

New Jersey

Technology Student Association



Officer Nomination Packet

2018





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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 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 (accompanied by the Chapter Advisor), 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	Historian	Parliamentarian

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*. 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 (in the absence of one).
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 <i>Roberts Rules of Order, Newly Revised</i> (in the absence of a Parliamentarian).
Historian	Keep a yearly record that includes minutes, photographs, articles, newsletters, listed honors of members, conference information, handouts, etc., and gather information for the content of the NJ TSA website.
Parliamentarian	See that all meetings follow <i>Roberts Rules of Order, Newly Revised</i> and help the association understand the purpose of parliamentary procedure.

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 2016-present).
- A candidate agreement form, complete with required signatures.

All three forms must be received by the State Advisor, by March 22, 2018.

Alison Goeke, TSA State Advisor Fax (609)771-3330
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The College of New Jersey
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Ewing, NJ 08628-0718

Applications will be reviewed and a slate of officers will be prepared for the delegates to consider in spring 2018. Delegates will elect officers and they will be installed after the State Conference.



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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 workshop for leadership training, participate in the state and national leadership conferences, and participate in state and, when appropriate, national annual conferences. Signatures below indicate an agreement to meet these expectations and to provide support for your candidacy.

Candidate: _____ Office: _____

1. TSA state officers must conduct themselves in a mature manner at all times. State officers represent the organization and are expected to wear the regular TSA attire at all official functions of the organization.
2. An officer must be neat in appearance, honest and responsible, with an interest in conducting the business of the organization with integrity and fairness. Officers need to complete assigned tasks in a timely and effective manner.
3. An officer sets an example for others by complying with the rules of the organization and home school when participating in organization activities. Student conduct at TSA activities is governed by the home school code of conduct and any additional regulations established by TSA. Failure to comply with established regulations of the organization and the home school may lead to the officer's dismissal from office.
4. An officer should be familiar with the state and national constitutions and bylaws governing the organizations.
5. State officers may be called upon to represent the organization at various locations and times during the term of office and agree to participate as necessary.
6. The local educational agency should be aware of the state officer's responsibilities and be supportive of them. Signature of the agency official below is indication of notification and acceptance of support.
7. An officer's chapter advisor must participate with the officer in the events requiring officer participation, including monthly meetings, conferences and representing the organization at special events. NOTE: An 8th grade candidate entering high school the following fall must have the high school advisor's approval for running for office.

(Candidate)

(Chapter Advisor)

(Parent/Guardian)

(School Principal)



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Name: _____

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