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.

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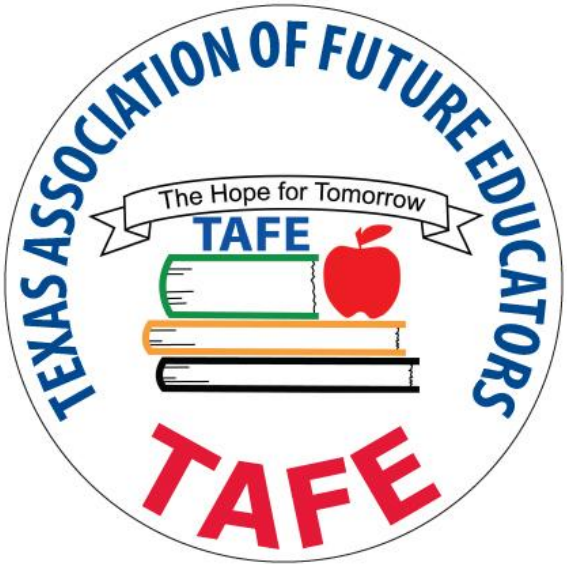


REFERENCE MATERIALS

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 Workshop Planning Meeting-- required TAFE pays travel and food for officer and teacher leader.
  - Fall Workshop—required chapter pays
  - Area Officer Meeting – required TAFE pays travel and food for officer and teacher leader.
  - Area Conference – required 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.

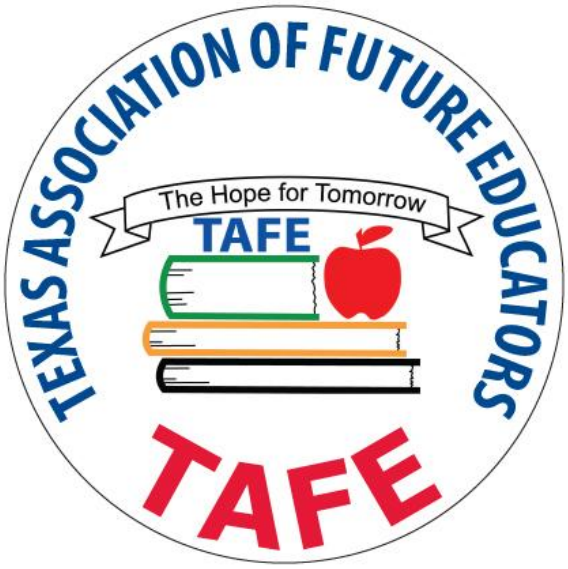
Materials Description and Submission Checklist

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.
- ❑ **Short Answer-** please answer the following question on a separate word document, "Describe 4 different TRAFLES activities your chapter does."
- ❑ **Application Forms**
    - ❑ **Statements of Understanding –** included in this document.
    - ❑ **Administrator Approval Form** – included in this document.
    - ❑ **TAFE Officer and Teacher Leader Agreement -** included in this document
    - ❑ **Social Media Code of Conduct** - included in this document
    - ❑ **Photo Consent and Release Agreement** – included in this document.
    - ❑ **Transcript Release** – 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. Beyond what is listed below, anything relevant to the credentials or commitment of the officer can be included in the video. The following guidelines should be followed:
    - The video should be filmed in an appropriate and creative setting.
    - 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 uploaded to YouTube and link provided when applying.
    - Video should contain:
        - About you and your TAFE involvement
        - What does TAFE mean to you? How has TAFE helped you?
        - What would you like to change/do during your term as a TAFE Officer?
- ❑ **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.

Initials	Statements of Understanding
	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.
	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).
	I understand that if I am selected for candidacy, I must attend the Area Conference where the on-site voting will take place.
	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.
	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.
	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.
	I understand that TAFE area officers are required to travel during their 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.
	I understand that TAFE area officers are required to travel during their 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.
	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.

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 the applicant in abiding by all the above statements.

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

TAFE Officer and Teacher Leader Agreement

Please read carefully and sign at the bottom, signifying your willingness to follow all the rules as stated.
The following conduct code must be followed by any person serving as a State or Area Officer for the Texas Association of Future Educators.

