

GCSA

State Officer Candidate Information Overview and Application



All Officer Candidate Packets must be returned fully completed to the GCSA State Coordinator by January 23, 2009 (postmarked) in order to be qualified to run at the 2009 Region Contest.

All Packets should be mailed to:

**GCSA
1740 Hudson Bridge Road
PMB #1041
Stockbridge, GA 30281**

GCSA State Officer Candidate Information Overview

Chapter Advisor Responsibilities

The GCSA chapter advisor is the only person authorized to initiate state officer nominations.

1. It is the local chapter advisor's responsibility to verify all forms and documents and sign the application form in the official space provided.
2. It is the responsibility of the chapter advisor to send all required materials to the GCSA State Coordinator. All materials must be postmarked by **January 23, 2009**.

GCSA State Officer Qualifications

1. Only current GCSA members (active) are eligible to run for or hold a state office.
2. Candidates must be a ninth (9th) through eleventh (11th) grade student.
3. Candidates may only run for the position, except for state president, that is stated on the Region Rotational State Officer Chart for the upcoming school year.

Region 1 - Secretary	Region 4 - Parliamentarian
Region 2 - Treasurer	Region 5 - Historian
Region 3 - Reporter	Region 6 - Vice President
4. All candidates should read carefully the section in the GCSA Bylaws and Handbook on the duties and responsibilities of a state officer.
5. All candidates should read carefully the "Qualities of Leadership" included in this packet.
6. **All candidates should review the required dates of participation.**
7. Candidates must give a three (3) minute speech at the Region Contest.
8. Candidates must adhere to the GCSA dress code during officer elections as stated in GCSA Contest Guidelines.

GCSA State Officer Candidate Application and Election Procedures

1. **Candidates and/or Advisors must complete the "State Officer Candidate Application Form", the "State Officer Candidate Agreement Form", the "State Officer Code of Conduct Form" and the "Responsibilities of GCSA State Officer Advisor Form" and submit these, along with a photo of the candidate to the State Coordinator by (postmarked) January 23, 2009.**
2. Only candidates who's State Officer Packets are received by the due date will be eligible to run.
3. Newly elected state officers will be introduced following the Awards Ceremony at the State Conference.

GCSA STATE OFFICER APPLICATION

Each prospective candidate for state office in GCSA must complete this form.

Nomination for the office of: _____

Name of local chapter: _____

Name of nominee: _____

Advisor's name: _____

GCSA offices held: _____

Other offices held: _____

Present class (this year): Freshman _____ Sophomore _____ Junior _____

Career Technology subjects already completed or presently enrolled in:

Subject	Year	Grade

Work experience (if any): _____

Father's or mother's name: _____

Nominee's home mailing address: _____

City _____ State _____ Zip _____

Nominee's home telephone number: _____

Nominee's Email Address: _____

DOB: _____ Age: _____ Sex: _____

**** Please enclose a recent photograph of yourself****

GCSA Officer Candidate Agreement Form

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

As a GCSA State officer, you will be required to attend the following activities:

- Summer State Officer Training – June 10 – 12, 2009
- CTSO State Officer Training – June 12 – 14, 2009
- Fall Board Meeting and Officer Training – September 2009
- Fall Officer Training Conference (OTC) – October 2009
- CTSO Mid-Year Training – December 11 – 13, 2009
- Winter Board Meeting and Officer Training – January 2010
- Region Contest – February 2010
- GACTE Legislative Day & Breakfast, February 2010
- Spring Board Meeting and Officer Training – March or April 2010
- State Conference, April 2010

Candidate's Signature

Date

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Name of Local Chapter Advisor _____

As this GCSA State Officer Candidate's Chapter Advisor, it is without reservation that I recommend him or her as a GCSA State Officer.

Chapter Advisor's Signature

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Administration Endorsement: To the best of our knowledge, this individual meets the qualifications for the office of _____ and, if elected will receive the enthusiastic support of the school, the chapter, and the advisor in execution of the duties of the office. We recognize the responsibilities of the position for which we have nominated our candidate and will assist him or her in executing responsibilities of said office, in any capacity that we can, should he or she be elected. We understand that necessary support of travel and participation is important to both the candidate and the advisor and we are willing to support their needs.

Principal's Signature

Date

Chapter Advisor's Signature

Date

GCSA STATE OFFICER CODE OF CONDUCT

One of the goals of GCSA is to facilitate the transition from school to work. Individual conduct and appearance are just part of that training. It is a special privilege to be elected to a state officer position of GCSA, and it is the responsibility of the individual to conduct themselves in a proper, businesslike manner at all times.

Over the years, GCSA state officers have had an excellent reputation. Your conduct at every GCSA function should make a positive contribution to the reputation that has been established. Listed below are conduct rules for all state officers.

