



Montana Association

Details to Consider for Potential State Officer Candidates

Dear Montana BPA Advisors

Do you have a member interested in being a candidate for next year's state officer team? If so, below is some information about the requirements when seeking to apply to be a state officer candidate and the duties and expectations should they be elected to state office.

STATE OFFICER CANDIDATE APPLICATION PACKET

Submitting the application packet is the first step. The State Officer Application Packet must be submitted via Postal mail on or before February 8, 2011. The complete packet must include

1. State Officer Candidate Application Cover
2. State Officer Candidate Application Form and Worksheet
3. Letter of application seeking to apply to be a state officer candidate
4. Current resume
5. School District Approval Form
6. State Officer Code of Ethics
7. Web Site Release Form
8. Proof of submitted or previously-awarded Statesman Torch Award

If the Statesman Torch Award resume is submitted this year, the Montana Association Vice President will need to review the resume for approval before we can determine if the student's state officer candidate application is approved. Also, within the online Torch Award system, a copy of the resume can be printed. I recommend making a PDF copy and keeping it on file just in case something happens. Also, the PDF copy can be printed and submitted with the state officer candidate application.

Additionally, each member applying to be a state officer candidate must also E-mail a PDF copy of their resume to State Advisor Eric Swenson (eswenson@mt.gov) by February 8. The electronic resumes will be distributed to all local chapter voting delegates for their review prior to the state conference.

All items for the state officer candidate application packet need to be submitted together by February 8; any incomplete or late application packets will be disqualified.

NUMBER OF CANDIDATES

The Montana BPA constitution limits the number of candidates at the state conference to 12. Therefore, if more than 12 apply and their applications are approved, a committee is put together to review the applications and score them using a rubric to determine the top 12. All students submitting an application will be notified if they will be able to campaign at the state conference or

not. If a student did not make the top 12, I would encourage them to reapply the following year if able.

STATE OFFICER CANDIDATE MEETING

Sunday evening of the state conference, there is a meeting for all the state officer candidates and their campaign managers. This meeting is scheduled from 5-5:30 pm in the Rains room of the Holiday Inn Convention Center. This is a meeting to give guidance to the candidates from both the current state officers and the state advisor as they prepare for the events of the next few days. This is also a time for them to ask any last minute questions or to get clarification about the campaigning process. A state officer candidate's campaign manager is also welcome to attend this meeting and assist in setting up for the campaign rally.

CAMPAIGN RALLY AND SETUP

Following the state officer candidate meeting, candidates and their campaign manager (and other helpers if needed) can setup for the campaign rally. Each candidate will have a table available for campaign posters and other campaign-related items. Each candidate is limited to either two (2) large poster boards (30 x 40-ish) or one of the science fair-size display boards. Candidates often create business cards with their name and designed to match their campaign theme or slogan. Others have created stickers (using a variety of either sticker sheets or labels) and there is always an abundance of candy given away. Candidates are limited to spending \$50.00 on campaign materials.

Following the Opening Session, the Campaign Rally is held. All local chapter Voting Delegates (each chapter gets two) attend and all other conference attendees are invited to participate.

SPEECHES

Candidates are to prepare two speeches. The first is a 30-second speech given during the Opening Session Sunday night in which they related themselves to some sort of object. Most use these object as their “identifier” or “theme” for the duration of their campaign. For example, I had a student named Tarayn Lahr who used a star as her object and her campaign slogan was “Tarayn Lahr—Your Shining Star” and everything was star-themed including giving out Starburst candy and star stickers.

The second speech is given Monday morning during the First General Session. This is a two-minute speech and is the chance for candidates to inform the members of their interests, experiences, qualifications, and why they want to be a state officer. During the speech, the candidates will be provided with one-minute and 30-second warnings, and then stopped should their speech go beyond the two-minute limit.

SPECIAL DELEGATE MEETING

This meeting takes place Monday evening, prior to the Second General Session. This meeting is attended only by the two Voting Delegates from each chapter. During this meeting, each state officer candidate is asked three (3) questions: one (1) from the voting delegates and two (2) from the state officer team. The voting delegate question will be different for each candidate, but the questions from the state officer team are the same.

After all candidates have responded to the questions, they are dismissed and the voting delegates cast their ballots, voting for up to six (6) candidates. After the ballots are counted, the names of the

six (6) candidates receiving the most votes are announced at the end of the Second General Session and these six (6) become the new state officers.

