national conventions (If president and/or vice president are unable to attend. Must be in good standing). This requires that the youth acts with the utmost behavior at all times. To participate in national conventions must be a dependent of an active NJ National Guard member (AGR, Title 10, or traditional part-timer).
- He/she will send all “thank-you” notes to any organizations that contribute to the Guard Teen Panel.
- 90% active participation is a requirement.

HISTORIAN / SOCIAL MEDIA REP

This is a state position which will be held by a New Jersey youth that is currently ages 12-18 and active member of the New Jersey National Guard Child and Youth Program and /or New Jersey Guard Teen Panel.

Responsibilities:

- He/she is responsible for documenting any major events from year to year. This will include taking pictures as well as obtaining any news article dealing with the New Jersey National Guard Child and Youth Program and Guard Teen Panel, this will be placed in a scrapbook.
- He/she will take pictures of events and write an article for upcoming state events, which will be submitted to the Child and Youth Program Coordinator, to be printed in newsletter and posted on social media.
- He/she will manage and post, along with the Child and Youth Program Coordinator, messages on social media websites
- He/she will act as a representative of the State of New Jersey at any state or national conventions (if president, vice president, and/or secretary are unable to attend. Must be in good standing). This requires that the youth acts with the utmost behavior at all times. To participate in national conventions must be a dependent of an active NJ National Guard member (AGR, Title 10, or traditional part-timer).
- 90% active participation is a requirement.

ACTIVE TEEN PANEL MEMBER

This is a state position which will be held by a New Jersey youth that is currently ages 13-18 and in interested in becoming a more active member of the New Jersey National Guard Child and Youth Program and /or New Jersey Guard Teen Panel.

Responsibilities:

- He/she is responsible for upholding and abiding by all rules set forth by the Child & Youth Program and the Guard Teen Panel Executive Board.
- He/she is expected to assist in planning and executing ideas, activities, & events organized by the Guard Teen Panel.
- 80% active participation is a requirement.