

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. This opportunity will sharpen your leadership and communication skills as you serve your fellow PA-TSA members.

Each State Office in PA-TSA holds great challenges and rewards. Six officers are elected and two are appointed. The appointed officers are typically chosen by the newly elected State Officer Team. If elected or appointed, you will travel, meet with State Officers from other state delegations and participate in a variety of activities. During your tenure, you will be expected to fulfill a number of responsibilities of your office. **Please read carefully all of the materials in this packet. Pay careful attention to all details 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 also be a time of fun and fellowship. You will find the time exciting and stimulating. If you have any questions about becoming a member for the State Officer Team, please feel free to contact me directly. The current State Officer Team members, listed in your PA-TSA Student Handbook or online, are a great resource as well.

If you wish to be a candidate for a State Office, you will need to follow all directions at <http://patsa.org/students/become-an-officer>.

Thank you for accepting the challenge of becoming a PA-TSA State Officer and I look forward to working with you!

Sincerely,

Shelley Evans
PA-TSA State Officer Advisor

PA-TSA State Officer Qualifications

Qualifications for a PA-TSA State Officer are listed below, as described in Section 3, Article 4 of the Pennsylvania Technology Student Association Bylaws. Further information can be found at <http://patsa.org/handbook> .

Section 3. Qualifications for a State Office

- 3.1 Only an active member of PA-TSA will be eligible to run for a State Office.
- 3.2 Students must have at least one year of high school eligibility remaining to run for State Office.
- 3.3 A student must have served one full term as a Local Officer before running for a State Office.
- 3.4 A student elected as a State Officer at the annual meeting may hold only one Local Office concurrently with the term as State officer.
- 3.5 No individual may serve more than one term as a PA-TSA State Officer in the same office.
- 3.6 In any given year, no more than three individuals from the same school may run for elected or appointed positions on the PA-TSA Officer team.

PA-TSA State Officer Team Descriptions

All State Office Team members, elected or appointed, are expected to be familiar with the duties of their office following the installation of their office. This will include memorization of their duties and the procedure for opening and closing ceremonies at the PA-TSA State Conference. Each State Office Team member will be expected to carry out all assignments as directed by the President, contribute articles to the PA-POST as assigned by the Reporter, follow the PA-TSA State Office Team Schedule, and work alongside the State Officer Director.

President

The office of President is a challenging and rewarding position on the State Officer Team. 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 Team. Working closely with the State Officer Director and members of the State Officer Team, a strong program of work should be developed for the year. Regular and effective communication with the State Officer Director is a requirement of the office of President.

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 Officer Team. Other duties include membership work and welfare, assistance with overseeing State Officer projects, serving in capacities assigned by the President and leading the State Officer Team and meetings in case of absence of the President. This position will also chair the Membership Committee.

Secretary

The office of Secretary entails keeping an accurate record of each topic discussed at PA-TSA meetings involving the State Officer Team. The Secretary is responsible for official communications to the State Officer Team and others needing to know in regard to official minutes, meeting dates and any pertinent information. The Secretary will also carry out all assignments as directed by the President. This position will be the chair of the Corporate Outreach Committee.

Treasurer

The office of Treasurer has the duty of keeping the State Officer Team and PA-TSA membership abreast of the financial status of the organization. The Treasurer is largely responsible for overseeing the budget of the State Officer Team. It is also the responsibility of the Treasurer to oversee the fundraising for the National Service Project and any other fundraising activities of the State Officer Team. The Treasurer will also carry out all assignments as directed by the President. This position will be the chair of the National Service Project Committee.

Reporter

The office of Reporter has the responsibility of keeping the State and National delegation abreast of the organization's activities. The biggest responsibility is to oversee the production of the PA-POST, the State newspaper. This responsibility includes but is not limited to assignment of articles, page preparation, coordination of production and distribution with the Board of Directors' assigned Coordinator. The Reporter should submit articles as able to the School Scene, the National TSA publication, as well as be in contact with the media for PA-TSA publicity, if and when appropriate. The Reporter will also carry out all assignments as directed by the President. This position will be the co-chair of the Communications and Promotions Committee, including all social media.

