



Application Guidelines and Campaign Instructions for TAFE Area Officer School Candidates

Submit completed application and all supporting materials online by 5 p.m. 5 days prior to your area conference.

Table of Contents

REFERENCE MATERIALS

Goals.....	4
Roles and Responsibilities	4
How to Apply	4
Materials Description and Submission Checklist.....	5

APPLICATION MATERIALS

Statements of Understanding	7-8
Administrator’s Approval Form	9
Photo/Video Release Form.....	10

CAMPAIGN & ELECTION INFORMATION FOR CANDIDATES

Campaign & Election Process.....	12
Political Rally.....	12
Newly Elected Officer Meeting.....	14

AREA OFFICER AND TEACHER LEADER DUTIES

All Area Officer Duties.....	14
Area President Duties.....	14
Area 1st Vice-President Duties.....	14-15
Area 2nd Vice-President Duties.....	15
Area Secretary Duties.....	15
Area Historian/Parliamentarian Duties.....	15-16
Area Officer Teacher Leaders Duties.....	16-18
Area Coordinator Responsibilities.....	18

REFERENCE MATERIALS

Goals

Campaign rules are established with several goals in mind:

- A. To “equalize” opportunities for running for office among different sized schools and with varying economic potential, etc.
- B. To allow each candidate an opportunity to present its views.
- C. To ensure an organized and safe campaign for all people, facilities and places involved.

Roles and Responsibilities

The primary responsibility of the area officer schools of TAFE is to be ambassadors for the organization and of the teaching profession. Effective area officers are articulate, self-motivated, outgoing, conscientious TAFE students with a passion for TAFE’s mission and vision who will promote the organization as essential to the cultivation of tomorrow’s great educators. Officers must be comfortable with public speaking and connecting with education stakeholders (students, teachers, administrators, policymakers, etc.) both virtually and in person. (See Area Officer and Teacher Leader Duties for specific responsibilities on pages 14-18.)

Each role may contain specific duties unique to it, but all area student officers will:

- Travel several times throughout their term to TAFE events, including but not limited to:
 - Officer Training Workshop – required TAFE pays registration, and food for officer.
 - Fall Area Officer Meeting – required TAFE pays travel and food for officer and teacher leader.
 - Area Conference – chapter pays
 - Capital Leadership Day – optional – chapter pays
 - TAFE Teach Tomorrow Summit – chapter pays
- Help plan the annual TAFE Area Conference
- Participate in regular Zoom meetings with other area student officers
- Serve as student author for TAFE publications (fliers, letters, scripts etc.)
- Perform other duties as assigned as a positive, professional role model

The area student officers of TAFE will accomplish these and other responsibilities with the support of teacher leaders. The term of office shall be one year. Officer term begins after the TAFE Teach Tomorrow Summit following the area conference at which the student is elected and ending at the following TAFE Teach Tomorrow Summit.

How to Apply for Candidacy

What are the requirements to apply?

Schools Must:

- Be a member of TAFE the year preceding their nomination and attend the annual area conference the year preceding their nomination
- Select an Officer Representative Candidate
- All applications and all supporting materials must be submitted online 5 days prior to the Area Conference in which you will be campaigning.

Officer Representative

- Be a member in good standing of the Texas Association of Future Educators
- Have a cumulative GPA of 3.0 or higher on a non-weighted scale
- Be a high school freshman, sophomore or junior at the time of application
- Must be in good disciplinary standing

How does the application process work?

This application is for an area officer school position. This means it is an application to be selected **as a candidate school** for one of the five (5) area officer positions: president school, 1st vice-president school, 2nd vice-president school, secretary school, and historian/parliamentarian school. **Only one application will be accepted per chapter.** The TAFE Credentials Committee will review all applications to determine the slate of candidates eligible to run for area office. If there are more than 5 eligible candidates, the chapters will vote on the candidates in the Political Rally. The top five (5) elected candidates will become the area officers. Immediately following elections, a nominating committee will interview officers and place the candidates in offices based on qualifications identified through interview, speech, and application. If there are only 5 eligible candidates, they will go straight to the nominating committee without going through the voting process.

