



Today's students. Tomorrow's business professionals.

MONTANA ASSOCIATION

STATE OFFICER CANDIDATE APPLICATION PACKET 2012-2013

Requirements:

- ✓ *Letter of Application*
- ✓ *Resume/Personal Data Sheet*
Please send an electronic copy to eswenson@mt.gov. Resumes will be forwarded to chapter advisors for review by voting delegates prior to the state leadership conference.
- ✓ *Application Form*
- ✓ *Questions*
- ✓ *School District Approval Form*
- ✓ *Code of Ethics Release Form*
- ✓ *Website Release Form*
- ✓ *Statesman Torch Award Résumé*
This resume is for application purposes only. The "official" Statesman Torch Award resume must be submitted to the State Vice President by the February 7, 2012 deadline.

(Applicants will be assigned points based on paperwork before the state leadership conference and pre-screening may be needed if numbers warrant)

**Application must be postmarked by
February 7, 2012**

Please mail complete application packet to:
*Eric Swenson, State Advisor
Business Education Specialist
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501*

The Executive Board of the Business Professionals of America, Montana association voted to require a minimum of the [Statesman Torch Award](#) be earned by any state officer candidate prior to the state conference. Therefore, a copy of your [Statesman Torch Award résumé](#) from the Online system is required with this packet or proof of a previously earned Statesman Torch Award (photocopy of certificate).

BUSINESS PROFESSIONALS OF AMERICA, MONTANA ASSOCIATION

2012-2013 STATE OFFICER APPLICATION FORM

(You may reproduce any of all of this application on computer and/or submit attachments.)

Candidate Name _____ Desired Name to Appear on Ballot _____

Office Preference _____

Complete Mailing Address _____

Home Phone _____ Home Fax _____ E-mail _____

Name of School _____

School Phone _____ School Fax _____

School Mailing Address _____

Advisor's Name _____

Advisor's Phone _____ Advisor's E-mail _____

Principal/Director's Name _____

Evidence of leadership ability in school or outside organization:

Name of Organization

Dates

Office Held

If employed:

Place of Employment _____ Type of Business _____

Position Held _____ Length of Employment _____

The above candidate is a member in good standing of the _____ Chapter of the Business Professionals of America, Montana Association. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and the student meets the eligibility requirements. I have read the requirements my student is agreeing to and agree to support these activities with my time and by providing transportation, if necessary.

Chapter Advisor Signature

If elected, I will attend next year's state leadership conference, to attend state officer training, to attend all state officer meetings, and to actively serve in my office to the best of my ability and abide by the state officer code of ethics and the constitution of the Business Professionals of America, Montana Association. I understand if I do not meet the responsibilities of the office and/or attend the scheduled meetings, I forfeit the office.

Officer Candidate Signature

I have read the requirements my child is agreeing to and agree to support _____ in these activities with my time and by providing transportation, if necessary.

Parent or Guardian Signature

BUSINESS PROFESSIONALS OF AMERICA, MONTANA ASSOCIATION
STATE OFFICER CANDIDATE QUESTIONS

Name of Candidate _____ Office Preference _____

INFORMATION AND HISTORY OF BUSINESS PROFESSIONALS OF AMERICA

1. What are the duties of a state officer?
2. List the 2011-2012 state officers, schools, and advisors:
3. What are the Business Professionals of America colors and when/where was Business Professionals of America established?
4. What is the Business Professionals of America pledge?
5. What does the Business Professionals of America emblem symbolize?
6. Name the torches of Business Professionals of America.
7. In one paragraph, briefly discuss what you believe are three or four qualities of a great leader.
8. Briefly describe how you would go about building an effective officer team.
9. Discuss your reasons for wanting to become a Business Professionals of America state officer.

PARLIAMENTARY PROCEDURE

Order of Business - arrange in correct order:

- a) Committee Reports ___
- b) Reading of Minutes ___
- c) New Business ___
- d) Call to Order ___
- e) Officer Reports ___
- f) Adjourn ___
- g) Unfinished Business ___
- h) Program ___
- i) Announcements ___

Name the five types of motions. _____

What is the top-ranking motion of all the motions? _____

Is the motion to adjourn debatable? _____

List five ways to amend the main motion. _____

Is the motion to table amendable? _____

After addressing the chair, what are the first three words? _____

May the president speak on, or discuss a motion on the floor and if so, what must he/she do? _____

How many members must be present in order to be legally conduct business? _____

Name the items the Secretary's minutes should include. _____

I certify this worksheet was completed by me and me only.