Sergeant-at-Arms

The responsibility of the office of Sergeant-at-Arms is to see that the meeting place is properly prepared and suitable, including the meeting decorum and symbol placement, if applicable. The Sergeant-at-Arms also acts as the greeter and doorkeeper of all meetings. This is especially significant in interviews for State Officer Team appointed positions and candidate discussions at National Conference Delegation meetings. The Sergeant-at-Arms will also carry out all assignments as directed by the President. This position will be the co-chair of the Conference Activities and Sessions Committee.

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 but are not limited to assisting with preparing visuals and other items for the PA-TSA State Conference and co-chairing a committee. The Parliamentarian will also carry out all assignments as directed by the President. This position will be the co-chair of the Conference Activities and Sessions Committee.

Historian (appointed office)

The primary duty of the Historian is to see that up-to-date information is properly maintained in the PA-TSA State Archives. The Historian is typically responsible for overseeing the production of a video and any other visuals for the PA-TSA State Conference. The Historian will also submit a written summary that reflects the impact of the year in the history of PA-TSA. The Historian will also carry out all assignments as directed by the President. This position will be the co-chair of the Communications and Promotions Committee.

PA-TSA State Officer Team Candidate Campaign Procedures

- I. Campaign Poster
 - A. 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. The poster will follow the Safety Illustration guidelines. No other items may be displayed by the candidate.
- II. Candidate Handout
 - A. Each candidate will be limited to business card size handouts (2" x 3 ½") to PA-TSA State Conference attendees. 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 Seven Springs, including under or on hotel room doors. No other handout material will be permitted.
- III. Campaigning
 - A. Candidates are restricted from discussing other candidates while campaigning or speaking. Each candidate will direct all issues of the campaign to the candidate's own position. Each candidate may have a campaign manager who assists in keeping the premises cleared of all discarded campaign handouts.

PA-TSA State Officer Team 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, the delegate 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 - Full procedures for elections can be found in Section 5, Article 4 of the Pennsylvania Technology Student Association Bylaws, at <http://patsa.org/handbook> .
 - 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 elected State Office positions can be announced.

PA-TSA State Officer Team Schedule 2019-2020

April 10 - 13, 2019

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

If elected or appointed

June 28 - July 2, 2019

- Attend the 2019 TSA National Conference, Washington, D.C.
- Fill in the role of any current PA-TSA State Office Team member not in attendance
 - No expenses will be paid by PA-TSA for this event

July 14 - 15, 2019

- Attend the PA-TSA State Leadership Training Session; Red Lion Hotel Hershey Harrisburg
- Lodging and meal expenses to be paid by PA-TSA
- Travel paid for and arranged individually.

September/October 2018

- Required attendance at a PA-TSA sponsored Leadership Training Weekend
- Exact date TBD
 - Thursday evening - Sunday afternoon
- Sinnamahoning, PA
- Lodging and meal expenses to be paid by PA-TSA

November 3 - 4, 2019

- PA-TSA Leadership Conference
- Red Lion Hotel Hershey, Harrisburg
- Assist in running of the Conference and lead special interest session presentations as needed
- Lodging and meal expenses to be paid by PA-TSA
- Travel paid for and arranged individually

January/February 2020

- State Officer Team planning meeting in preparation for the PA-TSA State Conference
- Exact date TBD
- Red Lion Hotel Hershey Harrisburg
- On-site meal provided by PA-TSA
- Travel paid for and arranged individually

February/March 2020

- Attend your PA-TSA Regional Conference
- Arrange for visitation to at least one other Regional Conference, as coordinated with the State Officer Team
- Travel and meals arranged and paid individually

April 15 - 18, 2020

- Attendance at the PA-TSA State Conference
- Arrive early the first day for final program planning and practice(s)
- Transportation coordinated with the State Officer Director and paid individually
- Registration, lodging and meals paid by PA-TSA

June 2020

- Attend the TSA National Conference
- Exact dates TBD; Nashville, TN
- Travel arrangements made on your own or with your Chapter
- Portion of your TSA National Conference expenses may be reimbursed by PA-TSA

***Please note that this is a working document for the PA-TSA State Officer Team schedule. Other events or activities may be scheduled as necessary or desired by the State Officer Team or State Officer Director and the schedule may be updated in accordance.**