

# PA-TSA STATE OFFICER CANDIDATE PACKET

Dear PA-TSA Member:

Are you currently serving, or have you previously served, as a Local or State Officer? Have your peers, advisor(s), parents and administrators identified your leadership skills? If so, this is your opportunity to seek a state office in the Pennsylvania Technology Student Association, which will sharpen your leadership and communication skills as you serve your fellow PA-TSA members.

Each State Office in the Pennsylvania Technology Student Association holds great challenges and rewards. Six officers are elected, and two are appointed. Usually, the appointed officers are chosen by the newly elected State Officers from the remaining candidates who were not elected to office. If elected or appointed, you will travel, meet officers from other states and participate in a variety of other activities. During the tenure of your office you will be expected to fulfill a number of responsibilities of that office. **Please read carefully all of the materials in this packet. Pay careful attention to expenses involved and the tentative State Officer Schedule. You will be expected to attend and participate in these activities.**

The challenge of running for a State Office lies ahead of you. Although you will work hard, this will be a time of fun and fellowship. You will find the time exciting and stimulating. If you have any questions about a State Office, please feel free to contact me or any of the State Officers listed in your PA-TSA Student Handbook or on-line to discuss your concerns.

If you wish to be a candidate for a State Office, you will need to complete three forms and return them by the given deadlines.

You must complete the below form online no later than fifteen days prior to the beginning of the PA-TSA State Conference, [http://patsa-iservices.org/officer\\_app/](http://patsa-iservices.org/officer_app/)

- PA-TSA State Officer Candidate Form (online)
- PA-TSA State Officer Agreement Form (Submit at Conference Check-In Wednesday)
- E-mail Photo (email to [sot-application@patsa.org](mailto:sot-application@patsa.org))

Thank you for accepting the TSA challenge: Learning to Live in a Technical World.

Sincerely,

PA-TSA State Officers Director

**Advisors:** Please duplicate this **PA-TSA STATE OFFICER CANDIDATE PACKET** as necessary for interested members of your chapter.

# PENNSYLVANIA TECHNOLOGY STUDENT ASSOCIATION

## STATE OFFICER TITLE DESCRIPTIONS

### **PRESIDENT:**

The office of President is a challenging and rewarding position that all TSA members should strive for. While it is not required, it is strongly recommended that a candidate for the office of President should have previously served as another State Officer before seeking this office. The duties of the President range from establishing and running meetings, to organizing agendas, overseeing State Officer projects, and most importantly to support and motivate the activities of the State Officer delegation. Working closely with the Vice-President, a strong program of work for the year should be developed. Close communication with the State Officer advisor is also required.

### **VICE-PRESIDENT:**

The office of Vice-President demands a strong leader capable of assisting the President, especially in establishing a work program for the State Officers. Other duties include membership work and welfare, assistance with overseeing State Officer projects, serving in capacities assigned by the President and, of course, leading the State Officers and meetings in case of absence of the President.

### **SECRETARY:**

The office of Secretary entails one prominent responsibility - that of taking minutes and notes of all PA-TSA meetings involving State Officers. The Secretary must keep an accurate record of each topic discussed at meetings. He/she is responsible for official communications to State Officers and others needing to know in regards to minutes, meeting dates and other pertinent information. The Secretary also becomes involved in committees and other assignments as directed by the President.

### **TREASURER:**

The office of Treasurer has the duty of keeping the State Officers and membership abreast of the financial status of the organization. He/she is largely responsible for overseeing the budget of the State Officers. It is also the responsibility of the Treasurer to oversee the fund raising of the National Service Project and other fund raising activities of the State Officers. The Treasurer also becomes involved in committees and other assignments as directed by the President.

### **REPORTER:**

The office of Reporter has the responsibility to keep the State and Nation abreast of our organization's activities. The biggest responsibility is to oversee the production of the PA-POST, the state newspaper. This responsibility involves article assignments, page preparation and coordination of production and distribution with the Board of Directors' assigned coordinator. The Reporter should also contact the media for PA-TSA publicity and submit articles to the School Scene, the National TSA newspaper. The Reporter also becomes involved in other committees and assignments as directed by the President.

## **SERGEANT-AT-ARMS:**

The responsibility of the Sergeant-at-Arms is to see that the meeting place is properly prepared and suitable. This includes the meeting decorum and symbol placement, if applicable. The Sergeant-at-Arms also acts as the greeter and doorkeeper at all meetings. This is especially significant in interviews for office appointment and candidate speeches at delegation meetings at the National Conference. The Sergeant-at-Arms also becomes involved in committees and assignments as directed by the President.

## **PARLIAMENTARIAN** (*appointed office*):

The primary duty of the Parliamentarian is to see that all meetings follow *Robert's Rules of Order*. Other duties are usually assigned by the President and may include such things as assistance with preparing visuals and other items for the PA-TSA State Conference and/or chairing a committee.

## **HISTORIAN** (*appointed office*):

The primary duty of the Historian is to see that up-to-date information is properly kept in the PA-TSA State Archives. He/she is usually responsible for overseeing the production of a video and other visuals for the PA-TSA State Conference. He/she should also submit a written summary of the year that reflects the impact of the year in the history of PA-TSA. As with the other officers, the Historian becomes involved in other assignments as directed by the President.

***All State Officers, elected or appointed, are expected to be very familiar with the duties of their office by the beginning of September following their installation to office, which includes memorization of their duties and the procedure of opening and closing ceremonies. Each officer will be expected to contribute articles to the PA-POST as assigned by the Reporter, perform assignments from the President and the Advisor and follow the PA-TSA State Officer Schedule for the year.***

# CANDIDATE CAMPAIGN PROCEDURES

## I. CAMPAIGN POSTER

Each candidate is permitted to display **ONE** 11" x 17" poster. The poster will be hung in a designated location at the PA-TSA State Conference site. The poster will follow the Safety Illustration guidelines. No other items may be displayed by the candidate.

