

Nevada TSA State Officer Candidate Information

Complete Packet with Overview (10 pages)

Nevada TSA State Officer Qualifications

1. Only current NV TSA members (active) in good standing are eligible to run for or hold a state office.
2. Only TSA members in the ninth (9th) through eleventh (11th) grade may apply.
3. A candidate may seek only one state office per year.
4. Must have knowledge of [parliamentary](#) procedures and the [NV TSA Bylaws](#)
5. A candidate must be a member of NV TSA during the current year, with consistent participation.
6. All candidates should have the ability to express opinions, make decisions, and have a neat and business-like appearance.
7. All candidates should read carefully the section in the [NV TSA Bylaws](#) on the duties and responsibilities of the office that they seek.

Overall Duties and Responsibilities of a Nevada TSA State Officer

By electing you to an NV TSA state 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 Nevada TSA State Officers.

Regardless of which office you hold, your duties and responsibilities as a Nevada TSA State Officer obligate you to do the following:

- Attend all scheduled meetings.
- **Communicate with the state President and Executive Director regularly and respond (if requested) to email within 24 hours of receiving an email.**
- Avoid making statements on behalf of the association without approval from the Director.
- Understand the mission and goals of Nevada TSA.
- Understand the TSA bylaws.
- Be familiar with the organizational structure and policies of Nevada TSA.
- Understand and correctly use parliamentary procedure.
- Be prepared to conduct organizational and state meetings.
- **Be prepared to serve as a speaker.**
- Be loyal to [Nevada TSA](#).
- Abstain from making personal commentary on controversial subjects and make negative or derogatory posts on social media under the name of NV TSA or as an NV TSA State Officer.
- Assist other officers to accomplish their tasks.
- Practice good speaking and writing skills as you represent the state association.
- Be helpful, respectful, and responsible to all people.

Nevada TSA State Officer Candidate Application and Election Procedures

1. Candidates must complete the following forms (included in this packet) and submit them as a pdf by the deadline:
 - a. the “[Nevada TSA State Officer Candidate Agreement Form](#)”,
 - b. the “[Nevada TSA State Officer Candidate Application](#)”, and
 - c. the completed [Nevada TSA State Officer Candidate Endorsement form](#),
 - d. a completed one-page resume.
 - e. a one paragraph statement as to why you are running for state officer in pdf format.
 - f. a video, no more than 2 minutes in length in mp4 format that will be posted in the digital program at the state conference. This video will be considered their campaign “speech”.
 - g. a school-appropriate photo, preferably current a school picture.
2. The candidate must provide these completed forms, along with their photo, digital mp4 formatted video, the one paragraph statement, and a one-page resume as a pdf file to the director@nevadatsa.org. The information provided along with the photo becomes the property of Nevada TSA and may be published in print or electronic form.
3. Candidates must submit Officer Candidate Applications by **December 10, 2024**, to be considered for a leadership position on the Nevada TSA State Officer Board.
4. At the Nevada TSA state conference, candidates who are approved to run for office will have the opportunity to set up a display table for their candidacy position (poster boards, promotable items, buttons, stickers, candy, etc.) during a “meet the candidates” session. Candidates will have the opportunity to speak to TSA members and voting delegates and hand out swag items, infographics, and/or other paraphernalia that could help promote their candidacy.
5. The candidate videos will be posted in the digital program available prior to the state conference and are considered the candidates’ speeches for the election.
6. At the delegate business session at the NV TSA State Conference, voting delegates will cast their votes and the TSA Leadership Committee will calculate the final results.
7. The newly elected state officers will be announced at the closing ceremony of the NV TSA State Conference.

Nevada TSA Officer Positions and Duties

PRESIDENT

1. Preside at and conduct meetings according to parliamentary procedure.
2. Appoint committees and serve as ex-officio member of committees.
3. Call upon other officers to take the chair when necessary or desirable.
5. Keep activities progressing in a satisfactory manner.
6. Represent the State Delegation in outside activities.

VICE PRESIDENT

1. Assist the president.
2. Serve as president in the absence of the president.
3. Succeed the president in case of vacancy.
4. Serve as chairperson of the membership and program committee.
5. Meet with and be responsible for all committees.

SECRETARY

1. Prepare and read the minutes of each meeting.
2. Count and record member votes.
3. Read correspondence and communications at meetings.
4. Keep chapter permanent records.
5. Post notices to members pertaining to chapter activities and send invitations to guests.
6. Be responsible for chapter correspondence.
7. Call the meetings to order in the absence of a presiding officer.

TREASURER

1. Report all financial standings at each meeting.
2. Keep an accurate record of receipts and payments.
3. Obtain and present ideas and suggestions for increasing the treasury and financing activities.

