

## Florida Girls State: Duties of City Officials

Upon arrival to the dorm you will be assigned to a city in the mock State of Seminole. The first election held in your city will determine who will hold each of these positions. Please review the duties of each position so that you can be prepared to campaign in the morning.

**Mayor:** Chairs a nightly City of Council Meeting. Responsible for seeing that the duties of City Officials are completed. Collects citizen's bills and co-chairs the Bill Review Committee session with sister city's mayor.

**Five Commissioners:** Encourage city spirit by planning city songs and cheers, designing and creating city banner, and overseeing decoration of city based on city's assigned word.

**Six Councilmen:** Responsible for ensuring that all rooms I city are kept clean. Room doors are to be kept open while in the dorm and closed when citizens are out of the dorm. Assist in taking down campaign signs. Explains upcoming events at City Council meetings: City Pictures, Amelia Reese Award, Outstanding Citizen Award, Etc.

**Municipal Judge:** Monitor sign-in sheet for citizens coming and going, sees that they are on time to scheduled activities and City Council meetings: Collects shirts from city for delivery to laundry and distributes clean shirts to citizens every day.

**Tax Collector:** Coordinates city participation in Spirit Showcase based on City's assigned word. Attends Spirit Showcase meetings. Obtain City Advisor's approval of presentation.

**Secretary/Treasurer:** Acts as recording secretary at the Bill Review Committee meeting. Responsible with food pick up when necessary (food served in dorm). Maintain list of vegetarians and food allergies.

**Reporter:** Works on the Girls State newspaper as assigned. Attends all press meetings. Participates in assigned assembly by presenting WFGS News at the direction of the Press Advisor of the Seminole Legend. (Interest in journalism or writing, knowledge of sentence structure and grammar, typing/computer skills required.)

*Note: If elected a reporter, you are not eligible for any other office or appointment.*

**Chief of Police:** Responsible for lights out and ensuring that citizens are in bed at specified time each night. Secure all citizen's doors prior to leaving the dorm each day and responsible for opening the rooms upon return to the dorm.

**Fire Chief:** Responsible for getting citizens up in the morning. Formulate a Fire Escape plan for city, instruct citizens as to proper route and outside meeting place if exiting the building in an emergency. Makes a formal report to the City of Council.

**City Attorney:** Sees that citizens wear their name tags and have their Manual, Governmental Organization and Procedure Handbook, and paper and pencil with them. Takes care of personal relations.

**Post-Mistress:** Responsible for in-coming and out-going mail for the city. Collects a card or letter from each citizen to sponsoring American Legion Auxiliary Unit by noon on Wednesday and turns in a 100% report to the City Advisor. Prepares an “outgoing mail box” for the city. Makes a formal report to the City Council.

**Director Of Safety:** Locates safety equipment (fire extinguisher, alarm buttons, nearest exit, etc.) Make citizens aware of the location of Sickbay and the need to report any illness or injury immediately to City Advisor or other Florida Girls State Staff member. Locate exits and instructs city as to which exits are to be used when leaving the dorm. Makes a formal report to the City Council. Assures safety of her city's citizens to and from meals and other activities.

**Director of Public Works:** Keeps hall clean and neat. Insures that citizens remove old campaign materials. Responsible for seeing recyclable materials are placed in proper containers.

**City Clerk:** Acts as Sergeant-at-Arms in lining up citizens for elections and in Bill Review Committee Meeting. Completes city election forms legibly, post one copy in city, other copies to the City Advisor. Makes formal report to the City Council.

**City Manager:** Opens City Council meeting with the Pledge to the Flag and a brief thought for the day and patriotic song. Closes the meeting with a two-minute inspirational thought.

**Supervisor of Elections:** Lines citizens up in alphabetical order for state elections and assists in verifying voter registration. Assists Staff members in organizing Town Hall Meetings.