

North Carolina TSA State Officer Information Packet & Application 2025-2026



Application Deadline:
6:00 pm on
February 28, 2025

Becoming a State Officer with the North Carolina Technology Student Association

Thank you for your interest in becoming a part of the North Carolina Technology Student Association Officer Team. Please be sure to read this entire packet and submit the required documents **BEFORE** the deadline. **Incomplete or late submissions will remove your consideration as an officer candidate.** Please contact Natalie Hulbert, officerAdvisor@nctsa.org, with any questions.

NCTSA State Officer Qualifications:

- Only current NCTSA members in **active** chapters are eligible to run or hold a state office.
- Candidates must have and maintain a “B” average or above on their local grading scale.
- Candidates must have been a member of NCTSA for at least one year before seeking a state office.
- Candidates must have the ability to:
 - Express and listen to opinions.
 - Work in both team and individual settings.
 - Maintain a professional appearance and demeanor.
- Candidates should read carefully the section of [NCTSA bylaws](#) on the duties and responsibilities of all TSA officers.
- Candidates must help set up the state conference and attend all candidate meetings this year.
- Candidates must have held a local chapter officer position before applying for state office.
- A maximum of 3 students from a school may run for office per year, and only two students may be elected in a year.

NCTSA State Officer Expectations:

- Lead through your actions.
- Embrace and adhere to the NCTSA Code of Conduct at all times.
- Meet deadlines, communicate effectively, and work independently throughout the year.
- First-year State Officers are limited to **one competitive event**.
- Returning State Officers will be allowed to compete in two events.
- State Officers attend all required NCTSA events posted on the **Officer Schedule**.
 - **State Officers will miss approximately 5 days of school throughout the school year.**
- Attend weekly virtual meetings (May – April) unless face-to-face is plausible.

Pre-Conference Candidate Expectations:

- NCTSA State Officer Candidates need to **complete the [officer application](#)**.
- Candidates conduct a **ZOOM interview** with the Credentials Committee following the Officer Application Submission.
 - Zoom Interviews will be scheduled **for the week of March 9-15, 2025, in the late afternoon or early evening**.
 - First come, first serve.

- Candidates create a 30-45-second digital submission introducing yourself and your candidacy. These could be shared via the TSA chapter advisor network. ([See example](#)). Email video link to officeradvisor@nctsa.org.
- Candidates prepare and submit a **1 minute written speech** to be presented during the general session. Share speech to officeradvisor@nctsa.org.
- Candidates **submit a clear photo/headshot** in an official royal blue TSA shirt—email photo to officeradvisor@nctsa.org.
- Candidates **review the Officer Schedule** with parent/guardian and confirm availability.
- Candidates must review, sign, and bring a hard copy of the following **Pre-Conference documents to the State Conference Officer Information Session**.
 - [Agreement of Office](#)
 - [Code of Conduct](#)
 - [Liability Waiver](#)
 - [NCTSA CTSO Code of Conduct](#)
 - School Transcript

At Conference Candidate Expectations:

- Candidates will attend the State Officer Information Session with their Advisor.
 - Submit original paper copies of your forms at this time.
- Candidates will wear full chapter team attire (blue TSA shirt, gray pants/knee-length skirt, black dress shoes, black or dark blue socks, navy blue blazer with official TSA patch, and official TSA tie). - **Please reach out in advance if this is an issue.**
- Candidates are introduced at General Session 1.
 - Asked one question.
 - Given 30 seconds to formulate a response.
 - Given 30 seconds to reply.
- Candidates are introduced and given 1 minute to present their pre-submitted speech at the General Session 2.
- Candidates assist current State Officers in their duties that directly interact with members.
- Candidates assist in awards set up. (After General Session 3, Business Meeting)

At Conference - Post Election:

- Newly elected officers and their chapter advisors will attend the Changing of the Guard session at the end of the Awards Ceremony on the state conference's last day (11:30 AM or 12:00 PM).
- The officer team photo is taken at this time - **Official Attire is mandatory (see above)**.
- Contact information is exchanged.

Campaigning Expectations:

- Social media campaigns are prohibited.
- No campaign materials are to be used in NCTSA State Officer Elections.
 - Perform as much face-to-face interaction with the members of NCTSA as possible.
 - Be well prepared for your impromptu question and speech.

2025-2026 NCTSA State Officer Schedule:

Event		Location	Date
Officer Orientation	Required	Greensboro	May 16-18, 2025
TSA National Conference	Recommended	Nashville, TN	June 26-30, 2025
CTE Summer Conference	Required	Winston Salem, NC	July 13-16, 2025
STEM Leadership Conference	Required	TBD	TBD (1- Fri, Sat - Mid Oct/Nov), 2025
Officer Retreat	Required	Beach, NC	November ?, 2026
NCTSA Eastern Conference	Recommended	Greenville, NC	Early Feb, 2026
NCTSA Western Conference	Recommended	Boone, NC	Late Feb, 2026
NCTSA State Conference	Required	Greensboro, NC	April 7 (Officers) April 8-11, 2026

Additional Information:

- *Attire*
 - Officers are expected to provide their official dress attire.
 - NCTSA will provide any supplemental attire.
 - **Please reach out if official attire acquisition is a concern.**
- *Expenses*
 - NCTSA will cover mileage, lodging, meals, and incidentals for the following events:
 - Officer Orientation
 - CTE Summer Conference
 - STEM Leadership Conference
 - Winter Retreat
 - NCTSA State Conference
 - **If attending the National Conference, State Officers are expected to cover their expenses.**
 - Many school districts sponsor State Officers.
 - **If attending the Regional Conference, NCTSA will cover registration.**
 - Encourage your school to attend.

Duties and Responsibilities:

- Lead through example.
- Helped plan and execute North Carolina TSA programs.
- Attend all required meetings and programs.
 - Arrive early. Be Prepared
- Work behind the scenes at programs by planning, organizing, setting up, and cleaning up.

- Understand the mission and goals of North Carolina and National TSA.
- Understand the [North Carolina](#) and [National TSA bylaws](#).
- Understand the TSA Creed and commit to memorizing it.
- Be familiar with North Carolina TSA's organizational structure, policies, and competitive events.
- Understand and implement parliamentary procedures.
- Memorize appropriate ceremonies and rituals.
- Be loyal to North Carolina TSA.
- Help other officers accomplish their tasks.
- Ask for help when needed.
- Communicate promptly with those involved in North Carolina TSA.

Removal from Office:

The following, including but not limited to, behavior will result in immediate **expulsion** from the North Carolina Technology Student Association and its Officer Team:

1. Possession of alcoholic beverages, tobacco, narcotics of any form, any time, under any circumstances. Use or possession of such substances may subject the member to criminal prosecution.
2. Violation of male and female room regulations.
3. Property damage (TSA or venue) or violation of hotel safety codes or criminal laws.
4. Failure to perform duties, attend required meetings, act professionally, respond to communication, or meet reasonable requests and deadlines.
5. Failure to comply with your local chapter, school, or LEA Student Code of Conduct.
6. Failure to comply with the State Officer Code of Conduct.
7. Failure to maintain an active membership in TSA.

NOTE: Parents/Guardians will be contacted and be responsible for making appropriate arrangements for the officer's immediate return home. It is also the responsibility of the officer or Parents/Guardians to defray any cost relating to the incident.

Updated 2/3/25