Materials Description and Submission Checklist

Below is a complete description of **all materials you must submit ONLINE when applying for an area office.** You may use this as a checklist to make sure you have all materials prepared correctly. The following information must be submitted by the Officer School Representative Candidate

- Résumé** - This should focus on your work and academic experiences, including your involvement in TAFE at the local or state level. Your résumé should highlight the skills and accomplishments that make you an exemplary candidate for a state student officer position.
- Cover Letter** - This should complement your résumé and introduce you to the TAFE Credentials Committee.
- Statements of Understanding** – included in this document.
- Campaign Video** - Applicants must provide a campaign video not to exceed three minutes with your voting peers as the intended audience. The following guidelines should be followed:
 - The video should be filmed in an appropriate and creative setting
 - Beyond what is listed below, anything is relevant to the credentials or commitment of the officer can be included in the video.
 - Teacher Leaders Must approve the officer candidate’s video before submitting video link.
 - Candidates should be dressed professionally. All persons present in the video should be dressed appropriately in accordance with standard school dress-code guidelines.
 - Video should be recorded in landscape orientation and be mindful of the sound quality of the recording.
 - Video must be submitted in MP4 format. No other file format will be accepted.
 - Video should contain:
 - About you and your TAFE involvement
 - What does TAFE mean to you?
 - How has TAFE helped you?
- Administrator Approval Form** – included in this document.
- Photo Consent and Release Agreement** – included in this document.
- Two Signed Letters of Recommendation**
- Transcript**

PLEASE SAVE A COPY OF EVERYTHING YOU SUBMIT FOR YOUR RECORDS.

All applications and all supporting materials must be submitted online 5 days prior to the Area Conference in which you will be campaigning.

APPLICATION FORMS

Statements of Understanding

Please read the statements below thoroughly. Next to each statement, write your initials to affirm your understanding.

Applicant Initials	I understand that this is an application for TAFE area officer candidacy, and that my candidacy is not guaranteed unless and until I receive confirmation from TAFE Credentials Committee Chairperson that I have been selected for area student officer candidacy.
Applicant Initials	I understand that I am running as a candidate for a TAFE Area Office — not for a specific office (i.e., President). If I am selected as a TAFE Area Officer, I am prepared to take on the responsibilities of the specific office offered to me (i.e., President, 1st Vice President, 2nd Vice President, Secretary, Historian/Parliamentarian).
Applicant Initials	I understand that if I am selected for candidacy, I will be responsible for creating a campaign video for my election campaign.
Applicant Initials	I understand that if I am selected for candidacy, I must attend the Area Conference where the on-site voting will take place.
Applicant Initials	I have read the requirements and job description for area officers, and I agree to abide by them if elected to office at the Area Conference.
Applicant Initials	I understand that, if elected to an area office, I may be relieved of said office immediately at any point during my term if I do not conduct myself, collectively and individually, in good faith while maintaining a high level of ethical and professional behavior whether in person or on social media.
Applicant Initials	I understand that, if elected to an area office, I may be relieved of said office during my term if I do not comply with all aspects of the TAFE Officer Code of Conduct. Such situations will be reviewed and decided on a case-by-case basis by the Officer Teacher Leader, Area Coordinator, and the State Program Director.
Applicant Initials	I understand that TAFE area officers are required to travel during the term of office. If elected to an area office, I agree to cooperate with TAFE in arranging travel. Some of the travel will include Officer Training Workshop, Fall Planning Meeting, Area Conference, and the Teach Tomorrow Summit.
Applicant Initials	I understand that TAFE area officers are required to travel during the term of office. If elected to an area office, I agree to take the necessary steps to ensure that all school absences and missed work are pre-approved by my school administration.
Applicant Initials	I understand that TAFE area officers are required to submit various assignments to the TAFE Area Coordinator. I agree to submit assignments in accordance with all deadlines and guidelines.

Statements of Understanding (cont.)

I understand and agree to abide by all the above statements.

Applicant Signature Applicant Name (Please print or type) Date

I understand and agree to support my student in abiding by all the above statements.

Teacher Leader Signature Teacher Leader Name (Please print or type) Date

I understand and agree to support the applicant in abiding by all the above statements.