REPORTER

1. Prepare articles for publication.
2. Contact members to obtain news regarding the chapter.
3. Contact personnel in charge of other publications and provide copy conforming to their requests.
4. Act as the historian of the chapter by keeping chapter publications archive.
5. Assist with planning and arranging chapter exhibits.
6. Act as editor of chapter publications.

SERGEANT-AT-ARMS

1. Serve as parliamentarian for the chapter (will need a current copy of Robert's Rules of Order, newly revised).
2. Arrange meeting rooms and care for chapter paraphernalia.
3. Be responsible for the comfort of those present at all meetings.
4. Assist officer candidates prior to and during elections.
5. Arrange entertainment, refreshments, and other details related to meeting programs.

Nevada TSA State Officer Candidate Endorsement Form

Deadline: Scan and email this completed form (with all signatures) to director@nevadatsa by **December 10, 2024**.

Candidate Statement

I, _____ have read and understand the qualifica

tions for State Office and realize the duties of the office for which I am seeking. I have reviewed the State Officer Candidate schedule, and, if elected, I agree to be present and to participate in all of the Nevada-TSA State Officer Team meetings and activities during my time in office. If elected, I further agree to fulfill my duties to the best of my abilities. I certify that I am a member in good standing of the _____ chapter.

Candidate Signature _____ Date _____

Parent Statement

I support _____ for State Office in Nevada TSA. I agree to assist the student during their term in office. I realize this may require my attendance at some Nevada TSA functions and I agree to arrange transportation of the student to and from these functions.

Parent Signature _____ Date _____

Advisor Statement

I recommend _____ for State Office in Nevada TSA. I agree to assist and support the student in their term of office. I realize this may require my attendance at some Nevada TSA functions and I agree to assist in the transportation and supervision of the student to and from these functions, if necessary. I further certify this candidate is a member in good standing and is currently serving in a local office.

Advisor Signature _____ Date _____

Principal Statement

I recommend the above candidate for the State Office in Nevada TSA. I believe they are capable of maintaining their academic work while fulfilling the responsibilities of this position. I realize this student will be attending several Nevada TSA activities throughout the school year representing our school and I will support these efforts.

Principal Signature _____ Date _____

Nevada TSA Officer Candidate Application

Deadline: All forms MUST be received as a pdf file and submitted to director@nevadatsa.org by December 10, 2024.

Send to: NV TSA Candidate Application Advisory Committee

Candidate's Name: _____ Parent/Guardian _____

Date of Birth: _____

School Name: _____ Advisor: _____

Home Address: _____

City/State/Zip: _____

Home Phone () _____ School Phone () _____

E-mail Address: _____ Age: _____ Sex: _____ Years in TSA: _____

Circle the state officer position that you are applying as a candidate:

President Vice President Secretary Treasurer Reporter

Sargeant-at Arms

Current year in school: 9 10 11

Unweighted Grade Point Average (4 point system): _____

Please list the engineering/STEM/technology education courses and/or CTE Program of Study that you have taken or are currently enrolled in:

Rate your abilities in the following areas. This rating information is only for the knowledge of the NV TSA Candidate Application Advisory Committee and will not be made public. Please be candid.

Place a check mark in the box that represents your personal ability level.

Public Speaking	Excellent	Good	Fair	Poor
Writing Skills	Excellent	Good	Fair	Poor
Committee Work	Excellent	Good	Fair	Poor
Competitive Event	Excellent	Good	Fair	Poor
Parliamentary Procedure	Excellent	Good	Fair	Poor
Leadership Skills	Excellent	Good	Fair	Poor
Computer/Technical Skills	Excellent	Good	Fair	Poor

Circle all of the following words that best describe you.

I am: confident, Shy, Proud, Supportive, Demanding, Well Groomed, Team Oriented, Helpful, Better working alone, Loud, Busy, Overloaded, Disorganized, Likable, Talkative, Passive, Sometimes Grumpy, an Individual.

I have completed this application and want to be a state officer without any reservations.

Candidate Signature

Nevada TSA Officer Candidate Agreement Form

Deadline: All forms MUST be received as a pdf file and submitted to director@nevadatsa.org by December 10, 2024.

I, _____, have read and understand the qualifications of the Nevada TSA State officers and realize the duties of the office that I am seeking. If elected, I agree to be present and to participate in all required Nevada TSA activities during my term of office. And, if appointed, I agree to fulfill my duties to the best of my ability.

As a Nevada TSA State Officer, you will be required to attend the following activities, all dates to be determined before your appointment:

- o Nevada CTSO State Officer Training
- o CTSO workshop in Las Vegas
- o National TSA Conference (Optional)
- o Fall Leadership Conference
- o State Conference, Las Vegas, NV
- o State officer meetings (virtual or in person) on at a minimum a quarterly basis or as-needed.