1. I will accept the authority of my teacher leader and any authorized adult in charge of the TAFE event.
2. I will attend **all** required meetings for the entire time and will plan to report them to my chapter, area or any designated individual(s).
3. I will always be courteous and respect the rights of others. This will include guest speakers, workshop presenters, other meeting participants and our nation's flag.
4. I will adhere to any rules set by the hotel/university property and respect the rights of other guests of the hotel/university.
5. I will not purchase, possess, consume or be under the influence of alcohol, tobacco, or illegal drugs at any time. This includes mock cocktails.
6. I will not purchase or have in my possession any kind or fireworks/firearms.
7. I will be appropriately dressed and groomed at all TAFE events in accordance with the professional TAFE dress code and the school's dress code policy.
8. I will be in my hotel room with the lights out at the designated time set by the state or my teacher leader (only if the teacher leaders' time is earlier than that set by the state). I will remember that there are other people in the hotel, and I will not leave my hotel room after curfew.
9. I will get my installation attire for the state meeting approved by the state director prior to the Officer Workshop.
10. I will be appropriately dressed and out of my room by the designated time each morning.
11. I will be present at each meal.
12. I will be on time and actively participate in all sessions that I am responsible for attending.
13. I will not leave the group unaccompanied. I will always be with at least 1-2 members of the delegation, including in my sleeping room.
14. I will not have members not assigned to room in my hotel room **at any time** – unless an adult is present.
15. I will not participate in any PDA (Public Display of Affection).
16. I will be present at the Area/State Officer Training and **ONLY** under pre-approved circumstances may I be allowed not to attend or miss any part of the training/planning.
17. I will assist in organizing and participate in the required officer training.
18. I understand that my duties as an officer start immediately after the Area/State Conference and are not over until after the conference follow-up has been completed.
19. I will conduct myself, collectively and individually, in good faith while maintaining a high level of ethical and professional behavior.
20. I will consider myself as a "trustee" to ensure that TAFE always operates in the best interest of the organization and its members.
21. I will utilize opportunities to increase public awareness of TAFE.
22. I will use TAFE resources with scrupulous regard and only for the purpose for which they are intended.
23. I will keep well informed about developments relevant to TAFE and bring to the attention of the decision-making bodies any issues that may have an adverse effect on the organization.
24. I will declare conflicts of interest and abstain from voting or discussion when appropriate.
25. I will listen to and respect the opinions of others and support majority decisions.
26. I will not post any pictures/graphics/language/updates to any social media account that may jeopardize the image of TAFE officers, staff, and organization (*see social media contract below).
27. I understand that any sexual misconduct, regardless of gender, will not be tolerated.

As an Area/State Officer Teacher Leader:

1. I will be present at the Officer Training and ONLY under pre-approved circumstances may I be allowed not to attend or miss any part of the training/planning. Teacher Leader is expected to always remain with students during planning and workshops unless a separate teacher leader activity has been planned by TAFE.
2. I will attend all meetings with my officer and be present with them at all meetings when a teacher leader is involved. This includes Officer Training Workshop and assisting the officer as needed.
3. I am aware that my officer and I may need to travel to one other area conference, other than my own, and know that TAFE will cover the cost of hotel, meals, and mileage for both me and my officer.
4. I am aware that my officer is required to attend monthly planning meetings, script writing and Capital Leadership, as well as their Area Leadership Conference and the State Conference.
5. I understand that my officer's duties are not over until after the State Conference follow-up has been completed.
6. I will assist my officer in all of their duties throughout the year, including over-seeing their TAFE correspondence and holding them accountable to deadlines.
7. I will utilize opportunities to increase public awareness of TAFE and keep informed about developments of the organization.
8. Keep administration informed of all meetings and travel, as well as the officer's responsibilities.

Any infraction of these rules will not be tolerated. Should ANY rule be broken, the school and parents will be called, and arrangements will be made to send the officer home immediately. If, for any reason, the officer is sent home early, any additional cost, including total repayment for officer's attendance at the event, must be assumed by the parents/guardians. TAFE staff will decide upon a consequence that fits the transgression, which could include being placed on probation or removal from office.

