Washington Technology Student Association PO Box 1635 Goldendale, WA 98620

 Ph: 541-490-8466 Email: jsmith@washingtontsa.org Website: www.washingtontsa.org

**Washington TSA State Officer Information Packet**

Application Deadline: March 1, 2019 at 5:00 PM

**WASHINGTON TSA STATE OFFICER APPLICATION REQUIREMENTS:**

Please submit the following documents electronically to jsmith@washingtontsa.org. All materials MUST be typed.

1. STATE OFFICER APPLICATION (*download application form separately*)

2. A ONE-PAGE LETTER OF APPLICATION - Include qualifications, reasons why you want to be a state officer, why would you make an excellent state officer, and what you would hope to accomplish as a member of the 2019-20 Washington TSA State Officer Team.

3. CURRENT RESUME

The following forms are also required, but may be mailed, or scanned and e-mailed. They must be received by March 2, 2018. These items may be hand-written.

4. Signed STATE OFFICER AGREEMENT FORM (*download application form packet separately*)

5. Signed PARENT CONSENT FORM.

6. Signed CODE OF CONDUCT

7. Signed PERMISSION TO PUBLISH.

8. Signed STATEMENTS OF SUPPORT FORM

9. Confidential ADVISOR RECOMMENDATION

10. Candidate PHOTO (preferably a school photo)

Mailing address for documents is:

Jennifer Smith

Executive Director

Washington TSA

PO Box 1635

Goldendale, WA 98620

All e-mails should be sent to jsmith@washingtontsa.org

The information provided becomes property of WTSA and may be published in print form or electronically.

**ARE YOU** an outgoing, social, organized high school student? Are you willing and interested in stepping outside of your comfort zone, in being loud, and silly? Do you want to do lip syncs, and skits, and videos? Are you willing to write scripts, figure out materials lists, plan events, shoot videos, organize social media and stay up late to meet WTSA deadlines? Can you lead by example, manage large groups of teens easily, and handle a crazy schedule while keeping your grades up and meeting your deadlines? Are you looking forward to building a tight-knit group with the other state officers, who will be total strangers? Do you think that the Technology Student Association is the place for you to shine?

**IF SO… YOU ARE A PERFECT CANDIDATE FOR A WTSA STATE OFFICE!**

Being a TSA State Officer requires a time commitment of quite a few hours throughout the entire year, lots of effort and not necessarily a lot of recognition. TSA State Officers have to have excellent time management skills. You have to be passionate about TSA. This is not a position that you apply for just to look good on your resume, or to stand up in front of people for the recognition. The position requires a year-round commitment, with an average of 5 hours a week. Some months will be 100 hours, and others will be minimal hours. TSA State Officers have to be willing to put in the work, without a lot of praise. They have to be able to meet deadlines, because each officer will have areas of responsibility, and jobs that need to be completed. This is a job, and there are consequences if that job isn’t completed. TSA State Officers also have to be willing to work as a team, to want to build those friendships, and trust. The State Officer team is six high school students with differing opinions, and events are not always going to go your way. You have to be willing to do things that the group decides on, and take the time to build those bonds. TSA State Officers have to communicate regularly, with the Executive Director and other State Officers. Some deadlines will have a short turn-around, others will be longer. State Officers will be do a lot of planning, execution, set up, cleanup, practicing and probably some arguing!

**IF THIS SOUNDS LIKE THE PERFECT FIT FOR YOU, KEEP READING.**

**WASHINGTON TSA STATE OFFICER QUALIFICATIONS:**

* Only current (dues paid) Washington TSA members in active chapters are eligible to run for or hold a state office.
* Candidates may not be full time Running Start students, or full time homeschool students.
* Candidates must have completed the 8th grade.
* Candidates must have and maintain an accumulative GPA of 3.0 or greater.
* Candidates must have taken a CTE Technology Education Course at their current school.
* Candidates must have been a member of WTSA for at least one year before seeking a state office.
* Candidates must have the ability to express opinions, listen to other opinions, work as a team to make decisions, and be neat and businesslike in appearance and behavior.
* Candidates should read carefully the section in the WTSA bylaws on the duties and responsibilities of all TSA offices. Elected officers will hold specific positions, but the officer team works AS A TEAM, and each officer participates in all facets of the team.
* Candidates must help with setup for the State Conference, and participate in an interview, as well as attending all state officer candidate meetings during the State Conference. Failure to attend candidate meetings may result in removal from the ballot.
* Candidates must have held a local chapter officer position prior to applying for state office.
* A maximum of 3 students from a school may run for office per year, and only 2 students from a school may be elected in a year, unless there are 6 or fewer candidates.