I certify that I am a member in good standing of the _____ TSA Chapter number _____

- **Included is a one-page resume listing my TSA, school and/or community activities.**

Candidate's Signature

Date

Name of Chapter Advisor

As this Nevada TSA State Officer Candidate's Chapter Advisor, it is without reservation that I recommend them as a Nevada TSA State Officer.

Signed: _____

Note: Chapter Advisors must complete the following Chapter Advisor's Responsibilities Form in addition to signing this form.

Chapter Advisor must complete the following section:

Based on your experience with the officer candidate, please circle either yes or no, to indicate whether or not you believe the officer candidate is capable of fulfilling the duties listed below:

- | | | |
|-----|----|---|
| Yes | No | Attend all meetings and scheduled training workshops. |
| Yes | No | Respond to communication in a timely manner. |
| Yes | No | Understand the mission and goals of Nevada TSA. |
| Yes | No | Be familiar with the organizational structure and policies of Nevada TSA. |
| Yes | No | Understand and correctly use parliamentary procedure. |
| Yes | No | Be prepared to conduct organization and State meetings. |
| Yes | No | Be prepared to serve as a speaker. |
| Yes | No | Be loyal to Nevada TSA. |
| Yes | No | Assist other officers to accomplish their tasks. |
| Yes | No | Practice good speaking and writing skills as a Nevada TSA representative. |

Endorses: We recognize the responsibilities of the position for which we have nominated our candidate and will assist him or her in executing the responsibilities of said office, in any capacity that we can, should he or she be elected. We also understand that female officers should travel with a female chaperone and male officers should travel with male chaperones. We have fully reviewed and understand the Nevada TSA State Officer Candidate information overview, official application, agreement form, and other related documentation.

Parent or Guardian (please print name and sign)

Date

Chapter Advisor (please print name and sign)

Date

School Principal (please print name and sign)

Date

School level CTE Supervisor (please print name and sign)

Date

Nevada TSA State Officer Code of Conduct

It is the responsibility of all Nevada TSA State Officers to conduct themselves in a proper, businesslike manner at all times.

1. All officers are expected to attend and be on time to all meetings and events during the year.
2. All officers shall behave courteously and respectfully, and refrain from language, social media posts, and actions that might bring discredit upon them, their school, and their families or upon Nevada TSA.
3. Conduct not conducive to a business environment will not be allowed. Such conduct includes but is not limited to actions disrupting a business-like atmosphere, association with non-conference individuals or activities that endanger self or others.
4. At any function sponsored by Nevada TSA, all officers, participants, and guests shall abide by the dress code.
5. There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishing in the hotel room or building.
6. If male and female officers visit each other in their hotel rooms at any time, the door must be open. These visits must have prior approval of the State Coordinator or State Advisor and an advisor must be present during these visits.
7. All officers will be in their assigned rooms by the designated curfew and will not leave the room after the curfew. Advisors will always do one or more room checks, following curfew. Officers may expect the advisor to follow up with a phone room check and any hour following curfew.
8. Officers shall keep the State Advisor informed of their activities and whereabouts AT ALL TIMES. Accidents, injuries, or illnesses must be reported to the State Advisor or State Coordinator when they occur.
9. Officers must always travel with a group (never alone) and should not go into hotel stairwells alone, areas that are poorly lit, or areas that have light pedestrian traffic.
10. Officers are not allowed to drive themselves to Nevada TSA functions without written parent and school approval.
11. Officers, delegates or alumni shall possess no alcoholic beverages, narcotics, or firearms in any form, at any time, and under any circumstances.
12. The use of tobacco products is prohibited by all officers.

Results of Nevada TSA State Officer Code of Conduct Violations

Immediate **expulsion** from any Nevada TSA-sponsored meeting or event will result from the following:

- Possession of alcoholic beverages, narcotics, or firearms of any form, possessed at any time, under any circumstances.
- Gross violation of male and female room regulations.
- Gross damage to property or violation of hotel safety codes or criminal laws.
- Internet misuse

Nevada TSA State Officers may also be removed from office for one or more of the following reasons:

- Failure to perform the duties of their office.
- Failure to attend required meetings.
- Failure to follow rules, regulations, and responsibilities to act professionally.
- Failure to meet appropriate deadlines without satisfactory explanation.

We (officer and parent(s) or guardian) have read and fully understand the Nevada TSA State Officer Code of Conduct and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from a violation of any of the above guidelines.

Officer's Name Printed

Officer's Signature

Date

Parent or Guardian's Signature

Date

Permission to Publish

As a Nevada TSA State Officer, the officer's name, photo, TSA e-mail address, and school contact information will be posted on the Nevada TSA's website and imprinted documents (publications). The officer's home contact information will not be published electronically or in printed documents. I give Nevada TSA permission to publish electronically and in printed documents the information and materials as described.

Parent or Guardian's Signature

Date