Parent/Guardian Signature Parent/Guardian Name (Please print or type) Date

Administrator Approval Form

Ask your school administrator to read the statements below thoroughly, and next to each statement, write his/her initials to affirm understanding. You will be asked to upload this completed document when applying online.

I understand that _____ (Applicant Name) is applying for consideration as a **candidate** for an area officer position in the Texas Association of Future Educators.

I understand that if this student is selected for **candidacy**, she/he will be responsible for creating a campaign video for the election campaign.

_____ **Administrator Initials**

I understand that if selected for candidacy, this student must attend the TAFE Area Conference, where the on-site voting will take place. **I agree** to allow this student to attend the conference without penalty to his/her attendance record and to allow him/her to make up any work missed due to conference attendance.

_____ **Administrator Initials**

I understand that TAFE area student officers are required to travel during the term of office. If this student is **elected to office**, **I agree** to allow this student to attend TAFE events and training without penalty to his/her attendance record and to allow him/her to make up any work missed due to said travel **both this academic year and next academic year**. Some of these events include Officer Training Workshop, Fall Planning Meeting, Area Conference, and the Teach Tomorrow Summit.

_____ **Administrator Initials**

By signing below, I affirm my understanding of the requirements for the Texas Association of Future Educators area officer candidates. I agree to support, to the greatest extent possible, this student's efforts to run for office (and serve as an area student officer, if elected to the position).

Administrator Signature Administrator Name (Please print or type)

Administrator's Title Date

School Name

Photo/Video Release

I, _____ (Applicant Name), hereby give the Texas Association of Future Educators the absolute right and permission to photograph me. I hereby grant to the Texas Association of Future Educators all rights to reproduce and disseminate such photographs and images (as well as those I provide to the organization), in whole or in part, in conjunction with presentations, programs, and publications by the Texas Association of Future Educators.

I further grant the Texas Association of Future Educators all rights to make further reproductions of such pictures through any media for educational purposes, art, entertainment, advertising, and internal use for other lawful purposes. I also grant the Texas Association of Future Educators the right to copyright such pictures and images in its own name or to publish, to market, and to assign without compensation or report to me or my parent(s)/guardian(s).

I hereby waive the rights or interests that I may have in the pictures or images, including any rights to inspect and/or approve the finished photographs and images or the use of which it may be applied so long as its use shall be lawful.

I expressly release the Texas Association of Future Educators, their agents, employees, licensees, assigns, and volunteers from and against any and all claims which I have or may have for invasion of privacy, defamation, or any other case of action arising out of the production, distribution, publication, and exhibition of the photographs and images.

Applicant Signature

Applicant Name (Please print or type)

Parent/Guardian Signature

Parent/Guardian Name (Please print or type)

Date

**CAMPAIGN &
ELECTION
INFORMATION FOR
CANDIDATES**

Campaign & Election Process

Application Review:

Before the campaign video will be posted on the TAFE website, the Credentials Committee will review the candidate school's campaign video, application documents and campaign speech. If the campaign application is incomplete or the campaign video is inappropriate and not completed or corrected by the deadline, the candidate's video will not be posted, and they will not be allowed to run for office. Upon approval, the candidate will be notified that they have been approved.

After review of the Application and Posting of the Video:

If you are selected as a candidate for TAFE area student office, you are required to attend the Area Conference where the elections will be held during the Political Rally. No banners, posters or campaign materials will be permitted or distributed at the Area Conference.

Campaign Violations

Any report of suspected campaign rule violations any time during or prior to the Political Rally should be made immediately to the Credentials Committee Chairperson and TAFE Area Coordinator. Depending on the severity of the alleged violation, the offending school may be asked to correct the infraction or be penalized by the Credentials Committee. A school's name may be removed from the ballot if the violation is intentional or flagrant.

Political Rally

Speech

- Speeches should reflect the school's campaign platform and TAFE Theme or TRAFLES.
- At the political rally, each officer candidate school shall be allotted three minutes to give their campaign speech. Each officer candidate will be given a silent 30 second warning to complete their speech. At the end of 3 minutes, the student Vice-President shall announce, "Your time has expired."
- Any continuation of presentation beyond five seconds after notification shall result in disqualification.

