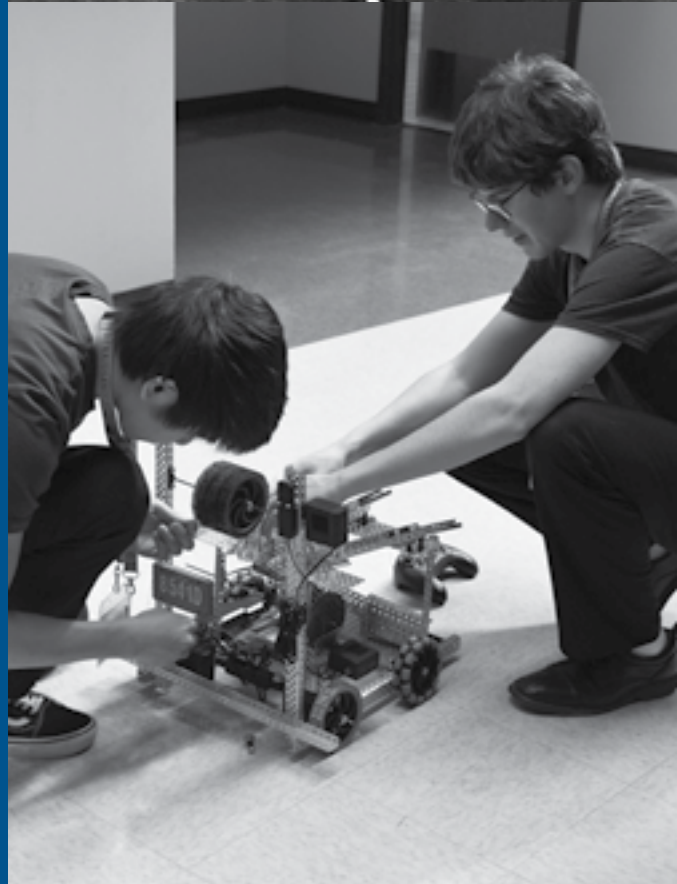


2024-2025
**STATE OFFICER
CANDIDATE INFORMATION**
Overview and application



Application due Feb. 9, 2024

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Qualifications

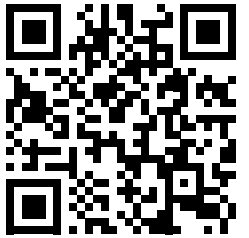
To become a State Officer Candidate (SOC) or National Officer Candidate (NOC), you must:

- ✓ Be an active member in good standing with an affiliated chapter for at least the current academic year
- ✓ Be in grade nine or above when running for office.
- ✓ Candidate must meet guidelines for the State No Pass/No Play requirements
- ✓ Demonstrate leadership ability in responsibilities at or beyond the chapter level
- ✓ Receive the approval of your chapter advisor, school administrators, and parents or guardians.
- ✓ All candidates should read carefully the section in the ID TSA bylaws on the duties and responsibilities of the office that they seek
- ✓ Candidates must attend all state officer candidate meetings at the State Conference. Failure to attend candidate meetings may result in removal from the ballot
- ✓ State officer candidates must have an understanding of the TSA mission and vision statement, motto and creed.

State Officer application process

1. Access the electronic application.

Use the QR code or go to <https://idahocte.jotform.com/233413966529868> to access the application. In addition to completing the application, you will be required to submit the following materials:



ITEM	SOC
Cover letter stating why you are running for office	✓
Current official scholastic transcript	✓
Current headshot in JPEG format	✓ One photo
Recommendation sheet	✓
Transcript Release Parental Agreement	✓
Code of Conduct Agreement	✓
Code of Ethics	✓

2. Complete a virtual interview.

The interview will include questions regarding TSA knowledge, qualifications, and commitment. The interview committee, appointed by Idaho TSA Board of Directors, will determine which candidates continue through the election process.

3. State Officer orientation.

Candidates must attend the State Officer candidate orientation meeting held at SLC. Date and time TBD.

