North Carolina TSA State Officer Application

Read the following pages of information **very carefully!** If you have any questions, please contact Kathleen Squibb, NCTSA State Advisor.

Fill out the officer application and make a copy for your records. Send the original and other required forms to the NC-TSA State Advisor by the published State Conference deadline date.

All NCTSA officer candidates and elected state officers **must be an active member of their local TSA chapter, must be currently enrolled in TSA, and must maintain a cumulative average of *85 or "B".*** Failure of officers to meet grade requirements will result in probation and evaluation by the NC-TSA Board of Directors.

Applicants who pass the screening process will give a 2-minute speech during the Annual Business Session of NCTSA. Verbal campaigning is allowed; however **NO** campaign materials are allowed!

The following items **MUST** be included as part of the officer application and ***postmarked by the published State Conference due date.***

- **Candidate Application Form**
- **Two Teacher Recommendations**
- **Signed NC-TSA Travel Policy form**
- **Completed Nomination Form**
- **Official Transcript of Grades**
- **One-page handwritten essay on:**
  "WHY I WANT TO BE A NORTH CAROLINA-TSA State Officer."

Send all completed forms by the specified due date to:

Kathleen Squibb
NCTSA State Advisor
105 Doe Run
Clinton, NC 28328

North Carolina TSA
State Officer Election Process

1. Each chapter is encouraged to submit qualified candidates for election as a state officer by the published State Conference due date. Candidates must currently be a TSA member in good standing (paid affiliation with both state and national TSA). There is a limit of two (2) candidates that may be submitted from any one chapter. The Screening Committee will review all applications prior to the State Conference

2. The Screening Committee appointed by the NC-TSA State Advisor, in conjunction with the NCTSA Board and current State President, will judge applications and transcripts. After screening (by selection committee), selected applicants will be invited to participate in state officer interviews at the State Conference.

3. The on-site interview process will include a written test on TSA knowledge and parliamentary procedure, a 2-4 minute prepared oral presentation with the topic to be selected by NC-TSA, and a 10-minute interview by a committee appointed by the NC-TSA State Advisor.

4. After the oral presentation, interview and test, the applicants with the highest total scores will be announced as candidates for NC-TSA State Office. The office for which a candidate will run is determined by the candidate's total scores and their preference for state office.

5. During the NC-TSA State Conference, the candidates will run against each other for the state offices. Candidate speeches will be given during the NC-TSA Annual Business Session and all candidates will be voted on by the Voting Delegates.

6. State Officers will be installed during the Awards Session at the State Conference. They will serve in the state office position to which they are elected.

7. Each office candidate will provide their choice of state office positions, in rank order. (*Note: Part of the on-site interview will be completing a form that describes the duties of each office with the opportunity for the candidates to rank their choices.*) The following state officer positions are choices that will be offered:

President	Vice President
Secretary	Reporter
Treasurer	Sergeant-at-Arms
High School Representative	Middle School Representative

8. Each state officer is elected by popular vote. Offices will be assigned based on the greatest total points earned and the officer's preference. Points will be awarded as follows:

i.	Application	10 points
ii.	Transcript	10 points
iii.	Written Test	20 points
iv.	Oral Presentation	20 points
v.	Interview	40 points

9. The term of office for elected NC-TSA Officers shall run from the Closing Session of the State Conference through the end of the State Conference a year later.

10. State Officers who fail to attend required meetings or fail to adhere to any TSA conference policy regarding behavior and conference rules will be subject to removal from office. (SEE TSA Code of Conduct)

NC-TSA
State Officer Candidate Application

Name _____ Grade _____

Home Address _____ Phone _____

_____ ZIP _____

E-Mail Address _____

School Name _____

1. TSA Offices held: Year

- _____
- _____
- _____

Other TSA involvement: _____

_____

1. Honors/Awards Received (TSA/NC-TSA and others): _____

_____

_____

_____

2. Participation in Other Activities (School, Community, include Community Service):

_____

_____

_____

4. Offices held in other Organizations:

a. _____

b. _____

c. _____

_____ _____

Signature Date

Attach a one-page handwritten essay on "Why I want to be a North Carolina-TSA State Officer.

