



# WASHINGTON STATE YOUTH & GOVERNMENT

## **Post Master General** **Assistant Post Master General**

Candidates for **Post Master General** must have at least one year of page experience in the Youth & Government Program and be enrolled in grades 9-11 or equivalent. The Post Master General will be selected by the members of the page program at the close of the session. The Post Master General will serve for the following year and subsequent session.

Candidates for **Assistant Post Master General** should be enrolled in 9th – 12th grade, or equivalent, and have at least one year's prior experience as a Page in the Youth Legislature. The Assistant Post Master General will be elected during district events. The position will rotate around the state each year.

The Post Master General and Assistant MUST attend Leadership Training as scheduled in the Program Calendar.

The **Post Master General** has the following responsibilities:

1. Coordinate with Page Area Advisors to plan a paging strategy for session
2. Supervise pages in various program areas, and maintain smooth, efficient and timely delivery of notes.
3. Assign pages to specific program areas, and ensure that pages are showing up for their assigned duties.
4. Work together with the Asst Post Master General to cover the page check-in table.
5. Monitor page notes for appropriateness. Prevent and/or stop inappropriate communication as soon as possible.
6. Serve as a voting member of the YMCA Youth Legislature Program Committee.
7. Attend the Proclamation Signing, Leadership Training and Y-Advocacy Day events, as well as the Youth Legislative session in its entirety.

The **Assistant Post Master General** has the following duties:

1. Assist the Post Master General in implementing the paging strategy for the session.
2. Supervise pages in various program areas, and assist with the flow of page notes.
3. Ensure that pages are showing up for the assigned duties.
4. Work together with Post Master General to cover the page check-in table.
5. Monitor page notes for appropriateness. Prevent and/or stop inappropriate communication as soon as possible.