



State Officer Candidate Information Overview and Application

Candidates seeking office for the

2017-18

School Year

EARLIER DEADLINE AND INTERVIEW DATE

**** Please complete and scan pages 6-12 plus resume as a multi-page PDF File then upload to the EMS***

Georgia TSA State Officer Candidate Information Overview

Chapter Advisor Responsibilities

The GA TSA local chapter Advisor is the only person authorized to initiate state officer nominations.

1. The GA TSA local chapter Advisor may use any procedure he/she wishes to determine which candidate is eligible to run for office using the following guidelines.
2. The local chapter advisor is responsible for seeing that the State Officer attends all mandatory training and meetings and travels with an adult (either parent/guardian, the local chapter advisor, State Coordinator or State Advisor) to all Georgia TSA functions.
3. It is the GA TSA local chapter Advisor's responsibility to verify all forms and documents and sign the application form in the official space provided. The Chapter Advisor will send all required materials to the GA TSA State Association Coordinator. All materials **Must be received as a pdf file uploaded into the EMS by January 25, 2017.**

Georgia TSA State Officer Qualifications

1. Only current GA TSA members (active) in good standing are eligible to run for or hold a state office.
2. May be a seventh (7th) through eleventh (11th) grade student.
3. Candidate must meet guidelines for the State No Pass/No Play requirements.
4. A candidate may seek only one state office per year.
5. Have a thorough knowledge of parliamentary procedures and the GA TSA bylaws.
6. A candidate must be a member of GA TSA for at least one year and have attended at least three conferences during the current school year, (previous national conference may be included) before seeking a state office and have held a local chapter officer position in that time.
7. All candidates should have the ability to express opinions, make decisions, and be neat and business-like in appearance.
8. All candidates should read carefully the section in the GA TSA bylaws on the duties and responsibilities of the office that they seek.
9. Candidates must attend all state officer candidate meetings at the State Conference. Failure to attend candidate meetings may result in removal from the ballot.
10. State officer candidates must understand the TSA creed and know it from memory and be able to recite it during the Georgia TSA State Conference.
11. State officer candidates must have passed the current year's Statesman Award with an 85% or better.
- 12. State officer candidates must have held a local chapter officer position prior to the election.**

Overall Duties and Responsibilities of a Georgia TSA State Officer

By electing you to a GA TSA state office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor come duties and responsibilities.

Duty is defined, as “the conduct, obedience, loyalty, and submission required of an officer.”

Responsibility is “the reliability and moral accountability for duties expected of an officer.”

Together, duty and responsibility convey the conduct and performance appropriate to all Georgia TSA State Officers.

Regardless of which office you hold, your duties and responsibilities as a Georgia TSA State Officer obligate you to do the following:

- ***Attend all scheduled meetings.***
- ***Communicate with the State President and Executive Director regularly and respond to email within 24 hours of receiving an email.***
- *Understand the mission and goals of Georgia TSA.*
- *Understand the TSA bylaws*
- *Understand the TSA creed and know it from memory and be able to recite it.*
- *Be familiar with the organizational structure and policies of Georgia TSA.*
- *Understand and correctly use parliamentary procedure.*
- *Memorize appropriate ceremonies and rituals.*
- *Be prepared to conduct organization and State meetings.*
- ***Be prepared to serve as a speaker.***
- *Be loyal to Georgia TSA.*
- *Assist other officers to accomplish their tasks.*
- *Practice good speaking and writing skills as you represent the state association.*
- *Prepare and present Leadership Lessons at CORE and FLC*
- *Be helpful, respectful, and responsible to all people.*

GA TSA State Officer Candidate Application and Election Procedures

1. Candidates must complete the “State Officer Candidate Agreement Form” and the “State Officer Candidate Application” and upload these, *along with their photo* (preferably their school picture), and a *one-page resume* ***as a pdf file uploaded into the EMS by January 25, 2017***. The information provided along with the photo becomes property of GA TSA and may be published in print form or electronically.
2. Candidates and Advisors will arrive on **Saturday January 28, 2017 at The Graduate, Athens, GA** (*unless instructed otherwise*) **295 E Dougherty St, Athens, GA 30601** (Contact Steve Price at sprice@gatsa.org prior to that week to confirm location) at 11:00 am and will be taken through the candidate process and requirements by the State Interview Committee Coordinator. ***Candidates must arrive in official GA TSA attire***. Candidates will be rated during the interview and if they receive a passing score based on the rubric, they will then move to candidate campaign process in March at the SLC.
3. Candidates must attend the state officer candidate orientation meeting held at the State Conference (date and time to be published in the program).
4. Only candidates declared eligible can seek nomination. The number of total votes allowed each local chapter will be announced prior to the conference. Voting will be done by designated voting delegates. Other official business may also be conducted during the election session. Candidates declared eligible will be announced at the beginning of the campaign session. Candidates will not be nominated from the floor.
5. After the initial voting process, if a candidate fails to receive a majority of the votes a run off will take place.
6. The newly elected state officers will be announced at the Awards Ceremony of the State Conference.