NC-TSA STATE OFFICER TRAVEL POLICIES

Officer candidates should read the travel policy carefully. The officer candidate <u>and</u> a parent/guardian must sign this policy

1. **NC-TSA officers must dress in official TSA uniform when representing NC-TSA.**

2. **The NC-TSA State Advisor must approve all state officer travel and other expenditures pertaining to NC-TSA prior to their occurrence. Approved expenditures will be based on the NC-TSA budget for the year.**

3. **Any region requesting a State Officer to visit their region for any reason will assume responsibility and expenses for the officer's travel.**

4. **After elections and appointment to respective positions, the state officers will be reimbursed for expenses incurred during attendance at Leadership Training, Executive Board meetings, and NC-TSA Conference ~ {expenses may include: travel, meals and lodging}. State Officers will be notified in advance of the budgeted amounts.**

5. **Officers must submit receipts and a completed reimbursement form within 2 weeks of the meeting in order to be reimbursed. Meals and lodging will NOT be reimbursed without a receipt.**

6. **NC-TSA, National TSA and employees thereof cannot be held responsible for injuries to an officer when traveling on TSA business.**

7. **It is the state officer's responsibility to secure his/her transportation to and from required meetings. Officers are reimbursed for mileage at the rate of $.36 per mile for one round trip per required meeting. Officers may choose alternative types of transportation with prior approval by the NC-TSA Advisor, provided the cost does not exceed 10% above the anticipated mileage cost.**

8. **NC-TSA officers are expected to participate in all state officer activities as outlined by the NC-TSA State Advisor. Failure to attend a required meeting/function could result in removal from office. It is the officer's responsibility to obtain the appropriate permission from parents, local TSA Advisor, and principal to attend state officer meetings/functions.**

I have read and understand the above NC-TSA Travel Policies, and hereby agree to adhere to them.

_____ _____

Signature of Candidate **Date**

_____ _____

Signature of Parent/Guardian **Date**

NOMINATION FORM
NC-TSA STATE OFFICER CANDIDATE

Serving as a North Carolina TSA Officer demands a twelve-month commitment to the organization. Therefore, it is vital that all members who aspire to become NCTSA State Officers be highly qualified, able, and willing to assume the responsibilities required of all State Officers.

Read carefully and study the statement below before submitting this form to the State Advisor. After discussing the responsibilities of a NCTSA State Officer with parents/guardians, local chapter advisor, and school administrators, the candidate should submit this form, along with the other materials required, to the NC-TSA State Advisor.

CANDIDATE'S STATEMENT
If elected as a NCTSA State Officer, I will dedicate my term to serving the organization, will serve my entire term of office, will promote the goals and objectives of TSA, will project a desirable image of TSA at all times, will abide by the Policies and Procedures of NCTSA, and will accept financial responsibility for my TSA uniform. Also, I will attend the Officers' Training Sessions and will fulfill and complete all obligations and assignments that I receive as a NCTSA Officer.

_____
Candidate's Signature Date

LOCAL ADVISOR'S STATEMENT
It is my belief that this candidate will fulfill the responsibilities of a NCTSA Officer, represent NCTSA properly, and I highly recommend this student as a candidate for an NCTSA State Officer position.

_____
Local Advisor's Signature Date

STATEMENT OF SUPPORT
I approve of my son/daughter applying for a NCTSA office. If elected, I agree that he/she will be able to spend the time and have the transportation necessary to carry out the duties of their office.

_____
Parent/Guardian Signature Date

This school will support _____ in the successful fulfillment of the duties of a NCTSA State Officer. A statement of academic performance during the **current** year is attached.

_____
Principal's Signature Date