Interview

Applicants will participate in a live personal interview on stage at the political rally. Candidates will answer two questions asked by the Vice-President. The following is a list of categories questions may come from.

- One TAFE Fact question
- One thought question chosen from one of the following categories.
 - Personal Traits
 - TAFE Vision
 - Chapter situation (problem solving)

Elections

The election shall be by electronic ballot and shall be held at the end of the Political Rally. Each chapter shall have one vote. If there are only 5 approved candidates, there will not be any voting, but they will still give their speech and answer the interview questions as this is part of the nominating committee's scoring. The top five (5) elected candidates will become the area officers. Immediately following elections, a nominating committee will interview officers and place the candidates in offices based on qualifications identified through interview, speech, and application.

Obligations of Elected Schools/Officers

If elected all officers shall fulfill obligations as outlined in the Area Officer and Teacher Leader Duties pages 14-18.

AREA OFFICER AND TEACHER LEADER DUTIES

****Newly Elected Officer Meeting****

All new elected state officers and their Teacher Leaders will be required to stay after the conclusion of the Area Conference for a short officer meeting.

ALL AREA OFFICERS shall:

1. Represent the association wherever need arises.
2. Consult the Area Coordinator on the progress of all activities.
3. Write and practice speeches, skits, and other Area Conference presentations with other officers when specified.
4. Attending all required meetings.
 - a. TAFE Officer Training Workshop
 - b. May Officer Meeting
 - c. Attending Fall TASSP Region Meeting to promote TAFE – when opportunity arises.
 - d. Fall Area Officer Meeting
 - e. Any other meetings that may be called to ensure the success of the Area Conference.
 - f. Area Conference
 - g. State Teach Tomorrow Summit
5. Perform assigned duties at the TAFE Teach Tomorrow Summit.

AREA PRESIDENT shall:

1. Preside at all meetings including the General Sessions of the Area Conference, using Robert's Rules of order for parliamentary procedure.
2. Prepare the agenda for each meeting.
3. The President will set up communication with fellow officers and be responsible for reminding officers of their duties.
 - a. such as practicing speeches and presentations
 - b. getting uniforms
 - c. seeing that all deadlines are met
4. Work with teacher leader to select uniform pieces.
5. Create a conference flier and submit it on Google Drive by the end of May with the body of an email which will be sent with the flier. After both are approved, at the beginning of school (mid-August), send it to all Area Teacher Leaders. Things to include in the body of the email:
 - a. Link to TAFE webpage
 - b. Encourage all to come to the conference
 - c. Benefits of attending conferences and participating in competitive events.
 - d. A little about the conference
6. Write and give a welcome address at the first general session of the Area conference. A final draft must be submitted to your teacher leader 45 days prior to the Area conference.
7. Introduce the Keynote Speaker.
8. Coordinate conference decorations with other officers and teacher leaders.

AREA 1st VICE PRESIDENT shall:

1. Execute the duties of the President in case of the President's absence.
2. Serve as Master of Ceremonies of the political rally at the Area TAFE Conference.
3. Contact Area Chapters to encourage them to run for an Area Officer position for the next year and let them know they need to send their paperwork to the Area Coordinator.

4. Create a flier by the end of May to promote running for area officer with a link to the application guidelines, information about submitting the application materials, and a list of the benefits of being an officer.
 - a. Optional: a link to a video in which current or past officers share the positive benefits of serving as an Area Officer.
5. Recognize special guests at the Area conference.
6. **Serve as Chairperson of the Credentials Committee in the following capacities:
 - a. Create online ballot for the election of Area officers.
 - b. Distribute voting codes to teacher leaders of delegate schools.

