

RESPONSIBILITIES OF OFFICE

Performance Standard 14B.F

Create an organizational chart that describes the roles, responsibilities, and relationships among the major offices of the executive branch of Illinois state government accordingly:

- *Knowledge:* define the roles and responsibilities of the Governor, Lt. Governor, Attorney General, Secretary of State, Comptroller, and Treasurer;
- *Reasoning:* analyze the relationships among the top officials of the state; and
- *Communication:* produce an organization chart that is well-organized and well-detailed; express all ideas in a way that provides evidence of knowledge and reasoning processes.

Procedures

1. ***In order to understand the structures and functions of the political systems of Illinois, the United States, and other nations (14B)***, students should experience sufficient learning opportunities to develop the following:
 - Define the roles and responsibilities of top officials in Illinois state government (e.g., Governor, Secretary of State); and
 - Describe the organizational relationships within the executive branch of Illinois state government.
2. Have students review and discuss the assessment task and how the rubric will be used to evaluate their work.
3. Provide each student a copy of the “Responsibilities of Office” handout. Have students research this and other sources to gather more information about the offices of Governor, Lt. Governor, Attorney General, Secretary of State, Comptroller, and Treasurer and their relationship to one another. They should take notes on the roles, responsibilities and relationships of those offices.
4. Ask students to make an organizational chart showing the relationship of power in the executive branch of the Illinois state government. The flow chart should include the responsibilities of each office.
5. (Optional) Have each student do a 2-3 minute presentation on the roles, responsibilities and relationships of one of the offices in the executive branch.
6. Evaluate each student’s work using the Social Science Rubric as follows and add the scores to determine the performance level:
 - *Knowledge:* the definitions of the roles and responsibilities of each of the offices were complete and correct.
 - *Reasoning:* the analysis of the relationships between offices in the executive branch was thorough and accurate.
 - *Communication:* the organizational chart was well-organized and well-detailed; the knowledge and reasoning were completely and effectively communicated.

Examples of Student Work follow

Time Requirements

- Two - three class periods

Resources

- *Handbook of Illinois Government* (order “G-02” online: <http://www.sos.state.il.us/cgi-bin/special/puborder.s>)
- “Responsibilities of Office” handout
- Newspapers
- 11x17 drawing paper
- Social Science Rubric

RESPONSIBILITIES OF OFFICE

THE GOVERNOR of Illinois is the chief executive of the state responsible for administration of all areas of the Executive Branch not under the authority of other constitutionally elected officials. The Governor appoints administrators and department directors, subject to approval by the Illinois Senate. The Governor also has general administrative responsibility over a large number of semi-independent boards and commissions. The Governor appears before the General Assembly annually to propose a budget for State Government operations and report on the condition of the state, setting priorities and direction. The Governor grants pardons and reprieves, calls special legislative sessions, approves or vetoes legislation and approves state construction contracts. The Governor is commander-in-chief of the state's military forces.

THE LIEUTENANT GOVERNOR, the second highest-ranking state official, acts as the state's advocate for rural areas as chair of the Governor's Rural Affairs Council and the Illinois Rural Bond Bank, an agency that assists smaller communities in obtaining financing for local infrastructure. As chair of the Illinois River Coordinating Council, the Lt. Governor directs the state's strategy in protecting the Illinois River Watershed and its tributaries. The Lt. Governor also chairs the Illinois Main Street Council, which provides assistance to communities in restoring their downtown and historic areas. Lt. Governor Corinne Wood leads "Women's Health Illinois," an initiative to better inform the public about State Government programs for women and more effectively deliver state health services unique to women.

THE ATTORNEY GENERAL is the chief law enforcement officer in Illinois, coordinating crime-fighting activities with state, county and local authorities. The Attorney General also is the state's chief legal officer, representing other elected state officials, departments and agencies in court.

THE SECRETARY OF STATE's office provides direct service to more Illinois citizens than any other public agency. The office issues vehicle license plates and titles, registers corporations, enforces the Illinois Securities Act, investigates vehicle theft and odometer fraud, licenses drivers and maintains driver records. As State Librarian, the Secretary oversees the State Library and literacy programs, and as State Archivist, maintains records of legal historic value.

THE COMPTROLLER is the chief fiscal control officer of State Government, charged with maintaining the state's central fiscal accounts and ordering payments into and out of the appropriate funds. To fulfill these duties, the Comptroller has established accounting standards for use by all agencies. Maintaining the official records regarding State Government's fiscal affairs, the Comptroller serves as a clearinghouse for financial information. The office also ensures that units of local government prepare and submit reports regarding their financial status. In addition, the Comptroller enforces consumer protection statutes regarding the funeral and cemetery industry.

THE TREASURER acts as the state's banker, investing a portfolio of nearly \$7 billion in state operational funds and an additional \$4 billion for Illinois local governments. These investments have netted the state more than \$1.75 billion during the last four years. In addition to investing in traditional financial instruments, the State Treasurer invests in projects that create private sector jobs and provide funding for social service organizations through various linked deposit programs. The Treasurer's office also works with all facets of Illinois' education community to increase the level of financial education available for young and old alike.

Source: Adapted from Illinois Handbook of Government 2001 – 2002 (April 2001), pages 5 – 10.

Governor

"Meets"

- Chief executive of state
- sets priorities
- proposes budgets
- reports condition of state

Secretary of State

- Issues vehicle license plates
- Keeps Great Seal
- Maintain record of General Assembly
- investigates vehicle theft

Lt. Governor

- 2nd highest rank official
- directs state's strategy for IL, River Watershed
- Acts as state's advocate for rural areas
- chair of IL, Rural Bank

Comptroller

- chief fiscal control officer
- enforces consumer protection
- serves as clearing house for financial info
- order payments into and out of funds held by the Treasurer

Attorney General

- chief law enforcement officer of IL
- has duties and powers prescribed by law
- State's chief legal officer
- coordinating crime-fighting activities with State, County, and Local authorities

Treasurer

- State banker
- Invests portfolio of \$7 billion
- Safe keeping of money and security
- Invests in projects that create sector jobs

"Exceeds"

Roles and Responsibilities for the Offices

Governor

- reports to General Assembly
- propose a budget
- sets priorities
- grants pardons
- calls sessions
- approves or vetos contracts
- chief of the state military forces

Treasurer

- acts as the state banker
- increases the level of financial education
- invests in projects that create sector jobs

Lt. Governor

- acts on the state's advocate
- protects waterways
- assists smaller communities
- Exercise powers assigned by Governor

Attorney General

- chief legal officer
- coordinating crime-fighting activities
- represents other state officials

Secretary of state

- keeps the Great Seal
- maintains the records of the General Assembly
- provides service to Illinois citizens
- issues license plates, titles
- investigates vehicle theft, odometer fraud

Comptroller

- fiscal controller
- prepares and submits reports to the financial status
- enforces the funeral and cemetery industry