## II. CANDIDATE HANDOUT

Each candidate will be limited to business card size handouts (2" x 3-1/2") to conference attendees. No other handout material will be permitted. Handouts may be handed out only at the opening session or on a direct one to one basis. They may not be placed in or around the resort, including under or on hotel room doors.

## III. CAMPAIGNING

Candidates are restricted from discussing other candidates while campaigning or speaking. Each candidate will direct all issues of the campaign to his/her position only. Each candidate should have a campaign manager who assists in keeping the premises cleared of all discarded campaign handouts.

# ELECTION PROCEDURES

## I. RULES

- A. Each chapter present has two votes.
- B. Voting is by closed ballot.
- C. There will be no nominations from the floor.
- D. If a delegate wishes to abstain from voting for a candidate, he/she shall leave it blank.
- E. If more than one check is made for an office, that vote is void.
- F. There will be at least two tellers appointed prior to the vote to oversee the counting. Tellers may **NOT** be voting delegates.
- G. In the event of a tie, the President's vote will be counted.

## II. PROCEDURES

- A. Each candidate will be given the opportunity to present a brief speech to the delegates on Thursday evening.
- B. After all candidates have spoken, there will be a question and answer session.
- C. The votes will be counted and results will be presented at the Business Meeting on Friday.
- D. In the event that a Run-Off is needed, it will take place during the Friday Business Meeting.
- E. The Business Meeting will continue until final results for all State Offices can be announced.

# STATE OFFICER CANDIDATE RESUMÉ

Name: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City / Zip Code: \_\_\_\_\_

Home Phone Number - (*area code*) number: \_\_\_\_\_

Education:

Courses: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

School Activities:

Music: \_\_\_\_\_

Sports: \_\_\_\_\_

Clubs: \_\_\_\_\_

TSA Activities: \_\_\_\_\_

Competitions: \_\_\_\_\_

Services: \_\_\_\_\_

Offices Held: \_\_\_\_\_

Local Events, Activities and Fund Raisers: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Goals:

Career: \_\_\_\_\_

Education: \_\_\_\_\_

Personal: \_\_\_\_\_

Family Members: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Other Awards/Services: \_\_\_\_\_

Community: \_\_\_\_\_

Church: \_\_\_\_\_

Clubs: \_\_\_\_\_

This is a suggested list of topics. A concise outline form is recommended.

- Complete your CANDIDATE FORM and RESUMÉ ONLINE no later than fifteen days prior to the beginning of the PA-TSA State Conference at [http://patsa-iservices.org/officer\\_app/](http://patsa-iservices.org/officer_app/)
- The CANDIDATE AGREEMENT will be submitted at the PA-TSA State Conference Registration.
- Without the signed papers you will not be able to run for an office.
- Your STATEMENT may be posted word-for-word; so please, double-check your writing.

# STATE OFFICER CANDIDATE SCHEDULE

## APRIL

- PA-TSA State Conference — Seven Springs Mountain Resort, Champion, PA
- Attend all candidate meetings as indicated in the program.
- Be present at the delegate seating, all business meetings and, if elected or appointed, the Installation Ceremony.

## ***IF ELECTED OR APPOINTED —***

## JUNE

- Attend the TSA National Conference and enroll in The DuPont Academy Leadership sessions. Academy costs and partial TSA National Conference expenses paid by PA-TSA.

## JULY

- Required attendance at the PA-TSA State Leadership Training Session at Bucknell University in Lewisburg, PA in July.
- Bucknell lodging and meal expenses paid by PA-TSA.
- Travel paid for and arranged individually.

## AUGUST

- Attend a State Officer planning meeting as established by the officers.
- Travel arranged individually.
- No expenses paid.

## SEPTEMBER / OCTOBER

- Required attendance at a PA-TSA sponsored leadership training weekend (Friday, Saturday and Sunday).
- Expenses and travel paid by PA-TSA.
- Travel arrangements made with the State Officer Director.
- This weekend is used for leadership training and planning for the year.

## NOVEMBER

- Technology Education Association of Pennsylvania Annual Conference on the first Thursday and Friday of November.
- Attend both days to assist in display booth and special interest session presentations.
- Transportation and meals arranged and paid individually. Registration fee paid by PA-TSA.

## JANUARY / FEBRUARY

- State Officer planning meeting in final preparation for the PA-TSA State Conference - usually in Grantville, PA, (*near Hershey*).
- Travel arranged and paid individually.
- On site meal paid by PA-TSA.

## FEBRUARY / MARCH

- Attend your PA-TSA Regional Conference.
- Arrange for visitation to at least one other regional conference.
- Travel arranged and paid individually - meals on your own.

## APRIL

- Attend the PA-TSA State Conference (*4 days*).
- Arrive early the first day for final program planning and practice.
- Transportation arranged through the State Officer Director and paid individually.
- Registration, lodging and meals paid by PA-TSA.

## JUNE

- Attend the TSA National Conference as a PA-TSA State Officer.
- Travel arrangements made on your own or through your chapter.
- Part of your TSA National Conference expenses will be reimbursed by PA-TSA, depending on the balance the PA-TSA State Officers have left in their budget.

***This schedule is a normal PA-TSA State Officers schedule. Other events or activities may be scheduled as necessary or desired by the State Officers. The State Officers Director is to be kept abreast of all travel arrangements. No formal officer meetings may be held without the State Officers Director or his/her appointee present. Unscheduled social get-togethers by the officers that are not part of the year's planned events are not under the jurisdiction of PA-TSA and presence of the State Officers Director is not required.***