4. SLC voting delegate meeting speech.

During the Voting Delegate session, you will give a 1-2 minute speech on this year's SLC theme, "Evolution of excellence".

The application and interview will account for 60% of the criteria to be elected. The student votes will count for 40%.

See rubric on page 12.

Required events and expenses

As an Idaho TSA State Officer, you will be required to attend the following activities:

TIME COMMITMENT AND RESPONSIBILITIES					
EVENT	DATE	LOCATION	ATTENDANCE	STUDENT	IDAHO TSA
Monthly Conference Calls	First Tuesday of month or as agreed upon	Zoom	Required	Internet connection, laptop or other device	
Joint Student Leadership (JSL)	June 10-14, 2024	Pilgrim Cove Camp McCall, ID	Required All officers must attend!	Incidentals and extra meals	Travel, lodging, and meals during conference
National TSA Conference	June 26-30, 2024	Orlando, FL	Highly encouraged; not required		\$250 stipend provided by ITSA to officer after attending national conference
CONNECT Conference	July 31-Aug. 2, 2024	Boise, ID	Not required, but encouraged for local officers (if applicable)		Travel, lodging, and meals during conference
Building and Achieving Success in Idaho Chapters (BASIC)	Sep. to Oct., 2024	TBD	Each Officer is expected to attend at least one		Travel, lodging, and meals during conference
Winter Planning	Nov. 2024	Boise, ID	Required All officers must attend!	Laptop or other device	Travel, lodging, and meals
Student Day at the Legislature (SDAL)	Feb., 2025	Boise, ID	President or assigned State Officer Required		Travel, lodging, and meals during conference
TSA State Leadership Conference	Mar. 2025	Meridian, ID	Required All officers must attend!		Travel, lodging, and meals during conference
New Officer Orientation	Mar. 2025	TBD	Required All officers must attend!		Snacks

COSTS			
Item	Date required	Student responsibility	Idaho TSA responsibility
Officer uniform	June 2024	Responsible for possessing official attire	Official TSA blazer provided by ITSA
Officer polo	June 2024		2 Polos will be provided by ITSA
Officer name tags	June 2024		Provided by ITSA

