

American Legion Auxiliary Wyoming Girls State

Duties of Elected Officials

NATIONAL

U.S. Senators (2) and **U.S. Representative** represent the state in Congress in Washington, DC

STATE

Governor - Chief Executive; appoints (with approval of the Senate) appointed officers and members of boards and commissions; approves or vetoes legislation

Secretary of State - Acting Governor in case of death or absence from the State by the Governor; custodian of official State documents and seal

State Auditor - Keeps the financial records of the State

State Treasurer - Receives and invests State funds; heads Workers' Compensation Department

Superintendent of Public Instruction - Is general supervisor of schools and rehabilitation

(The above five elected State officials serve on the various boards and commissions having charge of the State's charitable and penal institutions, and other functions of the State.)

COUNTY

County Assessor - Places the value on all property for taxation

County Attorney - Represents the County in all legal matters

County Clerk - Secretary at all County meetings; supervises distribution of election supplies; keeps records of deeds and all public transactions; issues licenses; acts as Clerk to County Commissioners

County Commissioners (3) - Has the power to represent the County; care for County property; examine and settle all accounts of receipts and expenses of the County; build and keep in repair all County buildings; issue County orders; to apportion and order the levying of taxes as provided by law; and to establish election precincts

County Coroner - Inquires by request, if deemed necessary, held in the absence of a jury, into the cause of death, where there is a reason to suppose it is not due to natural causes

County Sheriff - Has charge of law enforcement in the County; serves papers and summons; is responsible for prisoners in jail

County Treasurer - Collects taxes for the State, County, City and School Districts; pays County bills authorized by the County Commissioners

Clerk of District Court - Keeps the dockets for civil, criminal and probate court. (Clerk or Deputy Clerk must be present at all jury trials)

JUDICIAL (Non-Partisan)

Justices of the Supreme Court (5) - The final arbitrator of cases that arise under State Law

Judges of the District Court (17) - Member of trial court that has jurisdiction over felony criminal and civil cases as well as the juvenile and probate matters within a specific judicial district

Judges of Circuit Court (20) - Member of a court that has limited jurisdiction to handle misdemeanors and cases in which damages sought do not exceed \$7,000.00 within certain counties

ELECTIONS

Candidates will be elected to National, State and County office. **Every Delegate must campaign for one of the following offices.** (Judicial positions are considered a State or County Office)

NATIONAL

United States Senator (2)
United States Representative

STATE

Governor
Secretary of State
State Auditor
State Treasurer
Superintendent of Public Instruction

COUNTY

Clerk of the District Court
County Assessor
County Attorney
County Clerk
County Commissioners (3)
County Coroner
County Sheriff
County Treasurer

JUDICIAL

Justices of the Supreme Court (5)
Judges of the District Court (17)
Judges of the Circuit Court (20)

PARTISAN AND LEGISLATIVE OFFICERS (DO NOT List these offices on the Nomination Form)

Delegates elected to the following four offices will not be eligible to run for election to any other National, State, or County office. These are full-time jobs and require special training.

PARTISAN OFFICERS:

Federalist and Nationalist Party Chairmen - Conduct all party meetings; organize Caucuses and Platform Policy; introduce candidates from her Party; and spearhead Party efforts to win the General Election

LEGISLATIVE OFFICERS:

Senate President - Presides over Senate Legislative sessions at Girls State

Speaker of the House - Presides over House Legislative sessions at Girls State

All are important offices - the success of your party's campaign or the productive nature of the legislature depends in a large measure upon the leadership of these individuals. A working knowledge of parliamentary procedure would be of help.

You will still be required to run for office in the Primary Election, if you are not elected to one of the four positions named above, so be prepared to campaign in the Primary Election.

OFFICES TO BE FILLED BY MEMBERS OF THE LEGISLATURE

Senate

- President
- Vice-President
- Floor Leader
- Chief Clerk
- Bill Status Clerk
- Chaplain (4)
- Reporter
- Committee Chairmen (6)

House of Representatives

- Speaker of the House
- Speaker Pro-tem
- Floor Leader
- Chief Clerk
- Bill Status Clerk
- Chaplain (4)
- Reporter
- Committee Chairmen (6)

DUTIES OF THE GOVERNOR OF GIRLS STATE

Must be able to attend the American Legion Auxiliary Department Convention in Cheyenne to give a report on Saturday, June 23, 2018. She will return to the 2019 Girls State session where she will be an exemplary role model for the Delegates, will meet with the Mayors each morning in the Governor's Council, is an assistant to the Political Coordinator, is Mistress of Ceremonies at General Sessions, etc., and will address the Delegates and Staff on her year as Governor.

GIRLS NATION

Two Girls State Delegates will be selected as Senators to represent Wyoming at Girls Nation, to be held July 21 – July 28, 2018 in Washington, D.C. Two candidates will be selected from each city for Girls Nation. The Director will interview the selected candidates during a General Session meeting including all of the Girls State Delegates who will then vote for two candidates. Following this vote, the Director, Assistant Director, and the Girls State Committee will interview the top 6 candidates prior to the final selection being made. The two Girls Nation Senators will be asked to speak at an Auxiliary Department function sometime during the coming year and are expected to attend the 2019 Girls State session, serving on staff as a Junior Counselor.