AREA 2nd VICE PRESIDENT shall:

1. Execute the duties of the President in case of the President's and 1st Vice-President's absence.
2. Organize and facilitate the social sessions and ice breakers.
3. Set-up a t-shirt contest and create a Google form for submissions. Set of Google form for Voting on t-shirt design. One vote per chapter. Report winning shirt design and number of participants (number of designs and votes submitted) to the Area Coordinator.
4. Create a flier by the end of May to be posted on the website to advertise the contest. The flier should state the guidelines for the designs and provide the link and deadline for submission.
5. Sort and divide t-shirts by schools at area conference.
6. **Serve as Chairperson of Membership Committee.
 - a. Come up with ways to increase membership and implement the plan with the help of other officers, optional Area Recruitment Video ([example](#))

AREA SECRETARY shall:

1. Keep an accurate record of all meeting minutes.
2. Take care of all correspondence of the Area such as:
 - a. Thank you letters to judges, presenters, and keynote speaker.
 - b. Write and submit all announcements.
3. **Serve as Chairperson of the Tabulations Committee in the following capacities:
 - a. Serve as timekeeper at the political rally.
 - b. After receiving the officer position results from the nominating committee, write the new officers in the script prior to the beginning of the final general session.
4. Make announcements at General Sessions during the Area Conference,
5. Lead TAFE pledge at Area meetings and Area Conference.
6. **Prepare the program for the Area Conference, using the tentative schedule and sample program in the Area drive and adjusting it as needed.

AREA HISTORIAN/PARLIAMENTARIAN shall:

1. Provide advice on questions of parliamentary procedure at Executive Officer meetings and Area Conference.
2. **Serve as chairperson of the College Fair & Exhibits Committee.
 - a. Contact colleges, universities, and other vendors to get them to exhibit. Send an email to prospective exhibitors with a link to the exhibit registration on the TAFE website.
 - b. Send thank you letters to the exhibitors.
3. Take official pictures and serve as the social media coordinator at conference and other TAFE Area events; and submit pictures to the TAFE state historian/parliamentarian.
4. **Serve as chair of the Community Service Project

- a. Investigate the ideas shared by all officers for the area community service project with the help of other officers.
 - b. Create a poll and conduct a vote of area officers to choose the area's service project.
 - c. Contact the group the community service is being done for to find out their needs and arrange for someone to pick up the donations or to take donations to the facility.
 - d. Create a Community Service Flier and turn in to Area Coordinator for posting on the TAFE website.
 - e. Send reminder emails to the area chapters promoting the service project.
 - f. Set up the booth and signage at the Area Conference for donations and/or project creation and arrange for student helpers to staff the table and help with recordkeeping.
5. Lead the pledges to the American and Texas flags at the Opening General Session of the Area Conference.

AREA PRESIDENT TEACHER LEADER

1. Attend the required meetings of Area Officer (see list under All Area Officers)
2. Support the Area Officer in their duties by checking periodically to make sure they have completed their assignments by the due dates set by the Area Coordinator.
 - a. Check and proof ALL materials the area officer creates prior to final drafts being submitted.
3. Invite the keynote speaker if one cannot be provided by the hosting university.
4. Schedule competitive events for the Area conference and set up the Signup Genius for competitors to choose their competition times.
5. Designate set-up and decorations before conference and cleanup of facilities after conference.
6. Chair the welcome committee at the Area Conference (Signage and student guides)
7. Coordinate lunch distribution. Give receipts to the Area Coordinator for payment for decorations and food expenses.
8. Oversee breakout session presenters and the keynote speaker.
9. Any other duties assigned to make the conference a success.

AREA 1st VICE PRESIDENT TEACHER LEADER

1. Attend the required meetings of Area Officer (see list under Area Officer)
2. Support the Area Officer in their duties by checking periodically to make sure they have completed their assignments by the due dates set by the Area Coordinator
 - a. Check and proof ALL materials the area officer creates prior to final drafts being submitted.
3. Work with the President Teacher Leader to take over duties if the President Teacher Leader is unable to fulfill duties.
4. **Serve as Chairperson of the Credentials Committee in the following capacities:
 - a. Write script for the Political Rally (See Script in drive)
 - b. Supervise the ballot creation and voting process for the area officers.
5. Schedule judges for competitive events using Signup Genius.
6. Prepare judges packets to be given to individuals for the Area Conference.
7. Give the judges an orientation prior to competitive events.
8. Any other duties assigned to make the conference a success.