**WASHINGTON TSA ELECTED STATE OFFICER REQUIREMENTS:**

* Elected officers must attend a mandatory meeting with their advisors, and the WTSA Executive Director, immediately following the close of the 2019 State Conference.
* Elected officers are required to take a CTE Technology Education Course during their term of office.
* Elected officers must be taking at least 4 classes at their local high school during their entire term of office.
* Elected officers must attend all mandatory meetings, events and conference calls.
* Elected officers must meet all deadlines, including but not limited to those outlined in the officer application packet, and any tasks that are assigned throughout the year by the Executive Director.
* Elected officers must participate in all event planning and organization, set up, clean up and evaluation.

# Washington Technology Student Association State Officer Election Procedures

**The Process**

1. Candidates must email the State Officer Candidate Application, a one-page letter of application, and a current resume to the WTSA Executive Director by March 1, 2019. In addition, other forms, letters of recommendation, and a candidate photo must be mailed to the Executive Director. The information provided becomes property of WTSA and may be published in print or electronic form.
2. Applicants will be applying to be part of the candidate pool, rather than a specific office.
3. Applications will be reviewed by the State Elections Committee. The committee will determine eligibility and nominate individuals to run for office from the applicant pool.
4. Candidates will be notified if they are part of the candidate pool a minimum of 2 weeks prior to the start of the State Conference.
5. Candidates must arrive at the State Conference by 8:00 pm on Wednesday evening, March 27th, to help with conference setup, and participate in interviews. Candidates must also attend all state officer candidate meetings during the State Conference (date and time to be published in the conference program).
6. Candidates will be interviewed by the Elections Committee on Wednesday evening, March 27th.
7. Candidates will be introduced at the Opening Session of the State Conference, and will have the opportunity to give a speech at the Friday General Session. Voting will take place after all speeches have been given.
8. The newly selected state officers will be announced at the Awards Ceremony of the State Conference.
9. Immediately following the conclusion of the 2019 State Conference, newly elected officers and advisors must attend a short meeting with Jennifer Smith, WTSA Executive Director.

**Election Procedure:**

* After the officer speeches, each WTSA member in attendance at the Business session will log into the voting app. Members unable to log in electronically will receive a ballot.
* Members will rank their preference of the top 6 candidates that they would like to become state officers. Depending on technology available, they may be simply asked to vote for their top 3 to 6 (number decided by the elections committee) officer candidates.
* Final scores to determine the winner will be based on the following: 1/3rd based on the application, 1/3rd based on the interview, and 1/3rd based on the membership vote. The interview scoring will serve as a tie-breaker, if necessary.
* The highest ranked candidate will be the President, 2nd highest will be Vice-President, 3rd highest will be Treasurer, 4th highest will be Secretary, 5th highest will be Reporter, and the 6th highest will be Sergeant-at-Arms.
* Elected students will have the opportunity to bump down to any office on Saturday of the conference or to opt out. If they do so, the other candidates will move up as appropriate. If they opt out, they forgo their opportunity to be a State Officer next year or any future year.

**Campaigning Rules:**

* Posters, Signs, and other promotional materials must be approved by the Executive Director or their designee. These materials may only be posted in designated areas.
* The candidate is responsible for the removal of all campaign materials by Saturday at the close of the Conference.
* A maximum of $25 may be spent on any campaign.
* Candidates will have the option to set up a campaign booth at some point during the conference (*to be determined*). They may also campaign during entertainment events. These are the only opportunities to hand giveaways to TSA Members.
* No Campaign materials, including candy, may be left on the tables or chairs in the main ballroom, eating areas, competition rooms, meeting rooms, or other non-designated areas.
* Violation of these rules may result in disqualification of the candidate.

 **STATE OFFICER EXPECTATIONS**

1. All Washington TSA State Officers will be expected to attend the following events. Many events will require travel the evening prior to the event, and staying after the event to help with clean up.