Campaign Booths and Campaigning

1. No campaigning should take place prior to the State Conference in any form.
2. Officer candidates will have the opportunity to have campaign booths at the State Conference.
3. No campaign material shall be attached to the walls or other property of the conference facility.
4. Time will be provided for delegates to “meet the candidates.”
5. Business sessions are reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during these sessions. No campaign hand-out material is permitted during these sessions.
6. Candidates for all offices will be limited to a THREE MINUTE speech.
7. Candidates will not be nominated from the floor.
8. All local chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned event of the conference. Because the “public eye” focuses on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in “putting our best foot forward.”
9. With respect for anti-litter concerns and cost to individuals and local chapters, campaign materials should be held to a minimum. Personal contact and the organization of a campaign develop leadership ability in a candidate to a greater degree than give-away gimmicks.
10. It is the responsibility of each officer candidate to see that all campaign material is picked up and removed one hour prior to the election session. No campaign material will be allowed in the election session.
11. There will be NO campaigning after curfew. This includes officer candidate interviews.

Georgia TSA Officer Candidate Application

Application: Upload pages 6-12 with all sections completed and signed and the required resume.

Deadline: Uploaded to EMS before midnight on **January 25, 2017**

Send to: Steve Price, Executive Director

Candidate's Name: _____ Parent/Guardian: _____

Date of Birth: _____

School Name: _____ Advisor: _____

Home Address: _____

City/State/Zip: _____

Home Phone () _____ School Phone () _____

E-mail Address: _____ Age: _____ Sex: _____ Years in TSA: _____

Circle the State Office that you are applying as a candidate:

President *2ndVice President* (middle school only)

If not elected do you want your name to be placed in the general officer pool? Yes No

General Officer Pool: (select two that you would like if elected)

1stVice President *Secretary* *Treasurer* *Reporter* *Sergeant-At-Arms*

Current year in school: 6 7 8 9 10 11

Grade point average (4 point system): _____

Have you taken and passed the current year's Statesman Award test? Yes No

If yes, when did you take the test? CORE Fall Leadership Conference

Please list the technology education courses that you have taken, or that you are currently enrolled in:

What chapter officer positions and any state offices have you held and what was one of your proudest moments? _____

What is your favorite TSA experience or moment and why? _____

Why do you wish to be a TSA state officer?

What would be your strengths as a member of the GA TSA state officer team?

What is your career objective and plans after high school to get there?

Georgia TSA State Officer Candidate Application

Please rate your abilities in the following areas. This rating information is only for the knowledge of the GA TSA Advisory Council and will not be made public. Please be candid.

(Place a check mark in the box that represents your personal ability level.)

Public Speaking	Excellent	Good	Fair	Poor
Writing Skills	Excellent	Good	Fair	Poor
Committee Work	Excellent	Good	Fair	Poor
Competitive Events	Excellent	Good	Fair	Poor
Parliamentary Procedure	Excellent	Good	Fair	Poor
Leadership Skills	Excellent	Good	Fair	Poor
Computer/Technical Skills	Excellent	Good	Fair	Poor

(Circle all of the underlined words that best describe you.)

I am ***Confident,*** ***Shy,*** ***Proud,*** ***Supportive,*** ***Demanding,*** ***Well Groomed,***
Team Oriented, ***Helpful,*** ***Better working alone,*** ***Loud,*** ***Busy,*** ***Overloaded,***
Disorganized, ***Likeable,*** ***Talkative,*** ***Passive,*** ***Sometimes Grumpy,*** ***an Individual***

I have completed this application and want to be a state officer without any reservations:

Candidate Signature

GA TSA Officer Candidate Agreement Form

Deadline: Must be received as a pdf file uploaded into the EMS by January 25, 2017

I, _____, have read and understand the qualifications of the Georgia TSA State officers and realize the duties of the office that I am seeking. If elected, I agree to be present and to participate in all required GA TSA activities during my term of office. And, if elected, I agree to fulfill my duties to the best of my ability.

As a Georgia TSA State Officer, you will be required to attend the following activities:

- State Officer’s Pre-CTSO Workshop – **May 30 -June 1, 2017**
- CTSO Officer Training – **June 2-6, 2017**
- National TSA Conference – Orlando, Florida – **June 21-25 2017**
- Chapter Officer Retreat for Excellence (CORE) – **September 15-17, 2017**
- State Officer Training— **October 6-8, 2017**
- Tech Day – **October 9, 2017**
- Fall Leadership Conference – **November 3-5, 2017**
- GACTE Legislative Day – **February 2017 (specific day TBA)**
- State Conference – **March 15-17, 2018**
- Two joint Executive Committee and Advisory Council meetings (usually on Friday afternoon through Saturdays). Meetings are usually held late in the months of August, and January.

I certify that I am a member in good standing of the _____ Chapter.