Dress code

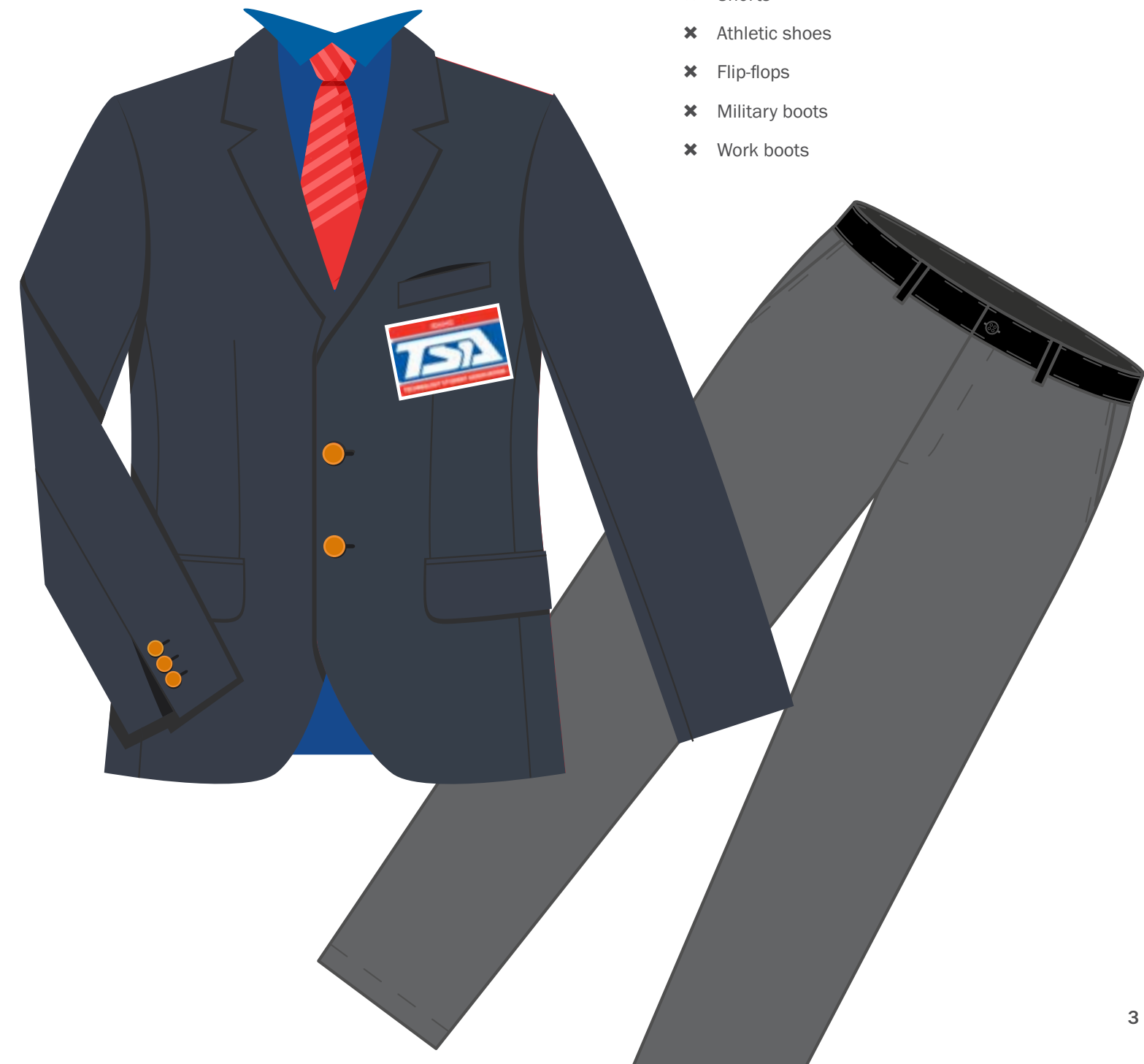
Competition Attire

Acceptable

- ✓ Official royal blue TSA shirt
- ✓ Pants, or at least knee-length gray skirt
- ✓ Open-toed shoes or sandals
- ✓ Black dress shoes worn with black or dark blue socks, hosiery (optional)

Unacceptable

- ✗ Jeans
- ✗ Jeggings
- ✗ Leggings
- ✗ Baggy pants
- ✗ Exterior pocket pants
- ✗ Shorts
- ✗ Athletic shoes
- ✗ Flip-flops
- ✗ Military boots
- ✗ Work boots



Responsibilities

Chapter advisor responsibilities

The advisor of an TSA state officer will have an essential role in the organization's success. The advisor is an important part of the team; the officer will grow more with encouragement and support from the adviser.

The advisor is asked to:

- Assist state officers in fulfilling responsibilities, assignments, and duties.
- Support all chapter and state responsibilities with professional communications and behaviors.
- Review all correspondence carefully and ensure that all forms are returned promptly. Assist with checking spelling, format, and correctness of the content.
- Communicate frequently with parents and school administrators regarding state officer responsibilities and accomplishments.
- Communicate frequently with Board Representative, CTSO Manager, or State Advisor regarding officer responsibilities.
- Enlist the help of chapter members to provide assistance to officers.
- Accompany officers to meetings in accordance with local school policy.

Overall duties and responsibilities

By electing you into an Idaho TSA state officer position, 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 Idaho TSA State Officers.

Regardless of which office you hold, your duties and responsibilities an Idaho TSA State Officer obligate you to do the following:

- Attend all scheduled meetings
- Communicate with the State President, State Advisor, and CTSO Manager regularly and respond to email within 24 hours of receiving an email
- Understand the mission and goals of Idaho TSA
- Understand the TSA bylaws
- Understand the TSA creed and know it from memory and be able to recite it
- Be familiar with the organizational structure and policies of Idaho TSA
- Understand and correctly use parliamentary procedure
- Memorize appropriate ceremonies and rituals
- Be prepared to conduct organization and State meetings
- Be prepared to serve as a speaker
- Be loyal to Idaho TSA
- Assist other officers to accomplish their tasks
- Practice good speaking and writing skills as you represent the state association.
- Prepare and present Leadership Lessons at BASIC
- Be helpful, respectful, and responsible to all people

Individual officer duties



President

It shall be the duty of the President of ITSA to preside at all meetings; to make necessary committee appointments including the designation of a committee chairperson; to develop, with the Executive committee, a program of work for his/her term of office; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.



