ADVISOR HANDBOOK:
For Local Chapters with State Officers

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TECHNOLOGY STUDENT ASSOCIATION

Dear Advisor:

You have a special role to play with your newly elected state officer in the development of leadership skills and assisting the state officer in the transition process.

This handbook is intended to help you face the challenges of the coming year. It has been prepared as a guide and reference tool that will help you benefit from the experiences of others.

We thank you for your dedication and hard work in helping your student get the most out of this year while fulfilling the important state role to which he or she has been elected.

Sincerely,

Kathleen C. Squibb
NC-TSA State Advisor

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Mission Statement

To empower students to become leaders and citizens of the highest quality by creating and sustaining technology programs of excellence in order to serve our communities and nation.

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, the Department of Public Instruction does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, programs, activities, admissions or employment.

State Officer Candidate Advisor

A Note to the Advisor

You play a very important role in the state officer candidate's experience. It is important for you to be supportive and encouraging. This can be a stressful time for the candidates, so helping relieve the stress by listening, talking, and just being there is a great help.

Encourage your candidate to practice presentations with you and help prepare him or her for question-and-answer sessions. This practice in "thinking on your feet" and expressing facts, thoughts, and ideas will be very beneficial and will help relax nerves when the real situation rolls around.

You will be informed of your officer's required and optional specific meeting times and locations at the orientation meeting following the installation session.

Overview
Before Your Student Decides to Run for Office

All officer candidates should read and be familiar with our NC-TSA website prior to deciding to run for office. State Officer Candidates and their parents should be made aware of the extent of their responsibilities. In particular, they should be made aware that State Officers often travel with their local chapter Advisor. It is also important that State Officer Candidates understand the responsibilities of serving as a state officer and are willing to make TSA their top priority during their term.

Expectations as the Advisor

It is hard to estimate how much time will be required as a state officer Advisor. That will depend in part on the officer's specific responsibilities, the amount of help the officer needs, and the requests the officer gets to attend chapter, state, cluster and national meetings. Potential time commitments should be discussed with administrators before having a state officer candidate, especially with more schools limiting teacher's time away from school. It is very important to develop a clear understanding so that you may fulfill your obligations as a local chapter Advisor of a state officer. Plan for a meeting with your student prior to and 2 weeks into the state officer's year of service.

A designated State Advisor must accompany the State Officer to all required meetings and optional meetings in which the state officer must attend.

State or Chapter Advisor accompanying State Officers to meetings shall serve as consultants to the State Officer.

A Final Note
Work with your officer candidate to discuss what should be expected if your candidate wins or loses. Make sure he/she understands winning isn't everything! Officer candidates can play a big role in your state and chapter no matter what happens. Do your best and appreciate the accomplishments your candidate has achieved by running for state office.

Post Election/State Meeting

State Officer Candidates, their local Advisors, will receive information regarding State Officer responsibilities following the State Leadership Closing Session.

Nomination and Election

Campaigning

Organization policy does not permit candidates to distribute or post any campaign materials or campaign in any other way prior to the election. Campaigning, which includes but is not limited to, soliciting/asking for votes and distribution or posting of printed materials, including brochures and business cards, shall not be allowed by state officer candidates or their supporters. If a member or state Advisor of Technology Student Association feels that an officer candidate has violated this policy, such violation must be reported, in writing, to the headquarters room at the State Leadership conference. A panel consisting of the immediate State Advisor, past president, two members of the State Management team will investigate the allegation. Alleged violations must be reported prior to the close of the voting process. **If the review panel determines the State officer candidate or his/her supporters have violated this policy, that candidate will be disqualified from the election**.

It is very important for everyone in your state/region to keep in mind the above campaign policy.

Types of candidates

- Each region may run both Middle School Representative Candidate and a High School Representative candidate annually. The Middle School candidate will be a middle school member during his/her term as state officer.

