



## 2017 Colorado TSA State Officer Application

Thank you for your interest in serving the members of Colorado TSA by running for state office! Please read the following information carefully. All forms and questions in this packet must be signed and returned, either electronically (scanned as a pdf, preferred, emailed to [myka.raymond@gmail.com](mailto:myka.raymond@gmail.com), with the subject line "2017 State Officer Application") or hard copy (mailed to COTSA, % Tony Raymond, 9101 E. Lowry Blvd, Denver, CO 80230) by 11:59pm on February 1, 2017. Please keep a copy of all pages of this packet for your records. **Please note: There is a mandatory meeting of all prospective candidates and one parent/guardian on Monday, Feb. 6, 2017 at 6:00 pm at the Colorado Community College System Office at 9101 E. Lowry Blvd., Denver, CO 80230. Candidates should wear full formal TSA attire to this meeting and prepare to have their candidate photo taken. Students who do not attend this meeting with a parent will not appear on the ballot.**

Candidate Name \_\_\_\_\_

Office Sought (mark one):

\_\_\_\_\_ President

\_\_\_\_\_ Vice President

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Reporter

\_\_\_\_\_ Sergeant-At-Arms

\_\_\_\_\_ Officer-At-Large (Officers at large do not appear on the ballot, mount a campaign or deliver a speech. They are appointed following the state conference after a phone interview at the first meeting of the newly-elected officer team).

Candidate High School: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Candidate phone number: \_\_\_\_\_

Candidate home address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Graduation Year: \_\_\_\_\_

**Eligibility**

In order to be an eligible candidate, ALL of the following must apply:

- a. You must meet all of the following qualifications
  - i. Remain in good academic standing and maintain academic eligibility throughout your term
  - ii. You must have attended at least one state conference prior to the year you apply to run for office.
  - iii. To apply for president, you must have attended at least one state AND one national conference prior to the year you run.
  - iv. You must be able to attend all of the required functions: CTSO State Officer Training (early March), National TSA conference (June), Fall Leadership Conference (Fall) and the Colorado TSA State Conference (Spring). If you are unable to attend all of these functions (except for very rare exceptions such as documented family emergencies beyond the officer's control), you will be removed from office.
- b. You must arrange for two letters of recommendation received by the deadline of 11:59pm on February 1. One from your chapter advisor and one from another teacher or individual who is not a member of your family or live in the same household. These letters of recommendation should come directly from the recommender's professional (school district or similar) email address. It does NOT need to be a formal letter or an attachment. These letters of recommendation should speak to your leadership ability, and in the case of your advisor's recommendation, should discuss a time when you demonstrated leadership in your chapter.
- c. Officer-at-Large candidates do not run a campaign, have a campaign booth, or deliver a speech. They are appointed following the state conference.

By signing below, I signify that I understand the eligibility requirements.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Advisor Signature

\_\_\_\_\_

Date

\*\*Advisor: You will be asked throughout the year to provide verification of academic eligibility for your state officer. Please initial to signify your understanding and willingness to provide this verification. \*\* \_\_\_\_\_ (advisor initials)

**Campaign rules**

- a. No candidate may campaign in any way until they are announced at the opening general session of the COTSA state conference. This includes unsolicited interaction on social media. Any candidate found to be in violation of this rule will be removed from the ballot.
- b. Candidates will have a campaign table during a meet and greets between the middle school and high school opening sessions. A campaign display is customary, but may not extend beyond the confines of a standard 6'x3' hotel table. You may (but are not required to) give out materials during the meet and greet at your campaign booth, but a candidate may not spend more than \$50 on materials for distribution. The officer candidate is responsible for any clean up from their distributed materials.
- c. Candidates for President, Vice-President, Secretary, Treasurer, Reporter, and Sergeant-At-Arms are required to give a campaign speech at both the middle school and high school opening sessions. This speech may last no more than 2 minutes.

By signing below, I signify that I understand the campaign rules.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Advisor Signature

\_\_\_\_\_

Date

## ***Duties and Responsibilities of Colorado TSA Officers***

By electing you to a Colorado TSA office, 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 Colorado TSA officers.

Regardless of which office you hold, your duties and responsibilities as a COTSA officer obligate you to do the following:

- Act in a manner befitting your office, both in person and in all of your online activities
- Behave in a professional manner at all times when wearing COTSA or TSA-related clothing
- Understand the mission and the goals COTSA
- Understand the COTSA bylaws
- Understand the TSA motto and creed
- Be familiar with the organizational structure and policies of COTSA
- Understand and correctly use parliamentary procedure
- Memorize appropriate ceremonies and rituals
- Attend all meetings
- Be prepared to conduct COTSA meetings
- Be prepared to serve as a speaker
- Be loyal to COTSA
- Assist other officers to accomplish their tasks
- Practice good speaking and writing skills as you represent COTSA
- Be helpful, respectful, and responsible at all times

By signing below, I signify that I understand the duties and responsibilities of the COTSA State Officers.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Advisor Signature

\_\_\_\_\_

Date

Please answer all of the following questions completely and honestly. Each answer should be no more than 250 words.

1. Why do you want to be a state officer?
2. Describe a significant leadership experience you have had.
3. Describe a time when you had the opportunity to be a leader but the experience did not turn out as you had hoped. What would you do differently next time?
4. Describe an experience when you were a team member (not a leader). How did you adapt to that situation?