_____	_____	_____
Student's Name (print)	Student's Signature	Date
_____	_____	_____
Parent's Name (print)	Parent's Signature	Date
_____	_____	_____
Teacher Leader's Name (print)	Teacher Leader's Signature	Date
_____	_____	_____
Principal's Name (print)	Principal's Signature	Date

TAFE Area/State Social Media Code of Conduct

TAFE Area/State officers are representatives of TAFE and must use social media responsibly and abide by this Social Media Code of Conduct in both their role as an officer and in their personal use. Area/State officers are responsible for monitoring and regulating all content posted to or tagged on their social media accounts. It is recommended that privacy and/ or tagging permission settings be implemented for all personal social media accounts. Students should use all communication, including social media, as a means of positively impacting others and TAFE, spreading awareness of TAFE, and promoting unity among TAFE members.

TAFE Area/State Officers are expected to set an example for other members and should create and maintain a social media image that is positive, ethical, professional, and kind. Social media should never be used to air your grievances. Be aware that if you post your attendance or participation in an activity that you are endorsing that activity or product.

"Social media" refers to all websites and applications that enable users to create and share content or to participate in social networking, whether it is associated or affiliated with the organization, as well as any other form of electronic communication. These include, but are not limited to Facebook, Instagram, Twitter, Snapchat, YouTube, TikTok, LinkedIn, blogs, vlogs, and other online threads.

Below are the guidelines that we would like for you to be aware of in using both your personal as well as your official TAFE social media sites.

- **Protecting your own privacy**-privacy settings on social media platforms should be set to what you are comfortable with. Be mindful of posting information that you would not want the public to see. What you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

- **Be honest**-Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also, be smart about protecting yourself and your privacy.

- **Respect your audience, TAFE, and your fellow members**-They reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with the TAFE website. Don't be afraid to be yourself but do so respectfully.

- **Social Media Tips**- The best way to be interesting, stay out of trouble, and have fun is to write about what you know. Quality matters. Use a spell-checker. If you're not design-oriented, ask someone whether your graphics look decent, take their advice on how to improve it. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it or ask someone else to look at it first. Remember pictures last forever, think about who, what, and where the picture is being taken.

Area/State Officers will be utilizing the following social media platforms during their term in office. They will be logging into the TAFE organization accounts with provided usernames and passwords created by TAFE:

- Instagram
- TikTok
- Youtube
- X

☐ I do give _____ permission to utilize the social media sites listed above.
☐ I do not _____ permission to utilize the social media sites listed above.

_____ _____ _____
Parent's Name (print) Parent's Signature Date

Please review the details of the agreement and sign and date acknowledging you understand the expectations as an area/state officer of TAFE.

I, _____, agree to follow all the guidelines of the Texas Association of Future Educators (TAFE) regarding social media use. I agree to not publish, post, share, like, or release content containing or involving:

- Information that is confidential or not for public consumption.
- An individual's private information (your own or someone else's).
- Commentary, content, or images that are inappropriate, defamatory, proprietary, harassing, libelous, volatile, potentially inflammatory, contain vulgar or inappropriate language, and/or that can or do create a hostile environment.
- Guns, weapons, alcohol, smoking, vaping, violence, protests, sexual content, nudity, and/or any illegal activity that reveals me or anyone else participating in questionable activities.
- Pictures or statuses that reveal public displays of affection (PDA)
- Politics, religion, and/or other controversial topics which may alienate individual members or misrepresent the views of TAFE as a whole.
    - TAFE Area/State Officers represent an organization of diverse members with various backgrounds and views. As an educational organization, TAFE is bipartisan.
- Fake, false, or misleading information.
- Negative statements about TAFE or anyone affiliated with TAFE.

In addition, officers will abide by the following guidelines:

- Embodying the leader's lifestyle in everything – living it and posting it.
- Promoting TAFE and building excitement for members through my social media pages whenever it is asked of me.
- Always being respectful on social media

TAFE State Officers:

- TAFE State Director will have access to all TAFE social media accounts and will determine what email and phone numbers are to be used for those accounts.
- State officers may not change passwords without written permission from the TAFE State Director.
- State Officers will confirm the TAFE State Director has all the correct passwords before leaving their office at the end of term.
- Officers are not allowed to begin posting on a new platform without prior permission from the TAFE State Director.

If I am found in violation of any of these areas, TAFE staff will decide upon a consequence that fits the transgression, which could include being placed on probation or removal from office.