AREA 2nd VICE PRESIDENT TEACHER LEADER

1. Attend the required meetings of Area Officer (see list under Area Officer)
2. Support the Area Officer in their duties by checking periodically to make sure they have completed their assignments by the due dates set by the Area Coordinator
 - a. Check and proof ALL materials the area officer creates prior to final drafts being submitted.

3. ****Serve as Chairperson of Membership Committee.**
 - a. Work with area officers to implement recruitment plans.
 - b. Make sure all chapters are paid members of Educators Rising and TAFE before competing at Area Conference.
2. Coordinate hospitality room for judges and presenters. Give receipts to the Area Coordinator for payment for decorations and food expenses.
4. Help the 2nd Vice President sort and organize conference t.-shirts for distribution.
5. Help Secretary Teacher Leader Assemble Conference Packets
6. Any other duties assigned to make the conference a success.

AREA SECRETARY TEACHER LEADER

1. Attend the required meetings of Area Officer (see list under Area Officer)
2. Support the Area Officer in their duties by checking periodically to make sure they have completed their assignments by the due dates set by the Area Coordinator
 - a. Check and proof ALL materials the area officer creates prior to final drafts being submitted.
3. ***Supervise the secretary's preparation of the conference program, using the tentative schedule and sample program in the Area drive and adjusting it as needed.**
4. Assemble teacher leader conference packets.
5. ****Serve as Chairpersons of the Tabulations Committee, in the event there are more officers running than there are available spots**
 - a. Secure your committee of 4 teacher leaders and 4 students from chapters that are not running as an officer for the upcoming year.
 - b. Watch votes as they come in.
 - c. When voting is finished, the committee verifies and certifies the votes, then record and sign the results and sign the certification sheet.
 - d. Give one copy of the certification report to the Area Coordinator and give the original to the Nominating Committee.
 - e. After receiving the officer position results from the nominating committee, write the new officers in the script prior to the beginning of the final general session.
6. Set-up and work the registration table and collect any money owed to TAFE at check-in to the conference. Recruit other teacher leaders to assist at registration.
7. Add names of State Qualifiers in the script for the closing general session for the officers to read.
8. Any other duties assigned to make the conference a success.

AREA HISTORIAN/PARLIAMENTARIAN TEACHER LEADER •

1. Attend the required meetings of Area Officer (see list under Area Officer)
2. Support the Area Officer in their duties by checking periodically to make sure they have completed their assignments by the due dates set by the Area Coordinator
 - a. Check and proof ALL materials the area officer creates prior to final drafts being submitted.
3. ****Serve as chairperson of the College Fair & Exhibits Committee.**
 - a. Work with the historian to send an email to prospective exhibitors with a link to the exhibit registration on the TAFE website.
 - b. Set up and oversee booths for College Fair and exhibits.
4. Oversee the set-up and collection at the Community Service booth.
5. Assign student helpers for competitive events using Signup Genius.
6. Send out student helper orientation video and responsibilities sheet to Teacher Leaders.

7. As scores are verified at the area competition, prepare the certificates to be given to the participants and State Qualifiers.
8. Assign person/s to complete the State Qualifier PowerPoint for the closing general session. (A PowerPoint template will be provided)
9. Any other duties assigned to make the conference a success.

AREA COORDINATOR RESPONSIBILITIES

1. Area Coordinator will serve in connection with the TAFE State Program Director to provide services for the Area Officers and assist in conference planning and implementation.
2. Attend and assist with an Officer Training Workshop for the TAFE local, area, and state officers.
3. Attend and conduct one spring TAFE Area Executive council meeting.
4. Attend and conduct one fall TAFE Area Executive council meeting.
5. Serve as the conference coordinator at Area Conference.
6. Work with officers and their teacher leaders regarding area association business
7. Attending and assisting with the State Leadership conference.
8. Other duties to fulfill the responsibilities of the Area Coordinator.
9. Send out emails and information to all the area officers and their teacher leaders about assignments, deadlines, and updates to all events.
10. Modify the schedule of events to fit the needs for the Area Conference.
11. Manage Area Officer applications and interviews.
12. Serve as budget coordinator. Submit payment requests for food, t-shirts, and other expenditures to the TAFE state office.