

CABINET RESPONSIBILITIES/DUTIES

The Governor's Cabinet is the top advisory group to the Governor. Members of this group are Secretary of State, Attorney General, Comptroller, Commissioner of Education, Lt. Governor and Department Heads. The Executive Department serves as the link between the Legislative and Executive branches. The role of Commissioner of Education has been included in the executive branch as the starting point of a program for those participants interested in studying the educational policies of the State of New York.

TYPES OF PARTICIPATION FOR EXECUTIVE BRANCH

* All members of the Executive Branch are responsible for co-sponsoring a piece of Legislation. The Youth Governor appoints cabinet members.

Youth Governor

This position has the rank of Senior Officer of the Youth and Government Program. The Youth Governor is also the highest ranking position in the YMCA New York State Youth & Government Program.

Qualifications:

- Same basic qualifications as specified above.
- Candidates for this position must be entering the senior year in high school the following year and must have attended the immediate preceding Model Legislative Program as an official delegate.
- Recognized leadership in school, community or YMCA activities.
- Ability to speak in public clearly and to the point.
- Knowledge of current problems facing the State of New York.

Duties:

- Speak at the opening ceremonies of the Albany Model Legislative Program to give a "State of the State" address.
- Carefully review and act on each legislative bill, with the advice of the cabinet.
- Visit the judicial conference and address its delegates on issues relating to the administration of justice in the State of New York.
- Preside over sessions of the Governor's cabinet and delegate to its members the necessary responsibilities to achieve Governor's duties.
- Serve as a member of the State Steering Committee.
- Represent the New York State Youth & Government Program during the year in office.
- Close the Albany Model Government program with the "Executive Record Report" calling attention of the youth participants to work for the following year's program, on the issues presented in the report.

Lieutenant Governor

Qualifications:

- Same basic qualifications as specified above.
- Candidates for this position must be entering the senior year in high school the following year and must have attended the immediate preceding Model Legislative Program as an official delegate.

- Recognized leadership in school, community or YMCA activities.
- Ability to speak in public clearly and to the point.
- Knowledge of current problems facing the State of New York.

Duties:

- Senior officer and member of the State Steering Committee. Serves as the presiding officer of the Senate whenever he/she is present.
- Make senatorial decisions with the President Pro Tempore.
- Is a full member of the Cabinet and has related executive duties as those of the Youth Governor in their absence as agreed upon between the two leaders.
- May engage in cabinet meetings around specific issues, in agreement with the Youth Governor's position / platform on an issue.
- Must co-sponsor a Bill
- Provides principal direction, in conjunction with the State Director, to the Presiding Officers at the Bills Conference regarding the distribution of Bills to their committee assignments.

Executive Clerk

Qualifications:

- Same basic qualifications as specified above.
- Ability to organize clerical work
- Ability to read clearly and rapidly.
- Ability to keep accurate minutes.

Duties:

- Assist the Governor's Cabinet Meetings in whatever way possible.
- Record all records of the Cabinet Meeting including the advice brought about by the cabinet members.
- Keep in order the Agenda of the Cabinet meetings.
- Prepare information releases for the bills discussed in the Cabinet Meetings.
- Organize and keep in order the Bills for the Governor.
- Keep accurate minutes of the Cabinet Meetings.
- Read aloud bills to the Cabinet Members.
- Produce report which highlights which bills have been passed/vetoed and commentary
- Co-sponsor a bill

Secretary Of State

Qualifications:

- Same basic qualifications as specified above.
- At least a sophomore in high school.
- Recognized leadership in school, community or YMCA activities.
- Has taken part in a previous YMCA Model Government Program as an official delegate.
- Ability to speak in public and to the point.
- A good knowledge of parliamentary procedure.

Duties

- Serves as the Presiding Officer of the Elections Committee of the Albany Conference.
- Serve as a member of the Governor's Cabinet, accomplishing all duties assigned to the members of this cabinet.
- Assist the Youth Governor in whatever ways are necessary in preparing the "Executive

Record Report" and in the approval or vetoing of legislative bills.

- Serve as coordinating officer between Executive and Legislative Branches of the Model Government Program.
- Co-sponsor a bill.

Attorney General

Qualifications:

- Same as the Secretary of State.

Duties:

- Acts as the Liaison to the Judicial Branch.
- Prepares a Brief to be argued in the Model Appellate Court of the Judicial Branch.
- Serve as a member of the Governor's Cabinet, accomplishing all duties assigned to the members of the Cabinet.
- Assist the Youth Governor in whatever ways are necessary in preparing the "Executive Record Report," and signing or vetoing legislative bills.
- Serve as coordinating officer between Executive and Judicial Branches of the Model Government Program.
- Principle role in arguing Judicial Review constitutionality of Attorney General's and supporting junior officers in the presentation of their case problems on Sunday morning.