_____	_____	_____
Student's Name (print)	Student's Signature	Date
_____	_____	_____
Parent's Name (print)	Parent's Signature	Date
_____	_____	_____
Teacher Leader's Name (print)	Teacher Leader's Signature	Date
_____	_____	_____
Principal's Name (print)	Principal's Signature	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.

Initials	Statements of Understandings
	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.
	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.
	I understand that TAFE area student officers are required to travel during their 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.

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

Transcript Release Form

_____	_____	_____
Student's Name (print)	Student's Signature	Date

Applicants for candidacy as a Texas Association of Future Educators state student officer must submit a copy of their most recent school transcript. By signing this form, you consent to release the above-named student's school transcript to the Texas Association of Future Educators.

_____	_____	_____
Parent's Name (print)	Parent's Signature	Date

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 also give permission to the Texas Association of Future Educators to post my photo along with my name and school for identification as a leader of the Texas Association of Future Educators on the organization website, programs, newsletters, and social media sites.

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.

_____ _____

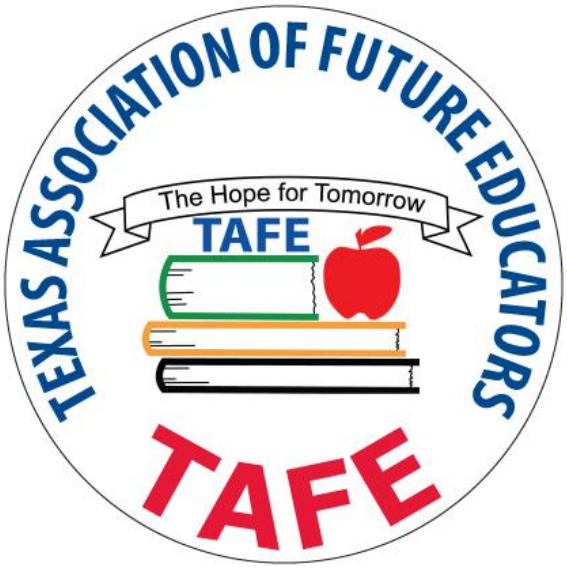
Applicant Signature | Applicant Name (Please print or type)

_____ _____

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.

No campaigning can take place at any point during the conference. No T-shirts, flyers, signs, handouts, etc. may be made, displayed, worn or handout during the conference. This will lead to a disqualification of the candidate.

Political Rally

Introduction

- All candidates will introduce themselves with their name, school and grade level.
- Candidate's video will play after they introduce themselves.

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.

AREA OFFICER AND TEACHER LEADER DUTIES

Newly Elected Officer Meeting

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

Obligations of Elected Schools/Officers

If elected all officers shall fulfill obligations as outlined in the Area Officer and Teacher Leader Duties pages 18-22.

AREA OFFICER AND TEACHER LEADER DUTIES

ALL AREA OFFICERS shall:

1. Represent the association wherever need arises.
2. Consult the Area Coordinator on the progress of all activities.
3. Email the Area Coordinator when an assignment has been completed.
4. Write and practice speeches, skits, and other Area Conference presentations with other officers when specified.
5. Host a breakout session at their area conference (at the discretion of the area coordinator)
6. Attend all required meetings:
    a. TAFE Officer Training Workshop,
    b. May Officer Meeting,
    c. Attend 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,
7. 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. 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. Be sure to include:
    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
5. Create and print event door signs for all competition rooms.
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 VICE PRESIDENT shall:

1. Execute the duties of the President in case of the President's absence.
2. Organize and facilitate the social sessions and ice breakers
3. Serve as Master of Ceremonies of the political rally at the Area TAFE Conference.
4. Publicize running for Area Officer position for the next year and let them know they need to submit their application paperwork through the TAFE website.
5. Create a flier by the end of May to promote running for area officer with the link to the application guidelines, information about submitting the application materials, and a list of the benefits of being an area officer.
6. Recognize special guests at the Area conference.
7. **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 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 the announcements.
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 QR code and deadline for submission.
5. Sort and divide T-shirts by schools at the area conference.
6. **Serve as Chairperson of the Tabulations Committee in the following capacities:
    a. Serve as timekeeper at the political rally.
    b. After receiving the officer results from the nominating committee, write the new officers in the script prior to the beginning of the final general session.
7. Make announcements at General Sessions during the Area Conference.
8. Lead TAFE pledge at Area meetings and Area Conference.
9. **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 shall:

