



New Mexico Girls State Volunteer Handbook for Government Counselors



Government Counselors

Role:

A Government Counselor is assigned to each Girls State city. Together the Government Counselor, Senior Counselor and Junior Counselor are the Staff Team for their city – each having various but related responsibilities.

The Government Counselor should follow all staff rules and the Girls State dress code.

Responsibilities:

You have charge of the government program in your city, county, party, etc. as assigned by the Director. You are responsible for the government instruction for your city. Follow the direction of the Government Instructor and the Instruction Manual.

It is your duty to preside at the beginning of the meetings until a temporary chairman and/or officers are elected. After the citizens of Girls State assume their offices, you should be available to answer questions and to guide the officials through the program, but the girls are expected to carry forth the duties of their offices. Encourage the girl's participation as much as possible by helpful hints and supportive praise. Insist that records and/or minutes be kept by various clerks and by the Secretary of State, and that these records be given to you at the close of Girls State. You will give these records to the Office Manager.

The Government Counselor's responsibilities include:

- Helping enforce the dress code for all delegates at all activities, sessions, etc.
- Coordinating with the Junior Counselor and assisting her with her responsibilities
- Assisting the Senior Counselor as needed.
- Assisting with the delegate registration on the first day – assisting the Senior Counselor on the floor of your city
- Consulting with the director or assistant director on matters related to delegates in her city.
- Attending Staff meetings and Government Counselor meetings through out the week

If you have any questions about your duties/responsibilities, check with Rita Navarette, Government Instructor



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Before Girls Arrive on Sunday

Attend meeting/training for Government Counselors. Meeting will be held at _____

Assist the Senior Counselor in preparing the Dorm area assigned to your city

During registration on Sunday and Rest of the Week

Be in assigned Dorm building and on the floor when the girls arrive. Welcome the girls and help as assigned by the Senior Counselor.

At Graduation on Friday morning

Have Citizens sit with their cities in alphabetical order. THIS IS A DRESS/SKIRT EVENT.

During the week:

Help the girls feel welcome, console losers and those who are homesick, etc.

Do not answer questions about the dorm. This is the responsibility of the Senior Counselors.

You are expected to attend ALL SESSIONS and ALL GENERAL ASSEMBLIES (unless excused by GS Director for special assignment). Help keep order in/during assemblies by keeping order among yourselves. There is a certain amount on "spontaneous" activity that is permitted prior to, during and following some of the assemblies.

Review rules and be sure you understand them:

Be sure your citizens are:

On time for meals, meetings and assemblies

Dressed appropriately and following the dress code - make sure you and the girls know what the dress code is for each activity.

See that your ENTIRE CITY is present and on TIME for all assemblies and other group functions. Cities must walk together as a group when going to another building. Take a head count before you leave to make sure your entire City is present. Stress the "fun" of staying



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together as a City. City signs can be decorated and should be the responsibility of 2-3 girls to see that it is at ALL activities.

Girls **MUST** stay as a group when going and coming from meetings, especially at night. If they are bothered in any way **IT SHOULD BE REPORTED IMMEDIATELY.**

Remind the girls to take their programs and other materials with them so they are prepared and do not have to return to the Dorm.

Remind the girls **NO DRINKING, EATING or GUM CHEWING ALLOWED IN THE AUDITORIUM OR BALLROOM.**

Cell phones are used in the dorm area only. Do not take cell phone to classes/auditorium. If caught talking/texting, phone will be taken away.

Help your city citizens decorate the city sign to be taken to all meetings, etc.

Meals are well planned by the cafeteria staff. All girls must report for all meals. **THERE WILL BE NO OUTSIDE FOOD BROUGHT IN OR ORDERED.**

All girls signed an agreement not to leave campus. Make sure this is enforced.

Any Delegate that gets sick and cannot attend meals/meetings must go to the office/nurses station. No delegate will be allowed to remain in their room alone.

Sanitary supplies are available for purchase in the Canteen. The Nurse will also have extras. Girls are expected to pay for them. **ALL sanitary supplies MUST be disposed of by wrapping in toilet tissue and put into wastebaskets. DO NOT FLUSH DOWN TOILETS.** Please impress the importance of this request!

(include in the Gov Counselor handbook: dress code, campaign rules, list of delegate rules, map, program and any other helpful information)