1. All officers shall behave in a courteous and respectful manner and refrain from language and/or actions that could bring discredit upon themselves, their school, and/or the Georgia chapter and state association of GCSA.
2. Officers shall keep their advisors informed of their activities and whereabouts at all times. Accidents, injuries or illness must be reported to the local advisor or state coordinator immediately.
3. Traditional business attire is required for all GCSA activities, unless otherwise designated by the local advisor or the state coordinator. (No jeans, shorts, tennis shoes, etc.)
4. Curfew times for all overnight activities will be assigned by the local advisor or the state coordinator and will be enforced. Curfew is defined as being in your assigned room by the designated hour.
5. No alcoholic beverages or non-prescription narcotics may be possessed at any time during your term as a GCSA state officer, under any circumstances. Use or possession of such substances is illegal and may subject the officer to criminal prosecution and removal from the State Executive Council.
6. Use of all tobacco products are prohibited by state officers.
7. Conduct conducive to a GCSA state officer is required at all times, not only at GCSA activities. Examples of the unacceptable behavior includes, but is not limited to, inappropriate language, activities which are illegal or which present a danger to self or others, damaging or defacing of property.

By signing this form, I am acknowledging that I fully understand and agree to comply with these guidelines. Furthermore, I am aware that violation of this Code of Conduct could result in my removal from the GCSA State Executive Council.

Officer Signature

Date

RESPONSIBILITIES OF GCSA STATE OFFICER ADVISORS

I will ensure that my State Officer is present for all required GCSA meetings and functions. I will ensure that my State Officer is supervised at all times during GCSA functions. If I am unable to chaperone my student, it is my responsibility to make the necessary arrangements for another advisor to supervise my student. I am responsible for the actions and behavior of my State Officer.

I will ensure that in State Officer fulfills all of his/her duties, as defined by GCSA guidelines and the leadership at the State Department of Education. I will ensure that my student attends all mandatory events and is on time, prepared, and in appropriate GCSA attire.

As an advisor to a State Officer, I understand that I am expected to assist in workshops, conferences, and competitions in a variety of duties which will be outlined for me by GCSA guidelines and the leadership at the State Department of Education.

Signature of Advisor

School Name

Officer Name

Qualities of Leadership

A good GCSA leader has many of the qualities of leadership listed below. These qualities can be learned by the average person if he will work on them intelligently. GCSA members should begin to develop these qualities while in high school and should continue to improve them through adulthood. Such qualities, so desirable in business leaders, are also highly desirable for persons in all walks of life.

1. Respect for the worth and rights of others.

The good leader has great respect for the infinite worth and dignity of human being. He realizes that every normal person has certain talents, which should permit him to make worthy contributions to society. He holds that other people should have the same right to live fully and the opportunity to develop their capacities as he desired for himself.

2. Belief in democracy.

The good leader is a strong believer in democracy and democratic principles. He believes that the group has both the right and the ability to make its own decisions. He believes that the decisions reached by an informed group are usually sounder, better understood, and more likely to be carried out than the decisions imposed upon a group. He believes that the group has the right and the capacity to choose its own leaders and to determine their functions.

3. Ability and readiness to shoulder responsibility.

To be a leader, one must be willing and able to shoulder responsibility for his own actions and his fair share (or more) of the responsibilities of his group. He is willing to do his part of the work and does not alibi his shortcomings. He is capable of doing things needed by the group.

4. Initiative.

To lead means to show the way. A leader must have the ability to originate or start an action; he must be willing to "start out" before others do. The good leader plans carefully what he is to undertake and proceeds with the courage of his convictions rather than with reckless abandon. People admire the person who is willing to "get his feet wet first," to step out and make the first try.

5. Optimism and enthusiasm.

There must be something to be done before leadership can be exercised. The good leader believes that this something to be done is important and that the task can be done; that a way can be found; that obstacles can be removed; that the problem can be solved. He is able to enlist the services of others in the undertaking. He goes about the task with zest and enjoyment. He causes others to have enthusiasm for the undertaking.

6. Ability to work with others in a friendly and peaceful manner.

Leadership is with people. A good leader gets along well with others. Other people are glad to associate with him in an undertaking. He is straightforward, industrious, and agreeable. He gives credit where credit is due and does not seek credit for himself. He is a team-man rather than one who plays to the grandstand. He has the ability to get others to assist in an undertaking.

7. Open-mindedness.

The good leader is open-minded. He does not claim to have all the answers. He seeks the thoughts and views of others and supports them if they seem better than his own. He realizes that others have convictions as well as himself. He is willing to hear all sides before guiding the group to decide which way seems the better or best. He is willing to compromise for the good of the undertaking.

8. Strength of conviction.

A good leader has convictions. Others know that he will take a stand. He is willing to stand up and be counted. He will take his position and defend it so long as it should be defended. He can be convinced if evidence is presented that there is a better way; and when convinced, he can be counted on to defend that position.

9. Ability to communicate.

In order to lead, usually one must be able to tell or show others the way he is going. He must be able to communicate his thoughts and actions so that they may be clearly understood – so that others can understand the position he takes and the course he is following. One does not lead by “talking out of both sides of his mouth.”

10. Public-spirited – spirit of service.

The good leader must be willing to work for the common good. People should not be expected to help one achieve a selfish end. To be public spirited, one must desire things that benefit all the people. He is willing to make some personal sacrifices for the common good. In the community the good leader is known as a good community man, a good neighbor, one whom others are glad to have in their midst.

11. Confidence and respect of one's fellows.

A good leader has the confidence and trust of his fellows. They believe in his willingness and ability to perform. He can be counted on to come through. He is trustworthy, loyal to his friends and his group, and has high personal integrity. His word is as good as his bond. He does not try to four-flush or to impress others by sham. He is known as a straight shooter that is able and willing to see a job through.