Vice President

It shall be the duty of the Vice-President to serve in any capacity as directed by the President; to accept the responsibility of the President as occasions may demand; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.



Secretary

It shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings of all meetings; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.



Treasurer

It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep records and membership reports as necessary; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.



Sergeant-at-Arms

It shall be the duty of the Sergeant-at-Arms to serve in any capacity as directed by the President; to help in the preparation and control of the meeting place; in the event that a parliamentarian is not appointed by the President, to assist in conducting all meetings according to parliamentary procedures as set forth by Robert's Rules of Order Newly Revised; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.



Reporter

It shall be the duty of the Reporter to serve in any capacity as directed by the President; to accumulate and keep up-to-date information on the history of the association; to prepare articles for publication in ITSA publications, professional magazines and journals, newspapers and other news media; to contact other association members concerning new items for publication, and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

Code of conduct

As a state officer of Idaho TSA, I recognize that I will represent all Idaho TSA members. My conduct is a model for all members. While I am a state officer, I will meet with individual members, local chapters, school administrators, business representatives, community, state, and national government officials, and stakeholders. I recognize that I am a key person in planning and carrying out TSA activities in various capacities at the local and state levels. I am aware of the added responsibility of being a state officer, and I agree to follow the Code of Conduct throughout my term.



General conduct

- I will attend all mandatory meetings as outlined in the Officer Agreement Form.
- I will respect all public and private property.
- I will not knowingly act in a manner that contradicts the mission and purpose of TSA.
- I will not use, purchase or possess any kind of tobacco, alcoholic beverages, vape equipment, illegal drugs, or paraphernalia or share, use, or promote any of these activities on social media.
- I will not wear jeans, sweats, shorts, or athletic clothing while carrying out official officer duties unless given permission from the CTSO Manager.
- I will wear the approved name badge to activities.
- I will recognize and respect the authority of all advisers, supervisors, and group leaders.
- I will maintain a cooperative attitude.
- I will prepare for all meetings and activities and meet all deadlines.
- I will fulfill the responsibilities of my office and meet my obligations to TSA members at the chapter, district, and state levels.
- I will cooperate and communicate regularly with my chapter, district, and state advisor and the CTSO Manager and follow their direction and guidance in fulfilling my responsibilities.
- I will not drive to an TSA function without prior permission from my parents, advisor, and school district personnel. I will inform the CTSO Manager of any travel plans.
- I will model the ideals of TSA throughout my term in office.
- I will avoid participating in and actively discourage conversations or actions that belittle or downgrade fellow members, officers, and/or adults.
- I will avoid using discriminatory, inflammatory, offensive, disparaging, or divisive language about any political, ethnic, religious, or political group on social media.
- I will avoid posting provocative or sexually explicit content of myself or others on social media.
- I will maintain dignity while being personable, concerned, and interested in fellow members.
- I will behave in a manner that conveys and commands respect without any air of superiority.

Social media conduct

- I will avoid using discriminatory, inflammatory, offensive, disparaging, or divisive language about any political, ethnic, religious, or political group on social media.
- I will avoid posting provocative or sexually explicit content of myself or others on social media.
- I will not post any content that reveals myself or anyone else participating in or promoting any illegal activity.
- I will not post any content with vulgar language or references.
- I will maintain a positive and professional image and use proper grammar in every post.
- I will promote TSA and build excitement for members through my communications and social media pages.
- I will support the other state officers on social media regarding TSA and personal activities.
- I will keep the other state officers accountable for their actions on social media by use of private messaging and in connection with an appropriate advisor.
- I will remove any post as requested by my chapter advisor, the CTSO manager, or the state advisor.
- I will always be respectful on social media and in other communications