Middle School and High School Candidates

- The candidate must be enrolled in, or have taken a comprehensive or occupational Technology Education class.
- All voting delegates will evaluate all candidates as presented by the nominating committee. Each voting delegate may cast one vote for each candidate.

- Officer Candidate position selection
  - Candidates for state officer positions may be asked to list their office preference; however, it is the decision of the Interviewing Committee to recommend to the State Advisor which candidate is most qualified for each position ~ based on candidates application and interview.

Activities as a candidate include:

- Meeting with the Selection Committee for interviews on knowledge and understanding of the organization and reasons for wanting to be a state officer.
- All the candidates will give a speech presentation and question-and-answer session with the voting delegates, TSA members present.

Officer Candidates Activities at State Leadership meeting

Regional and local chapters should not assign responsibilities to officer candidates that will interfere with meetings scheduled for candidates or new officers. **Candidates are allowed to participate in State Competitive Events. Also they should not be assigned to serve as a leader or host of a workshop group at the State Leadership Conference.**

Newly elected Officer and SOA Activities at State Leadership Meeting

- Being acquainted and meeting with former and new state officers.
- Working with new state officers to understand your role as a State Officer Advisor.
- Interviewing for designated offices.
- Meeting with State staff.
- Participating in photography sessions.
- Rehearsing for installation.
- Preliminary planning for National Leadership meeting and State Officer Training.

Activities at State Leadership Conference for <u>Advisors</u> of Newly Elected Officers

- Orientation meeting to prepare Advisors
- Reserved seating at all general sessions.
- Joint meeting with newly elected officers, State Advisor and state management team.

State Officer Advisor

It is a tribute to you that your state officer has been elected. You play a very important role in the officer's experience. Your key roles of listening, supporting, encouraging and guiding will allow your officer to grow as a distinguished leader and young adult.

In many ways, you will find the experience different from advising local officers. State officers as a whole are generally more independent because of prior leadership experience. Therefore, state staff and the state management team work with Advisors in ways that recognize the ability of state officers to work and make decisions on their own. You will attend most meetings with the officers and some without them to coordinate your separate planning responsibilities. This way of working can enhance your relationship with the officer. State officers appreciate your trust in them to fulfill the duties of their office.

The State Advisor and State Management Team also assume a great deal of responsibility for training officers, planning with them and coordinating their work -- more responsibility than is typically assumed at the state level. The State Advisor has primary responsibility for the State Officer Advisor (SOA). The SOA and State Advisor will need to correspond regularly, and check State Officer and TSA E-Group messages frequently to stay informed.

It is hard to estimate how much time will be required as a Local Advisor to a State Officer. That will depend in part on the officer's specific responsibilities, the amount of help the officer needs and the requests the officer gets to attend chapter, state, and national meetings. However, in the end, the time required of a SOA is a great responsibility that affects most areas of your life. Potential time commitments should be discussed with school administrators and your family before becoming a State Officer Advisor. It's important that you fully understand your duties and requirements as a State Officer Advisor so that you may fulfill your obligations thoroughly.

Who Is the Local Advisor to the State Officer?

The NCTSA Bylaws state that teachers certified in the area of Technology Education and/or related occupations shall serve as chapter Advisors. State or chapter Advisors accompanying a state officer to meetings shall serve as a consultant to their respective state officer. Ideally, the person designated as Advisor should be one who has frequent contact with the officer either in class or during planning periods. Occasionally a teacher from another school in the same school system may serve as the Advisor, particularly in cases where that person acts as the principle Advisor for the region. In any event, it should be the person who can fulfill the obligation of this important advisory role.

Supporting Officers

Local Advisors to a State Officer have many roles and responsibilities. You will serve as a consultant to help officers prepare for their specific responsibilities throughout the year. Please familiarize yourself with your State Officers duties.