- **Included is a one-page resume listing my TSA, school and/or community activities.**

Candidate’s Signature

Date

Name of Local Advisor _____

As this Georgia TSA State Officer Candidate’s Local Advisor, it is without reservation that I recommend he or she as a Georgia TSA State Officer.

Signed: _____ **Note: Local Advisors must complete the following Local Advisor’s Responsibilities Form in addition to signing this form.**

Local Advisor must complete the following section:

Based on your experience with the officer candidate, please circle either yes or no, to indicate whether or not you believe the officer candidate is capable of fulfilling the duties listed below:

- Yes No **Attend all meetings and scheduled training workshops.**
- Yes No Respond to communication in a timely manner
- Yes No Understand the mission and goals of Georgia TSA.
- Yes No Understand the TSA bylaws.
- Yes No Understand the TSA creed and know it from memory and be able to recite it.
- Yes No Be familiar with the organizational structure and policies of Georgia TSA.
- Yes No Understand and correctly use parliamentary procedure.
- Yes No Memorize appropriate ceremonies and rituals.
- Yes No Be prepared to conduct organization and State meetings.
- Yes No Be prepared to serve as a speaker.
- Yes No Be loyal to Georgia TSA.
- Yes No Assist other officers to accomplish their tasks.
- Yes No Practice good speaking & writing skills as a Georgia TSA representative.

Endorseees: We recognize the responsibilities of the position for which we have nominated our candidate and will assist him or her in executing responsibilities of said office, in any capacity that we can, should he or she be elected. We also understand that female officers should travel with a female chaperone and male officers should travel with male chaperones. We have fully reviewed and understand the Georgia TSA State Officer Candidate information overview, official application, agreement form and other related documentation.

Parent or Guardian (please print name and sign) _____
Date

Chapter Advisor (please print and sign) _____
Date

School Principal (please print name and sign) _____
Date

School Principal's signature if moving up to the High School _____
Date

School level CTAE Supervisor (please print name and sign) _____
Date

System Level CTAE Director or designee (please print name and sign) _____
Date

Georgia TSA State Officer Code of Conduct

It is the responsibility of all Georgia TSA State Officers to conduct themselves in a proper, businesslike manner at all times.

1. All officers are expected to attend and be on time to all meetings and events during the year.
2. All officers shall behave in a courteous and respectful manner; refrain from language and actions that might bring discredit upon them, their school, and their families or upon Georgia TSA.
3. Conduct not conducive to a business environment will not be allowed. Such conduct includes, but is not limited to, actions disrupting a business like atmosphere, association with non-conference individuals or activities that endanger self or others.
4. At any function sponsored by GA TSA, all officers, participants and guests shall abide by the dress code. Blue jeans and other casual attire are excluded from all functions.
5. There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishings in the hotel room or building.
6. If male and female officers visit each other in their hotel rooms at any time, the door must be open. These visits must have prior approval of the State Coordinator or State Advisor and an advisor must be present during these visits.
7. All officers will be in their own rooms by designated curfew and will not leave the room after curfew. Advisors will always do one or more room checks, following curfew. Officers may expect the advisor to also follow up with a phone room check at any hour following curfew.
8. Officers shall keep the State Advisor and the State Coordinator informed of their activities and whereabouts AT ALL TIMES. Accidents, injuries or illnesses must be reported to the State Advisor or State Coordinator when they occur.
9. Officers must always travel with a group (never alone) and should not go into hotel stairwells alone, areas that are poorly lit, or areas that have light pedestrian traffic.
10. Officers are not allowed to drive themselves to Georgia TSA functions.
11. Officers, delegates, or alumni shall possess no alcoholic beverages, narcotics or firearms in any form, at any time, under any circumstances.
12. Use of tobacco products is prohibited by all officers.

Results of Georgia TSA State Officer Code of Conduct Violation

Immediate **expulsion** from any Georgia TSA sponsored meeting or event will result from the following:

- Possession of alcoholic beverages, narcotics, or firearms of any form, possessed at any time, under any circumstance.
- Gross violation of male and female room regulations.
- Gross damage to property; or violation of hotel safety codes or criminal laws.
- Internet misuse.

Georgia TSA State Officers may also be removed from office for one or more of the following reasons:

- Failure to perform the duties of their office.
- Failure to attend required meetings.
- Failure to follow rules, regulations and responsibilities to act in a professional manner.
- Failure to meet appropriate deadlines without satisfactory explanation.

We (officer and parent(s) or guardian) have read and fully understand the Georgia TSA state Officer Code of Conduct and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.

Officer's Name

Officer's Signature

Date

Parent or Guardian's Signature

Date

Permission to Publish

As a Georgia TSA State Officer, the officer's name, photo, TSA e-mail address, and school contact information will be posted on the Georgia TSA's web site and imprinted documents (publications). The officer's home contact information will not be published electronically or in printed documents. I give Georgia TSA permission to publish electronically and in printed documents the information and materials as described.

Parent or Guardian's Signature

Date