Conference conduct

- I will be on time for all sessions, events, and practices.
- I will strictly abide by all established curfews, retire to my assigned room, and respect the rights of others by being as quiet as possible after curfew.
- I will observe precautions, such as keeping hotel doors locked, opening them only to persons I know, and maintaining a “buddy” system so as not to be alone in potentially risky situations.
- I will always inform my designated advisor of my whereabouts.
- I will attend ALL assigned general sessions and other activities unless the CTSO Manager excuses me.
- I will respect speakers and officers by avoiding disruptive behavior (e.g., talking, texting, using electronic devices, leaving the session before it is over, etc.) during meetings.
- I will always wear my Idaho TSA officer uniform at all official conference activities or as specified by the CTSO Manager.
- I will recognize the rights and comforts of others regarding noise, language, and general conduct.

Your one-year term of office begins after SLC or until your successor is elected.

- I understand that violating the Code of Conduct may immediately terminate my office.

Campaigning

- ✓ No campaigning should take place prior to the State Conference.
- ✓ No campaign material shall be attached to the walls or other property of the conference facility.
- ✓ Time will be provided for delegates to “meet the candidates.”
- ✓ Business sessions are reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during these sessions. No campaign hand-out material is permitted during these sessions.
- ✓ All local chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned event of the conference. Because the “public eye” focuses on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in “putting our best foot forward.”
- ✓ With respect for anti-litter concerns and cost to individuals and local chapters, campaign materials should be held to a minimum. Personal contact and the organization of a campaign develop leadership ability in a candidate to a greater degree than give-away gimmicks.
- ✓ It is the responsibility of each officer candidate to see that all campaign material is picked up and removed one hour prior to the election session. No campaign material will be allowed in the election session.
- ✓ There will be NO campaigning after curfew. This includes officer candidate interviews.



Ceremonies

Opening ceremony

PRESIDENT

<Raps gavel twice.>

Will the meeting please come to order? Mr. / Madam Sergeant-at-Arms, are all the officers in their places?

SERGEANT-AT-ARMS

They are, Mister/Madam President

PRESIDENT

<Raps gavel three times for the assembly to rise.>

Mister/ Madam Sergeant-at-Arms, please lead the assembly in the pledge to the flag of the United States of America.

SERGEANT-AT-ARMS

Let the phrase “One nation under God” be said without a pause.

Officers salute pledge.

<Leads pledge to the flag.>

PRESIDENT

<Raps once and the assembly is seated.>

Mister/Madam, Secretary, will you please call the roll?

SECRETARY

Mister/Madam Sergeant-at-Arms.

SERGEANT-AT-ARMS

Present. The symbol of my office is the “hearty handshake,” and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization.

SECRETARY

Mister/Madam, Reporter.

REPORTER

Present. The symbol of my office is the beacon tower, and it is my duty to see that our school community and national association have a complete report of our organization’s activities.

SECRETARY

Mister/Madam, President.

PRESIDENT

Present. The symbol of my office is the gavel. The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in carrying out the activities and work of our organization.

Mister/Madam Secretary

SECRETARY

Present. The symbol of my office is the pen, and it is my responsibility to see that accurate and proper records are kept of all business and correspondence of this organization.

Mister/Madam Treasurer

TREASURER

Present. The symbol of my office is a balanced budget. It is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly.

SECRETARY

Mister/Madam, Vice-President.

PRESIDENT

Mister/Madam Sergeant-at-Arms, do we have guests present?

SERGEANT-AT-ARMS

Present. The symbol of my office is the “hearty handshake,” and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization.

<If so: Yes, Mr./Madam President. As guests today, we welcome... If none: No, Mr./Madam President.>

PRESIDENT

Mister/Madam Secretary, we are ready to transact our business. Please read the minutes of our last meeting.

SECRETARY

<The secretary stands and reads the minutes.>

PRESIDENT

After the satisfactory reading of the minutes, the president asks: Are there any questions or corrections? If there are none, he/she says: The minutes stand approved as read. The assembly will hear the treasurer’s report.