State Officers Code of Conduct

Behavior of the State Officer reflects on the image of the Technology Student Association. A State Officer's conduct should reflect a positive contribution to the excellent reputation already established**. The following code of conduct applies to all State Officers:**

General Guidelines:

1. Behavior at all times should be such that if reflects credit to you, your school, your state, and the national organization.
2. Officers are expected to exhibit trust-worthiness, respect, responsibility, fairness, caring and citizenship.
3. Conduct of the State Officers is the responsibility of the <u>local chapter Advisor.</u>
4. Smoking is not allowed.

5. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages.
6. State Officers are expected to attend all assigned general sessions, workshops, and activities at the State Leadership and National meetings.
7. Any accidents, injuries, or illnesses should be reported to the local Advisor and the State Advisor immediately.
8. Officers that mix a trip to include both personal and official business will submit a letter of permission to the state office from his/her parent/ guardian.
9. Inappropriate physical contact with other officers or members is not acceptable.
10. Officers must have their dues paid to National Headquarters by the due date.
11. At no time will a state officer be in a sleeping room with another state officer or guest of the opposite sex unless supervised by an Advisor.

Violations of rules 1 through 11 will result in a demerit in a four-demerit system.

- ***2-demerits ~ of the By Laws or State Office Responsibilities will result in a warning/reprimand***
- ***3-demerits ~ will be placed on probation***
- ***4-demerits ~ released from role as state officer***

12. All State Officers will observe all conference curfews.
13. State Officers shall not purchase, possess, consume or be under the influence of alcohol or illegal drugs at any time. Drinking mock cocktails is prohibited.

A violation of rules 11 through 13 may subject an officer to immediate suspension; therefore, the officer may be sent home from the conference. Transportation home will be arranged at the officer's expense. Disciplinary process will be followed at a later time.

Suspension Defined:

- **Suspension-** shall be interpreted to mean the officer may not be permitted to participate in any state, regional or national activities for a period to be determined by State Headquarters.

Disciplinary Process Defined:

1. The officer that has committed the offense will be notified immediately – verbally, and in written form via certified mail within ten working days following the verbal notification. Following that, the information will be e-mailed to the officer's parent/ guardian, local Advisor, and local principal.
2. State headquarters may then
   a. send an e-mail of reprimand to the state officer and place a letter in their file;
   b. place officer on suspension;
   c. remove officer from office.
3. The State Officer, local Advisor, parent/guardian shall be notified via certified mail within 10 working days of the decision.
4. When the state officer reaches four demerits, he/she will be immediately terminated as a state officer.

Term of Office

A State Officer's term shall be for one year.
{No person may serve in the same position for two consecutive years.}

Vacancies

- If the office of President should become vacant, the Vice-President shall assume the office and duties of the President.
- Appointments for vacancies in offices other than the President, which occur before one-half of the officer's term shall be made by the State Advisor, in consultation with State TSA Board.
- With the exception of the office of President, if a vacancy occurs after one-half of the officer's term has been completed, then the members of the State Officer Team shall assume responsibilities of that office. The President, in consultation with the State Advisor, shall make assignments.

Advisor Responsibilities

Visibility

- As a State Officer Advisor, you are visible and a role model. It is important to be aware of this visibility at all times. Keep in mind that you reflect the image of Technology Student Association. Appropriate dress should be worn whenever you are representing the organization.

- State Officer Advisors should not purchase, possess, consume or be under the influence of alcohol or illegal drugs at any time while representing the organization. Drinking mock cocktails is also discouraged.

Communications

- Establish a good relationship with your officer and talk about expectations of the officer, your role and the role of the state association.
- Be aware of time commitments and encourage the officer to be prompt.
- Establish a friendly, supportive role with your officer.
- Realize that it is the s*tudent's* office and you serve in consultant capacity.
- Respect your officer's support of State Advisor's decisions.
- Work as a check system in making sure the officer keeps everyone informed. Make sure all e-group messages of importance to the region are forwarded to the regional e-group.
- Encourage, double-check, help out or take photos and nurture your special relationship.
- Ensure that your officer does not violate the code of ethics.