Officer Candidate Signature

Date



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Montana Association
State Officer Candidate
School District Approval Form

_____ is an active member of the Business Professionals of America, Montana Association and is running for a state office. As part of the responsibilities of a state officer, students will be required to attend several meetings. The dates of these meetings for this school year are: **three days in late May/early June for leadership camp, two days in October/November for conference planning, two days in December/January for conference planning and a Governor's reception, four days in March for state conference, and one week in late April/early May for the national conference** (this last meeting is the national conference and is not mandatory). Depending on the location of these meetings, other days may be needed for travel. If elected to this office, students will gain leadership skills and experience along with the continuing opportunity to improve skills that will help them to be better student leaders. As you can see, it may be necessary to be away from school on occasion. In addition, transportation and supervision are local school and chapter responsibilities. The local chapter advisor, the local school administration, and the parents of the student will coordinate together to ensure the students is provided with the necessary transportation and supervision to attend the above noted meetings. The Montana Association requires the school district be informed of these facts so preliminary discussions and plans can be made for absences, supervision and travel in the event this chapter member is elected to office. It is essential that the local school district support the state officer in these extra requirements.

I agree to allow _____ to be away from school on the above-stated days and will ensure there is proper supervision, travel arrangements and time away from school to fulfill his/her responsibilities as a Montana Business Professionals of America State Officer.

_____	_____	_____
Administrator's Signature	Title	Date
_____		_____
Mailing Address		Telephone No.



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Montana Association

State Officer Code of Ethics

As a State Officer for Business Professionals of America, Montana Association, I understand and agree to the following State Officer Code of Ethics:

To maintain and reflect a positive, professional image of myself, my school, the state of Montana and the Business Professionals of America student organization.

To respect and abide by the authority delegated to the Executive Board, presiding state officers, State Officer Coordinator, Executive Secretary, and State Advisor.

To attend all meetings, workshops and related activities assigned unless engaged in some specific assignment taking place at the same time and at the notification of the State Officer Coordinator or State Advisor. To remain on the conference/meeting premises unless permission to leave has been granted by the local advisor/adult chaperon and at the notification of the State Advisor.

To refrain from the use or possession of illegal drugs, tobacco, or alcohol, in any form while holding state office. Possession is defined as having on one's person, in one's belongings such as a purse or in luggage, in one's hotel/motel room, or having knowledge illegal drugs, tobacco, or alcohol are in one's hotel/motel room or in another person's possession.

To keep my advisors informed of my activities and whereabouts at all times.

To avoid places or activities which, in any way, could raise questions or bring reproach to the student organization or to myself.

To maintain proper dress and good grooming in all occasions and to conduct myself in a professional manner using wholesome language in all speeches and informal conversations.

To abstain from defacing public property or littering the premises. Any damages to property or furnishings in hotel rooms or buildings shall be paid for by the individual.

To abide by the stated curfew each night, be quietly in my assigned room at this time and stay out of rooms assigned to the opposite gender unless accompanied by an official conference advisor in the case of a meeting.

State Officers violating or engaging in any action detrimental to Business Professionals of America will not be tolerated and may result in disciplinary action taken by the State Executive Board up to and including my removal from state office.

Student Signature

Date

Parent Signature

Date



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Montana Association

Website Release Form

As parent or guardian of, _____ ,
(name of student)

I, _____ , execute this release for my child's
(your name)

_____ work

_____ voice

_____ name

_____ quotes

_____ photograph or likeness

_____ other personal e-mail address and home telephone number

to be used on the Montana BPA website (www.bpamt.org) and authorize Montana BPA to use the same. I understand the Internet is accessible to the general public. Montana BPA shall not be responsible for any use of the above by individuals accessing the Internet. If I indicate in writing that I would like any of the above to be withdrawn from the web site, Montana BPA agrees to do so within thirty (30) days from receipt of my written request.

I am the parent or legal guardian of the above-named minor and hereby approve the foregoing and consent to the use of the above subject to the terms mentioned above. I affirm that I have the legal right to issue such consent.

I authorize Montana BPA's use of the above as stated herein.

Parent's signature: _____

Phone number: _____

Date: _____