



New Mexico Girls State Volunteer Handbook for Ancillary Staff



Ancillary Staff

Role:

Ancillary Staff includes all volunteers not assigned as Government Counselors or Senior Counselors. They are assigned various responsibilities by the Director and Assistant Director and support other staff in their responsibilities.

Responsibilities:

Staff should not answer questions about the government program. This is strictly for the Government Counselors.

The responsibilities of the Ancillary Staff will depend on their individual assignments. But these general rules and responsibilities apply:

- All Staff should follow all staff rules and the Girls State dress code.
- Attend activities, general sessions and assemblies as they are available.
- Assist the Director, Assistant Director and Office Manager as needed.
- Be willing to accept additional assignment as needed.
- Consulting with the director or assistant director on matters related to their assignments and any problems with delegates.
- Attending Staff meetings through out the week (usually held during the dinner hour).

If you have any questions about your duties/responsibilities,
check with Alisha Jones, Director

(include: Dress Code, schedule, map, program, etc)