Presentation of Reports

At this time any reports of officers, boards, and standing committees are read.

PRESIDENT

You have heard the reports of the officers/boards/committees. What is your pleasure?

At this point the membership can discuss the report(s), suggest changes, make motions to accept, reject, or revise the report(s).

Open Forum

PRESIDENT

The floor is open for discussion of unfinished business of the last meeting.

President When the president feels that the discussion is complete, he or she asks: Does anyone desire to make a motion?

<If no motion is made, the meeting is ready for any other proposals.

PRESIDENT

Is there any new business?

Closing ceremony

PRESIDENT

The officers will recite the TSA Creed. Raps three times; assembly rises and recites creed. Will the assembly repeat the TSA Motto after me: “Learning to Lead in a Technical World”

ASSEMBLY

<Assembly repeats the motto.>

PRESIDENT

Does anyone know any reason why this assembly should not adjourn? Pause. I declare this meeting adjourned until a special meeting is called or until our next regular meeting.

<Raps once.>

State Officer candidate rubric

Candidate Name: _____

School: _____ Advisor: _____

GPA: _____

APPLICATION

	1	2	3	Score
Application cover letter, transcripts, photo	0-1 items listed	2 items listed	3 items listed	
Cover letter	Does not mention their reason for running, education, experience, and training	Explains how he/she will be valuable to Idaho TSA by mentioning education, experience and training.	Explains how he/she will be valuable to Idaho TSA by highlighting education, experience and training.	
Cover letter (i.e. font choices, font sizes, general formatting, spelling/ grammatical errors, etc.)	Several formatting errors; several grammatical/spelling errors	Inconsistent formatting; some grammatical/ spelling errors	Consistent formatting; no grammatical/ spelling errors	
LEADERSHIP				
TSA projects and community involvement	Evidence of 1 or less activities (participation in Competitive Events, and/or community involvement)	Evidence of 2 to 3 or more activities (participation in Competitive Events, and/or community involvement)	Evidence of 4 or more activities (participation in Competitive Events, and/or community involvement)	
TSA leadership	No involvement	Evidence of 1 to 2 leadership positions	Evidence of 3 or more leadership positions	
TSA events/ conferences	Involved in 0-1 varied events	Evidence of involvement beyond attendance in 2 to 3 varied events	Evidence of involvement beyond attendance in 4 or more varied events	
Total				

INTERVIEW

	1	2	3	Score
Professional appearance	Dressed casually but not necessarily appropriate, slightly polished, neat	Appropriately dressed, polished, generally neat	Dress is highly appropriate, well-polished, and extremely neat.	
Non-verbal communication	Minimal eye contact, does not smile	Poor posture, weak smile and eye contact	Genuine smile, confident body language, eye contact, good posture	
Knowledge of TSA	Candidate demonstrated some knowledge of TSA	Candidate demonstrated proficient knowledge of TSA	Candidate demonstrates distinguished knowledge of TSA	
Content of responses	"Yes" or "No" answers, does not refer to applicable strengths/skills, uses words like "things" or "stuff"	Responses too short or vague, refers to personal strengths, skills occasionally	Well constructed, confident responses with examples, consistently relates how skills will contribute to any position	
Delivery and enunciation	Speaks too quietly or loudly, inappropriate language, lots of "umms" or fidgeting, poor grammar and diction	Mumbles occasionally, minimal "umms" and fidgeting, conversation stops and starts at times, satisfactory grammar and diction	Speaks clearly at all times, no distracting mannerisms, easy to converse with, uses proper diction and grammar	
Overall impression	The candidate did not provide evidence they would be able to serve as a positive role model for Idaho TSA	The candidate provided evidence they would be able to serve as a positive role model for Idaho TSA without a large amount of additional training on issues.	The candidate provided convincing evidence they were well informed and would serve as a positive role model for Idaho TSA	
Total				

Scoring

Application: _____ 18

Interview: _____ 18

Total: _____ /36

Comments:

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