



*Thank you for considering candidacy for the BPA MNTC Officer Team!* This is an excellent opportunity to develop your leadership skills and the professionalism essential for a successful career. **Please read the entire packet before applying online. Online applications are due by September 11, 2020.**

#### **Officer Application Process**

1. Each candidate will be required to fill out an online application at <https://docs.google.com/forms/d/e/1FAIpQLSeXuyvTBCvb05Lm-4ftuWB4RZtD7CdMC16BOinbkwXI3Fm0bw/viewform>.
  - a. Applications will be carefully reviewed for accuracy and completeness. Spelling and grammar are important!
  - b. Applications are due by Friday, September 11, 2020.**
2. Applicant names will be sent to their teachers for teacher recommendation.
3. Selected candidates will be required to complete an interview with an MNTC staff member during the week of September 14, 2020.
  - a. Interview times will be emailed to applicants. Please be watching your emails!
4. Selected candidates will be required to complete/sign a code of conduct (attached).
5. Please review the officer descriptions on the next few pages to determine which office you would like to apply.

## Moore Norman Technology Center BPA Code of Conduct

Student Organization officers are expected to perform their duties on a very responsible and continuous basis. Those students who would like to become officers must be **committed, qualified, and willing to assume responsibility.**

**If elected, I will:**

1. Abide by all policies and procedures of Moore Norman Technology Center.
2. Be honest and sincere.
3. Be committed to my student organization.
4. Approach each task with confidence in my ability to perform my work at a high standard.
5. Always conduct myself in a professional manner.
6. Be prompt and prepared at all times.
7. Know the duties and functions of my office and fulfill all my responsibilities for the entire year.
8. Be willing to spend the necessary time on student organization business during my term in office.
9. Seek to profit by my mistakes and take suggestions and criticisms directly toward the improvement of myself and my work.
10. Attend all meetings and activities deemed necessary by the local CTSO Lead Advisor. If an emergency arises you must contact the CTSO Lead Advisor.
11. Dress and act in a manner that will bring respect to me and to my school
  12. Maintain **90%** attendance in Career program at Moore Norman Technology Center and Maintain an **80% GPA** and **80% progress** in your Career program at Moore Norman Technology Center.
    - a. Officers in violation of the above requirements will be required to attend violation review with the CTSO Coordinator, Instructor and lead CTSO Lead Advisors and be put on officer team meeting/event probation.
    - b. If they are still in violation by the next officer meeting they will be unable to attend officer meetings, off-campus events, nor continue to serve the as student organization officer position.
13. An Officer will be removed from the officer team and their student organization officer position if he/she is on the ineligible list and unable to attend a scheduled meeting or event.

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I have read the above code of ethics guidelines for a student organization officer and will uphold these requirements if elected.

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Signature of Student (Please type your name on above line)

Date

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Signature of Teacher (Please type your name on above line)

Date

**Failure to abide by the above guidelines will result in the officer being removed from office.**

### **BPA Officer Positions and Duties:**

#### **President:**

President-elect, you have been selected by your fellow members to be the leader of our organization for this school year. You now become responsible for leading our association in all its worthy undertakings. You will need to work intelligently and seriously to carry out the responsibilities of your office.

- Good leadership qualities
- Able to work with others, encouraging and motivating
- Knows what work needs to be done and is good at delegating
- Works to keep chapter moving forward and finds out what the members need
- Presides over meetings, making sure they start on time and follows agenda
- Never dominates meetings or imposes personal opinions
- Has complete understanding of issues discussed and knows the possible effects of his/her recommendations
- Conducts meetings following parliamentary procedure, allows ample time for discussion, and brings issues to conclusion (for vote)

#### **Vice President:**

Vice President-elect, you have shown leadership ability by being elected to this position. You are to assist the President at all times in directing the work of our organization, preside over meeting in the President's absence, and help keep all committees working efficiently.

- Well informed of the issues and in handling the chapter business
- Carries specific responsibilities for program planning – with the officer team and representatives
- Oversees the committees and makes sure the Program of Work is being done
- Must be prepared to assume the office of president if necessary
- Is responsible for a year-end report on the chapter's accomplishments

#### **Secretary:**

Secretary-elect, you have been chosen by your fellow members to keep accurate minutes of all meetings, carry on all correspondence of our organization, and preside over meetings in the absence of both the President and the Vice President. The BPA Advisor has custody of the BPA Constitution, by-laws, and other reports of the association.

You will also work with the President on the Agenda prior to a meeting.

- Advises the President during the meeting about the agenda
- Keeps the minutes (including the officers present/absent, agenda discussions and outcomes, new business items/activities)
- Counts votes and records the totals
- At each meeting, reads the minutes of the previous meeting
- Takes care of chapter correspondence and reads all communications directed to the chapter
- Develops good speaking skills and listening skills – for interpreting issues, taking notes and reporting accurately

**Treasurer:**

Treasurer-elect, being elected to this office means our organization has placed high honor and trust upon you. Your duties require you to keep accurate record of all receipts and disbursements and be ready at all times to give a report of the financial condition of our association.

- Works with BPA Advisor on the financial budget/statement for BPA
- Is responsible for collecting money for community service projects and fundraising
- With the BPA Advisor, makes sure receipts and deposits are done promptly and in a timely manner
- Gives financial report at membership meetings

**Reporter:**

Reporter-elect, your duty is to strive to supply public information. This can be accomplished in part by gathering and submitting all interesting news about our chapter. Members should let you know of BPA events and activities so you can report on them, then you can work with Moore Norman's Marketing Dept. in publicizing BPA.

- Is able to write stories or just the facts re: activities – Gets the Who, What, When, Where, Why and How
- Works with our Marketing Dept. in producing stories for the media • Helps with promoting BPA in our school through posters, articles, etc. • Works with Historian in archiving BPA information and activities

**Parliamentarian:**

Parliamentarian-elect, your duty will be to ensure that this organization is run according to good parliamentary procedure. You will assist the organization by providing guidance and information on parliamentary procedure in conducting meetings.

- Consults with the President on procedural matters
- Must gain confidence of others since the Parliamentarian may have to settle controversial issues during discussions at meetings
- Calls attention to any errors in procedure; also may work at a sergeant-at-arms within the meetings
- Working knowledge of Robert's Rules of Order

**Historian:**

Historian-elect, your duty is to strive to keep records of the accomplishments of this chapter throughout the school year. Compiling news articles, pictures of activities and recording a history will be part of your job description. Archive, in book or video form, the BPA activities from the school year.

- Takes or secures pictures of BPA activities
- Gets information about each activity (works with Reporter)