WashingtonTechnology Student Association

*PO Box 1635*

*Goldendale, WA 98620*

**Washington TSA State Officer Information Packet**

Application Deadline: Feb. 22, 2023 at 5:00 PM

**Washington TSA State Officer Application Requirements:**

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 2023-24 Washington TSA State Officer Team.

3. CURRENT RESUME

The following forms are also required, and should be scanned and e-mailed to jsmith@washingtontsa.org.

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 – advisor should send directly to jsmith@washingtontsa.org

10. Candidate PHOTO

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.

**Is the Washington TSA State Officer Team a Perfect Fit for You?**

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, and be passionate about TSA. 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!

**Washington TSA state officer candidate qualifications:**

* Only current (dues paid) Washington TSA members in active chapters are eligible to run for or hold a state office.
* New officer Candidates may not be full time Running Start students, or full time homeschool students. Returning officers may apply on a case-by-case basis to the WTSA Board for exemptions.
* Candidates must have completed the 8th grade by the end of the current school year.
* 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 2022 State Conference. An additional meeting will be held on Zoom in early April for all officers, advisors and parents.
* Elected officers are required to take a CTE Technology Education Course during their term of office.
* Newly elected officers must be taking at least 4 classes at their local high school during their entire term of office. Returning officers may, again, apply to the WTSA Board for exemptions.
* 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 Feb. 22, 2023. In addition, other forms, letters of recommendation, and a candidate photo must be scanned and emailed 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 9:00 am on Wednesday morning March 22nd, 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 morning, March 22nd.
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 State Conference Awards Ceremony.
9. Immediately following the conclusion of the 2023 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 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.
* If the Executive Director, or any member of the WTSA Board, has a son or daughter running in the election, they will not be allowed to participate in the interview process, and will have no input in the scoring.
* 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.
* Under special circumstances, the WTSA Board may choose to appoint a 7th student to an Officer-At-Large position on the State Officer Team.

**Campaigning Rules**

* Candidates may set up a tri-fold campaign poster during the entertainment event Thursday event of the conference.
* Posters and giveaways must be approved by the Executive Director prior to the State Conference.
* A maximum of $25 may be spent on any campaign.
* 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.

*Note: The point of campaigning is to have a chance to talk to WTSA members about the candidate’s ideas for improving WTSA. The point is not to have the most expensive giveaways, or inundate conference attendees with the highest number of giveaways.*

*Candidates will also help with entertainment activities during Thursday and Friday nights, giving them more chances to interact with WTSA members.*

*Your BEST method of campaigning is simply to talk to as many people as possible!*

**Additional Information after elections**

**Professional Dress, Expenses, Time out of School**

1. WTSA Officer Team Uniform – Females will be provided with a dress, and will be responsible for providing their own navy blue blazer. They will also provide their own black, and grey, dress slacks, and black dress shoes. WTSA patches will be provided for the blazers. Males will be provided with a dress shirt to match the female dresses, a WTSA patch and WTSA tie. They will be responsible for providing their own navy blue blazer. They will also provide their own black, and grey, dress slacks, and black shoes.
2. Officers will be provided with WTSA polos, jackets, and blue official shirts if they do not have one.
3. Expenses—Washington TSA will pick up the travel expenses for the following events: Officer Training, WA-ACTE Conference, Officer Retreat, WTSA Leadership Seminars, Legislative Advocacy 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.
4. Officers are expected to cover the full cost of the National TSA Conference.
5. 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. Assist 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.