Support

- Help the officer know who to contact at school to prepare for missing school. Assist the officer in making contacts or accompany the officer on visits to teachers and administrators.
- Work with your State Advisor as needed ~ discuss the role of school, accompanied travel and absences with student, parents and administrators.
- Meet with the officer's parents or guardians to discuss the year ahead and to answer any questions they may have.
- Assist the officer with contacts with teachers, coaches, administrators and counselors to help interpret responsibilities and potential absences from school.
- Assist the officer in making travel arrangements throughout the year. ALL State Officers are required to attend all planned TSA meetings, workshops and conferences. These may include, but are not limited to:
    - Fall Leadership Workshop
    - Broyhill Leadership Conference
    - State Officer Leadership Training
    - Spring and Summer Conferences
    - National Conferences
- Assist the officer with planning class schedules at the beginning and throughout the year.
- Assist the officer in balancing responsibilities of the office with other extracurricular activities and classes; keep in mind the school's master calendar. **ALSO, LIMIT THE RESPONSIBILITIES AT THE LOCAL CHAPTER LEVEL.** Remind the officer of commitment to the State organization when conflicts occur. Caution students not to overextend themselves thereby endangering their health or grades.

Keep in touch with State Advisor

- Alert state staff to any conditions that may affect the officer's participation such as problems with grades.
- Read the materials that come to you from state headquarters, including this handbook.
- The State Advisor has primary responsibility for the SOA. Call this staff person if you have any questions, at any time.
- Establish good lines of communication with the State Advisor.

Trouble shooting

- If problems arise, discuss them immediately.
- Some 'stresses' common to past state officers have been: 1) missing school and keeping teachers happy; 2) changes in social life/keeping friends happy, and 3) maintaining grades and health while fulfilling officer responsibilities.
- Let others (who are key to the success of the officer) know about problems that are critical and when your discussion with the officer does not bring about a solution.
- Ask questions before jumping to conclusions.
- Think of yourself as an athletic coach for a team of one. Encourage and praise/ correct and teach.

Keeping Informed

- Ask the state officer to share on a regular basis (daily, if needed) correspondence and information received from state headquarters.
- Arrange your school schedule to permit meetings with the officer to update you on activities pertaining to state office (**at least weekly**). When possible, communicate through E-mail.

Leadership Development

Making Decisions

- Ask the officer to explore alternatives in a given situation. After hearing ideas, offer other alternatives the student may not have considered.
- Encourage the officer to make independent decisions, even if it takes longer than you think it should.

Independence

- Rejoice in the officer's tendency to become more independent. It is a natural outgrowth of the state officer experience. That means gradually letting go as you find your student ready and capable.
- Make the officer accountable for obligations to which he or she agreed.

Reviewing Work

- Review all speeches, proofread official correspondence, check travel expense forms, report forms, and assist the officer as needed. Try to do this in a supportive way rather than a controlling way. Remember, it is the officer's ideas that should come through. Your help may or may not be needed. On the other hand, don't let the officer flounder.

Public Relations

- Assist the officer in efforts to make known their availability for speaking engagements within their district and state.
- Assist the officer in finding opportunities to promote this outstanding experience and the organization through local and regional papers and the media.
- Encourage your officer's development of business etiquette, poise and travel savvy.
- Be sure your officer has a well written script for every presentation.

Answering Questions about the Organization

Every local chapter Advisor of the state officer should be familiar with the publications and services of the state and national organization in order to interpret the organization adequately to the public. Review the TSA Chapter Handbook thoroughly at the start of the year to refresh your memory about the differences between national and state programs.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

There are 8 Career and Technical Student Organizations (CTSOs) including the North Carolina Technology Student Association:

- Future Business Leaders of America-Phi Beta Lambda (FBLA/PBL)
- Family, Career and Community Leaders of America (FCCLA)
- Health Occupations Students America (HOSA)
- National FFA Organization (FFA)
- National DECA (DECA)
- SkillsUSA
- Career Explorations Club of North Carolina (CECNC)

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During the year, you may work closely with members of state staff.

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