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| **Date**  | **Event**  | **Location**  |
| April 2019 | State Officer conference call | TBD |
| May 19-22, 2019 | Joint State Officer Training | Black Lake Camp, Olympia, WA |
| June 28-July 2, 2019 | National TSA Conference | Washington , DC |
| August 4-5, 2019 | WA-ACTE Conference | Spokane, WA |
| 4 days in August (TBD) | Officer Planning Retreat | TBD |
| November (3 separate days) | WTSA Leadership Training | TBD |
| Jan/Feb 2020 | CTSO Civic Engagement Day | Olympia |
| March 12-14, 2020 | WITEA Conference | Wenatchee |
| March 19-21, 2020 | WTSA State Conference | SeaTac, WA |

1. Please note, dates are subject to change and will require Officers to miss approximately 15 days of school.
2. All WTSA State Officers will be expected to attend monthly officer planning meetings September-March. Some may be in person, some will be conference calls.
3. The State President will be expected to attend all of the WTSA Board of Directors meetings (mostly conference calls).
4. WTSA officers will be required to attend and assist at regional competitions throughout the state.
5. All WTSA State officers will be expected to adhere to the WTSA Code of Conduct at all times.
6. WTSA State Officers are expected to meet deadlines, communicate effectively, and work independently throughout the entire year. Officers must be able to balance school, work, sports and WTSA activities.
7. WTSA Officers may be required to miss events such as sports banquets, family events and other activities if they fall during a WTSA event.

**ADDITIONAL INFORMATION:**

1. WTSA Officer Team Uniform—Officers are expected to provide their own Official Dress Attire, including Navy Blue Blazer with WTSA Patch, TSA Tie, Blue Official TSA Dress Shirt, gray pants or skirt, dark socks, and black dress shoes. Grey dresses may be provided for female officers.
2. Expenses—Washington TSA will pick up the travel expenses for the following events: Officer Training, WA-ACTE Conference, Officer Retreat, WTSA Leadership Seminars, Civic Engagement Day, WITEA Conference and the WTSA State Conference. Officers may need to arrange for transportation to these events. WTSA will cover registration, hotel, and meals for these events.
3. Officers are expected to cover the full cost of the National TSA Conference.
4. Time away from school—Officers will be required to miss approximately 15 days from school. It is the student officer’s responsibility to make arrangements with the principal or other school official for the days to be missed and with instructors for homework and other assignments.

**DUTIES AND RESPONSIBILITIES OF OFFICE:**

By electing you to 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 Washington TSA State officers. Regardless of which office you hold, your duties and responsibilities as a State TSA officer obligate you to do the following:

1. Help in the planning and execution of Washington TSA events.
2. Attend all meetings and events, many times arriving the evening prior to the event.
3. Be prepared to conduct meetings, or speak at meetings.
4. Be prepared to work behind the scenes at events, including planning, organization, setup and cleanup.
5. Understand the mission and goals of Washington & National TSA.
6. Understand the Washington & National TSA bylaws.
7. Understand the TSA Creed and know it from memory.
8. Be familiar with the organizational structure and policies of Washington TSA.
9. Understand and correctly use parliamentary procedure.
10. Memorize appropriate ceremonies and rituals.
11. Be loyal to the Washington TSA.
12. Help other officers accomplish their tasks.
13. Practice good speaking and writing skills as you represent the State association.
14. Be helpful, respectful, and responsible to all people.
15. Communicate appropriately and often with the WTSA Executive Director and other officers. Respond to all emails, meet all requests and deadlines.

**REMOVAL FROM OFFICE:**

Immediate **expulsion** from conference, workshop, camp, executive council meeting, etc. will result from the following: (**NOTE: immediate expulsion from an activity will also result in removal from office**):

1. Possession of alcoholic beverages, tobacco, or narcotics of any form possessed at any time, under any circumstances. Use or possession of such substances may subject the member to criminal prosecution.
2. **Gross** violation of male and female room regulations.
3. **Gross** damage to property; or violation of hotel safety codes or criminal laws.

**NOTE:** Parents or guardians will be contacted and be responsible for making appropriate arrangements for the officer’s immediate return home. It is also the responsibility of the officer or parent(s) to defray any cost relating to the incident.

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

1. Failure to perform the duties of their office.
2. Failure to attend required meetings.
3. Failure to follow rules, regulations, and responsibilities to act in a professional manner
4. Failure to respond to emails, and meet all reasonable requests and deadlines.
5. Failure to communicate with the WTSA Executive Director and other officers.