

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 blog articles and additional web content as needed, 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 Regional Representatives 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 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 Blog articles. This responsibility includes but is not limited to assignment of articles, additional content as needed, and coordination of publication to the website. The Reporter should assist with Social Media content, including posts and video content. 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 chair of the Bylaw and Resolution Review Committee and 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 - Virtual State Conference

I. Campaign Materials

A. On-line Application - <http://patsa.org/students/become-an-officer>

1. A current "head shot" as a JPG or TIFF file
2. A 250 word statement of why you are interested in this position
3. The picture and statement will be shared on the PA-TSA website for review by members

B. Video

1. Please submit a maximum of 2 minutes video submission of your candidate speech. These will be compiled and shared on the PA-TSA website. Your video should be shared via Google Drive to sevans@patsa.org.
2. Please submit a 15 second video clip - this should introduce yourself and say your campaign slogan (if applicable). This will be included in the SOT Opening Session video, held on Sunday, April 11.
3. **The video submissions are due by Friday, March 26.**
4. Video submissions of candidate speeches will be available for viewing beginning on Monday, April 12.
5. This will be in place of the Thursday evening candidate speech session. Keep in mind your speech needs to focus on your campaign and best explain why you would be the best candidate for the elected position.

C. Q&A Session

1. The current SOT (non returning officers) will host a Q&A session with all candidates via Google Hangout.
2. **This session will be recorded the week of April 5-9 (exact date and time will be announced ASAP)** and will be available for viewing beginning on Tuesday, April 13.
3. This will be in place of the Thursday evening Q&A session following the Candidate Speeches.

II. Campaigning

- A. Candidates are restricted from discussing other candidates while campaigning or speaking.
- B. Each candidate will direct all issues of the campaign to the candidate's own position.
- C. Each candidate may have a campaign manager who assists in keeping the premises cleared of all discarded campaign handouts. Campaign managers may also not actively advertise campaign materials in advance of the State Officer Candidate information session.
- D. Social Media and Online Content

1. An online presence for candidates must follow all guidelines listed above. No discussion of other candidates is permitted.
2. Any online materials must be reviewed by the candidate's Chapter Advisor(s) prior to posting.
3. Any online materials may not be actively advertised for viewing until the beginning of campaigning, at the conclusion of the opening session on Sunday, April 11.
4. Materials may be asked to be removed and/or edited as needed at the discretion of the State Officer Advisor and the PA-TSA BOD.

PA-TSA State Officer Team Schedule 2021-2022

April 11 - 17, 2021

- PA-TSA State Conference - Virtual
- Attend all candidate meetings as indicated in the State Conference Program

If elected or appointed*

***all listed below will be contingent upon status of COVID-19 and may change from in person to virtual meetings**

June 23 - June 27, 2021

- Potentially attend the virtual TSA National Conference
- Potentially assist the outgoing SOT with any virtual delegation meetings held during this time

July 12, 2021

- Attend the PA-TSA State Leadership Training Session; Red Lion Hotel Hershey Harrisburg
- Probable virtual meeting

September/October 2021

- 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 2021

- FLEX Conference
- Exact dates TBD
- 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 15, 2022

- State Officer Team planning meeting in preparation for the PA-TSA State Conference

- Red Lion Hotel Hershey Harrisburg
- On-site meal provided by PA-TSA
- Travel paid for and arranged individually

February/March 2022

- 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 20 - 23, 2022

- 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 2022

- Attend the TSA National Conference
- Exact dates TBD
- 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 Advisor and the schedule may be updated in accordance.**