OFFICER INTERVIEWS

Following the Second General Session Monday night, an interview committee convenes and each of the six (6) new state officers is interviewed and asked questions to get an idea of their talents, interests, leadership abilities, and to see which of the six (6) offices they best fit. After all the new state officers are interviewed, the committee then slates each into an office.

The current offices include President, Vice President, Secretary, Membership Director, Public Relations Director, and Communications Director.

INSTALLATION

During the Awards and Closing Session Tuesday morning, each of the new state officers finds out which office they received when they are installed by the outgoing officers.

CLASS SCHEDULES

To make sure each officer has adequate time to dedicate to their various responsibilities, to fulfill their duties, to have time for state officer meetings and state conference planning, to have adequate and reliable access to E-mail, and to communicate and coordinate their state officer requirements with their local chapter advisor, it is HIGHLY recommended each state officer have a class period every school day with their local chapter advisor. This class period will allow the state officer to dedicate a specific period of time and to have access to the necessary resources to successfully fulfill the roles and expectations of a Montana BPA State Officer.

MEETINGS

Each newly-elected state officer is given the opportunity to attend the National Leadership Conference as a state voting delegate. While this can be an opportunity for a student to attend NLC, it is not a requirement and Montana BPA does not provide any financial support. During the NLC, the state voting delegates have a few meetings to attend and are required to be at all general sessions. A schedule of meetings and a list of responsibilities and duties during the NLC will be provided after the state conference.

The newly-elected state officers also are required to attend the Montana CTSO Leadership Camp, usually held the end of May or first part of June. This camp brings in state officers from the other CTSOs (BPA, FCCLA, SkillsUSA) together for a three-day leadership training and team building event. The dates and location will be provided later in the spring.

During the following school year (2011-2012) the state officers have a fall meeting (usually in October) and a winter meeting in January to work on plans for the state conference, the Montana BPA newsletter, preparing Buddy Chapter Letters, and other state officer activities and projects. Also, a conference call is held each month to ensure everyone is fulfilling their duties and staying on task.

For the state conference, the officers come in a day early to prepare, decorate, practice, and get ready for the conference.

OFFICIAL DRESS

During the Leadership Camp, part of the camp's agenda is to decide upon and find Official Dress, or the state officer uniform. Montana BPA provides \$50.00 per officer to help cover the cost, but ultimately it is the officers' responsibility to purchase the necessary clothing, accessories, and shoes. The State Officer Coordinator oftentimes assists in helping officers decide what their official dress will be and where they can purchase it so everyone matches. Official Dress should be purchased and be in hand for the fall state officer meeting.

TRAVEL

Travel and lodging expenses to attend state officer meetings (including Leadership Camp and State Leadership Conference; however, excluding the National Leadership Conference) are covered by Montana BPA. For the state leadership conference, state officers do not pay registration and their sleeping rooms are covered by Montana BPA as they share rooms together; state officers do not share rooms with their local chapter.

When traveling for state-level meetings, officers must ride within an automobile driven by an adult. The adult may be the local chapter advisor (or an advisor from another chapter), a parent, the State Officer Coordinator, a school administrator, or an advisor from another CTSO if attending a combined function, such as the Montana CTSO Leadership Camp and the winter meeting.

All Montana BPA State Officers are required to submit a Travel Form detailing how they will be traveling to and from a meeting, the adult providing transport, the adult chaperoning if an overnight stay is required, and contact numbers for both the officer and the adult transporting/chaperoning.

COMMUNICATION

Communication between the officers, their local chapter advisors, and with the State Advisor, Executive Secretary, and State Officer Coordinator is essential to the success of the officer team and the Montana association. All E-mails sent to the officers are also carbon copied to the chapter advisors. Chapter advisors are expected to make sure the state officer is meeting the established deadlines, successfully fulfilling their responsibilities, and assist in task completion (including but not limited to helping prepare Buddy Chapter Letters, proofing articles written for the Montana BPA Newsletter, and putting costumes together for the State Leadership Conference's Opening Session skit).

Should either the chapter advisor or member considering campaigning for state office have any questions, please contact either State Advisor Eric Swenson (eswenson@mt.gov) or the State Officer Coordinator Staci Auck (staci.auck@hobson.k12.mt.us).