Comptroller

Qualifications:

- Same as Secretary of State

Duties

- Serve as a member of the Governor's Cabinet, accomplishing all duties assigned to the members of this Cabinet.
- Assist the Youth Governor in whatever ways are necessary in preparing the "Executive Record Report," and signing or vetoing legislative bills.
 - Specifically include any budgetary implications of proposed legislation.
- Co-Sponsor a bill.

Commissioner of Education (Appointed by Youth Governor)

Qualifications:

- Same as the Secretary of State

Duties

- Contacts one or more government officials in the State Department of Education and informs them that you will be serving as a youth commissioner of education in the YMCA Model Legislative Program, get their view point on administering the educational policies of the State and ask for advice on current issues on this field.
- Assist the Youth Governor in whatever ways necessary in preparing the "Executive Report."
- Serve as a member of the Governor's Cabinet, accomplishing all assignments given to the members of this cabinet.
- Co-sponsor an education Bill.

Press Secretary:

Qualifications

- Same as the Secretary of State.

Duties

- Coordinate the distribution of official information concerning the Youth Governor and the Governor's Cabinet
- Assist the Youth Governor in whatever ways necessary in preparing the "Executive Report.
- Prepares an article for the Newspaper.
- Organizes and chairs the Governor's Election Press Conference in conjunction with the Editor-in-Chief.
- Organizes in a town meeting format and chairs Governor Press Conference regarding the explanation of the Governor / cabinet decisions regarding passed or failed legislation. The Governor's participation is optional.

Chief of Staff

Qualifications:

- Same as the Secretary of State.

Duties:

- Heads and coordinates Executive Staff, e.g. Liaisons, press secretary, Executive Assistant, Governor's Page.
- Keeps Governor informed of staff actions and grievance.
- Compiles reports of legislative action from staff members and sees that the Secretary of State receives them.
- Serves as means of communication between legislative branch and Youth Governor.
- Co-sponsor a bill.

Assembly and Senate Liaisons

Qualifications:

- Same as Secretary of State.

Duties:

- Inform the Youth Governor with regard to debate regarding each Bill.
- Serve as coordinating officer between Executive and Legislative Branches of the Model Government Program
- Serve as a member of the Governor's Cabinet, accomplishing all duties assigned to the members of this cabinet.
- Assist the Youth Governor in whatever ways are necessary in preparing the "Executive Record Report" and in the approval or vetoing of legislative bills.
- Serves as a buffer to ease tension that may develop between House or Senate members, the presiding officers or Governor's leadership team. Work as mediators who can elicit insight and support from the advisor parliamentarian. .
- Co-sponsor a bill.

Teddy Roosevelt Liaison

Qualifications:

- Same as Secretary of State.

Duties:

- Inform the Youth Governor with regard to proposed Resolutions.
- Serve as coordinating officer between the Executive, Judicial, and Legislative Branches

of the Model Government Program to the Teddy Roosevelt House.

- Serve as a member of the Governor's Cabinet, accomplishing all duties assigned to the members of this cabinet.
- Assist the Youth Governor in whatever ways are necessary in preparing the "Executive Program Report" and in the approval of all conference Resolutions.
- Co-sponsor a bill with consideration to submitting a Resolution for a Chamber to consider within their Bill Docket.

Commissioner of Transportation

Commissioner of Consumer Protection

Commissioner of Environmental Protection

Commissioner of Health

Commissioner of Labor

Commissioner of Children and Family Services

Commissioner of Education

Commissioner of Banking

Commissioner of Correctional Services

Brigadier General

Qualifications:

- Same basic qualifications as specified above.
- At least a sophomore in high school.
- Recognized leadership in school, community or YMCA activities.
- Has taken part in a previous YMCA Model Government Program as an official delegate.
- Ability to speak in public and to the point.
- A good knowledge of parliamentary procedure.

Duties:

- Serve as a member of the Governor's Cabinet, accomplishing all assignments given to the members of this cabinet.
- Contacts one or more government officials in your departmental area of responsibility and inform them that you will be serving as a youth commissioner of *your department* in the YMCA Model Legislative Program, get their view point on administering the department (Transportation, Consumer Protection, Environmental Protection, Health, Labor, Children and Family Services) policies of the State and ask for advice on current issues on this field. You may want to begin you search from the New York Y&G web page (About Y&G [to](#) Links [to](#) NY Assembly [to](#) Committees Commissions & Task Forces or [to](#) NY Senate [to](#) Senators [to](#) Senate Committees
- Assist the Youth Governor in whatever ways necessary in preparing the "Executive Program Report."
- **Co-sponsor a Bill within your area of responsibility.**