1. **Serve as chairperson of the College Fair & Exhibits Committee:
    a. Send thank you letters to the exhibitors.
2. Take official pictures and serve as the social media coordinator at the conference and other TAFE Area events; and submit pictures to the TAFE state historian/parliamentarian.
3. Lead officer team in developing a script for an area recruitment video. Coordinate the production and posting of video.
    a. Example of an Area Recruitment Video (example)
4. **Serve as chair of the Community Service Project

a. Investigate the ideas shared by all officers for the area community service project with help of other officers.
b. Create a poll and conduct a vote of area officers to choose the area's service project.
a. Contact the community service organizations to find out their needs and arrange for someone to pick up the donations or deliver.
c. Create a Community Service Flier and turn into Area Coordinator for posting on the TAFE website.
d. Send reminder emails to the area chapters promoting the service project.
e. Post reminders on social media 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. If a student officer is staying overnight for a prep meeting or area conference set-up, teacher leader must stay overnight as well.
4. Invite the keynote speaker if one cannot be provided by the hosting university.
5. Schedule competitive events time slots for the Area conference with area coordinator.
6. Print two copies of the list of competitors and competition times for each competition room.
7. Prepare procedures for Area Teacher Leader of the Year.
8. Designate set-up and decorations before the conference and cleanup of facilities after conference.
9. Chair the welcome committee at the Area Conference (Signage and student guides)
10. Oversee breakout session presenters and the keynote speaker.
11. Any other duties are assigned to make the conference a success.

AREA 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. If a student officer is staying overnight for a prep meeting or area conference set-up, teacher leader must stay overnight as well.
4. Work with the President Teacher Leader to take over duties if the President Teacher Leader is unable to fulfill duties.
5. **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 create and voting process of the area officer elections.
6. Schedule judges for competitive events using Signup Genius.
7. Prepare judges packets to be given to individuals for the Area Conference.
8. Coordinate hospitality room for judges and presenters. Give receipts to the Area Coordinator for payment for decorations and food expenses.

9. Give the judges an orientation prior to competitive events.
10. 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. If a student officer is staying overnight for a prep meeting or area conference set-up, teacher leader must stay overnight as well.
4. *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.
5. Assemble teacher leader conference packets.
6. **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 officers 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, verify Area Secretary writes the new officers in the script prior to the beginning of the final general session.
7. Help secretary sort and organize conference t-shirts for distribution.
8. 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.
9. Coordinate lunch distribution. Give receipts to the Area Coordinator for payment for decorations and food expenses.
10. Create a slideshow for the opening ceremony.
11. Any other duties are assigned to make the conference a success.

AREA HISTORIAN 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. Oversee/monitor social media pages for the area.
4. If a student officer is staying overnight for a prep meeting or area conference set-up, teacher leader must stay overnight as well.
5. **Serve as chairperson of the College Fair & Exhibits Committee.
    a. Set up and oversee booths for the College Fair and exhibits.
6. Oversee the set-up and collection at the Community Service booth.
7. Assign student helpers for competitive events using Signup Genius.
8. Send out student helper orientation video and responsibilities sheet to Teacher Leaders.

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

TAFE Teach Tomorrow Summit Duties for Incoming and Outgoing Area Officers and Teacher Leaders

Office	Officer Duties	Teacher Leader Duties
Presidents	● Runners for Area Coordinators ● Support as requested	● Dress Code Check at Opening Session
Vice Presidents	● Hand out ballots at Political Rally ● Support as requested	● Dress Code Check at Political Rally
Secretaries	● Monitor & assist with crowd control at Breakout Sessions ● Support as requested	● Dress Code Check at Social Event
Historians	● Help candidates during officer campaigning ● Support as requested	● Dress Code Check at Closing Session

Presidents - Sign up with Area Coordinators on Sign Up Genius (Signup will be sent out at a later time) for a time slot to help assist during the duration of competitive events. You will be a runner for the area coordinators.

Vice Presidents - Help organize and set up voting codes to distribute to voting delegates.

Secretaries - Help monitor the breakout session rooms and work with the presenters to close rooms when they are full. Help students get to the correct breakout rooms and control the crowd of students in the hall.

Historians - Help set up and tear down State Officer Candidates' campaigning booths. Assist as needed