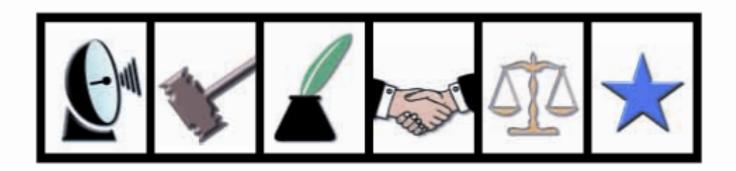
New Jersey

Technology Student Association



Officer Nomination Packet

2013





New Jersey

Technology Student Association

Call for Nominations for State Officers

New Jersey TSA seeks candidates for State Offices each spring. Becoming a state officer will provide you with an opportunity to develop your leadership skills while you help guide the activities of the organization. All offices will be vacated by the close of the school year and new officers will assume responsibilities of leadership following installation at the State Conference. An orientation program is planned for new officers and outgoing officers in May.

Who is eligible?

Candidates are strongly encouraged to:

- Be active members of a New Jersey chapter affiliated with national TSA
- Be enrolled in middle school or high school (grades 7 through 12)
- Have a grade point average of 2.5 C+ or better
- Be able to attend an interview session with current State Officers.
- Be able to attend a state officer meeting each month, usually held at 4:00 pm at The College of New Jersey.
- Be able to attend the State Leadership Conference in the fall
- Be able to attend the State Conferences in the spring and the National Conference in early summer.
- Notify coaches of the possibility of occasional conflicts between TSA activities and athletic practices and events.
- The president must be able to attend quarterly CTSO Leadership Council meetings.
- Be able to attend a State Officer Retreat usually held in October.

Each chapter can nominate two candidates; however, a President and Vice President cannot be nominated from the same chapter.

Offices include:

President Vice President Secretary

Treasurer Reporter Sergeant-at-Arms

Position guides for these offices are included in the Constitution and Bylaws of the New Jersey Technology Student Association and the *TSA Membership Materials Guide* (on the tri-fold). These should be reviewed prior to nominating candidates.

It is desirable to have a *sophomore or junior* serve as vice president as this provides an opportunity for continuity in leadership.

The office of Sergeant-at-Arms provides a good orientation for serving as a state officer. Members from *middle school chapters* and *ninth graders from high school chapters* are encouraged to consider this office.

Brief Descriptions of Officer Responsibilities

President Prepares meeting agendas, presides over meetings in accordance

with parliamentary procedures, appoints committees.

Vice President Assists the President, presides in the President's absence, and is

responsible for coordinating committee tasks.

Secretary Records, prepares and distributes copies of minutes of meetings

and is responsible for correspondence and communication.

Treasurer Maintains financial records for organization, prepares and presents

financial summary at each meeting, and coordinates annual budget

development.

Reporter Prepares articles for publication, contacts members to obtain news

regarding the organization, contributes to content on the web page,

and serves as historian of the organization.

Sergeant-at-Arms Arranges the meeting room and cares for organization symbols,

banners and related items, and assists the President in conducting parliamentary procedures as set forth in *Roberts Rules of Order*,

Newly Revised.

Procedure:

Complete the forms attached:

- A statement (from the candidate) explaining why you want to hold this office and what you can offer the state organization.
- An application form, including confirmation from your guidance counselor verifying a 2.5 minimum grade point average on a 4.0 scale, from September of the previous school year to the present (September 2011-present).
- A candidate agreement form, complete with required signatures.

All three forms must be received by the State Advisor, by March 5, 2013.

Alison Goeke, TSA State Advisor

Fax (609)771-3330

103 Armstrong Hall

The College of New Jersey

PO Box 7718

Ewing, NJ 08628-0718

Applications will be reviewed and a slate of officers will be prepared for the delegates to consider at the delegate assembly in March.

Delegates will elect officers and they will be installed at after the State Conference.



New Jersey

Technology Student Association

State Officer Application

Posit	ion Desired					
	President		Secretary		Reporter	
	Vice President		Treasurer		Sergeant-at-Arms	
Pleas	se type or print legibly t	he followin	g information:			
Name	e:					
Scho	ol:					
Scho	ol Address:					
Local	l chapter offices held: _			Date(s):	
Mem	ber of TSA :	yea	rs Grade ((circle): 6 7	8 9 10 11 12	
Grad	e point average on 4.0	scale:				
Eligib	ole to participate in athl	etics and/o	r co-curricular acti	vities: Yes	□ No	
Signa	ature of counselor/adm	inistrator v	erifying eligibility a	ind GPA	Date	
TSA Chapter Advisor: School Phone:						
Advisor's Home Phone: School Fax:						
Advis	sor's email:					
Cand	lidate's Home Address	:				
Cand	lidate's Home Phone: _					
Cand	lidate's Email·					



(Parent/Guardian)

New Jersey

Technology Student Association

State Officer Agreement

State officers of New Jersey TSA must agree to make a commitment of time and energy for the period from election and installation as officer at the state conference to the following state conference held approximately twelve months later. Officers are required to attend a monthly meeting to conduct the

business of the association, a summer won national leadership conferences, and part	ers are required to attend a monthly meeting to conduct the orkshop for leadership training, participate in the state and ticipate in state and, when appropriate, national annual an agreement to meet these expectations and to provide support
Candidate:	Office:
	selves in a mature manner at all times. State officers represent ar the regular TSA attire at all official functions of the
	, honest and responsible, with an interest in conducting the γ and fairness. Officers need to complete assigned tasks in a
when participating in organization activitien school code of conduct and any additionation	by complying with the rules of the organization and home school es. Student conduct at TSA activities is governed by the home al regulations established by TSA. Failure to comply with an and the home school may lead to the officer's dismissal from
4. An officer should be familiar with the st organizations.	tate and national constitutions and bylaws governing the
5. State officers may be called upon to re the term of office and agree to participate	present the organization at various locations and times during as necessary.
	e aware of the state officer's responsibilities and be supportive of low is indication of notification and acceptance of support.
	d to participate with the officer in the events requiring officer ences and representing the organization at special events.
(Candidate)	(Chapter Advisor)

(School Principal)



New Jersey Technology Student Association

On the page below, please explain why you want to hold this office and what you can offer the state organization.