State Officer Handbook

COLORADO TSA

State Officer Handbook

Candidate Process • Officer Expectations • Required Agreements

2027–2028

Term of Service: February 27, 2027–March 4, 2028

State Officer Handbook

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About This Handbook

The Colorado TSA State Officer Handbook is designed to help State Officer candidates, parents/guardians, chapter advisors, and school administrators understand the State Officer candidate process and the responsibilities associated with a year of service.

The handbook provides information about:

- Candidate eligibility and application requirements
- Interviews, campaigning, and elections
- State Officer roles and responsibilities
- Required meetings, training, conferences, and travel
- Conduct, communication, and participation expectations
- Required agreements and signatures

During the annual Colorado TSA State Conference, Voting Delegates elect the President and five members of the General Officer Pool. Two additional students are selected to serve as Officers at Large and/or Senior Officers. Together, these eight students form the Colorado TSA State Officer Team.

State Officers serve as communicators, advocates, facilitators, and representatives of Colorado TSA. They support Colorado TSA conferences and programs, serve local chapters, help members develop TSA Framework skills, and represent Colorado at the National TSA Conference.

Contact Information

Questions about the State Officer candidate process or State Officer Program may be directed to:

Chase Gordanier
Colorado TSA State Advisor
chase.gordanier@cccs.edu
720-858-2528

Campaign materials, required submissions, and campaign-violation reports should be sent to stateadvisor@coloradotsa.org, unless candidates receive different instructions from the State Advisor.

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About TSA and Colorado TSA

The Technology Student Association is a career and technical student organization serving students who are preparing for careers in science, technology, engineering, mathematics, and other career and technical education fields.

TSA's mission is to empower its members to become world-class leaders in a technological society through co-curricular activities, competitions, and related programs. The TSA Framework develops personal, professional, and technical skills that help members prepare for career and educational success.

Colorado TSA provides leadership development, competitive events, conferences, chapter support, and other opportunities for TSA members throughout the state. The State Officer Team supports these programs and helps connect members, chapters, advisors, and state leadership.

State Officer Team

Team Composition

The Colorado TSA State Officer Team consists of eight positions:

- President
- Vice President
- Secretary
- Treasurer
- Reporter
- Sergeant at Arms
- Two Officers at Large and/or Senior Officers

When Colorado TSA has one or more National Officer Candidates, those candidates will replace one or both Officers at Large and hold the title of Senior Officer. The combined number of Officers at Large and Senior Officers will not exceed two.

If a National Officer Candidate is elected to national office, they will continue occupying one of these two positions as a National Officer. The State Officer Team will remain limited to eight members.

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Officer Responsibilities

The State Officers shall lead and represent Colorado TSA to the best of their abilities while upholding the association's standards, ideals, and strategic plan.

President: Preside at all meetings; make necessary committee appointments, including designating committee chairpersons; work with the Executive Committee to develop a program of work for the term of office; and promote the general welfare of Colorado TSA.

Vice President: Serve in any capacity directed by the President; assume the responsibilities of the President when necessary; and promote the general welfare of Colorado TSA.

Secretary: Serve in any capacity directed by the President; record the proceedings of all meetings; help ensure representation of members throughout the state; and promote the general welfare of Colorado TSA.

Treasurer: Serve in any capacity directed by the President; maintain necessary records and membership reports; lead the planning of service opportunities for members; and promote the general welfare of Colorado TSA.

Reporter: Prepare articles for publication; contact members to gather association news; provide requested content to individuals responsible for other publications; assist with planning and arranging association exhibits; serve as editor of association publications, including social-media accounts; and promote the general welfare of Colorado TSA.

Sergeant at Arms: Serve in any capacity directed by the President; assist with the preparation and execution of State Officer Team activities; assist with preparing and managing meeting spaces when a parliamentarian is unavailable; welcome chapters to the organization; help create resources for new chapters; and promote the general welfare of Colorado TSA.

Officers at Large: Serve with the State Officer Team in any official capacity and promote the general welfare of Colorado TSA.

Senior Officers/National Officers: Serve with the State Officer Team in any official capacity and promote the general welfare of Colorado TSA.

State Officer Role and Service Expectations

Position	Colorado TSA State Officer
Work arrangement	Hybrid remote and in person

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Term of service	February 27, 2027–March 4, 2028

The primary role of a Colorado TSA State Officer is to advance the organization's mission and represent Colorado TSA members, programs, principles, and purposes. State Officers communicate organizational information, promote career and technical education, serve local chapters, support state conferences, and represent Colorado at the National TSA Conference.

State Officers must manage multiple assignments and projects, communicate professionally, meet established deadlines, and use effective time- and stress-management practices.

Time Commitment

In addition to required conferences, training, meetings, and travel, State Officers should expect to dedicate approximately three hours each week to their office. Additional assignments may be established through the State Officer Team's program of work or assigned by the State Advisor.

Communication

State Officers must respond to official communications within 24 hours. Email and Discord are the primary communication platforms for the State Officer Team.

Travel

State Officers must be available to travel for required training, conferences, meetings, and other assignments throughout their term. State Officers and their families are responsible for arranging transportation to and from State Officer activities unless otherwise communicated by the State Advisor.

School Absences

State Officers should anticipate missing approximately five to ten school days for conferences, meetings, chapter visits, and other official assignments. Absences related to official Colorado TSA State Officer duties should be treated as school-excused absences. Officers are responsible for planning ahead and completing missed schoolwork.

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Schedule for the 2027–2028 State Officer Team

The following schedule represents the minimum meeting, training, and travel requirements for the 2027–2028 Colorado TSA State Officer Team. It does not include the approximately three additional hours officers are expected to dedicate to their office each week. Additional travel, meetings, and assignments may be added with advance notice.

Task	Date(s)	Duration
State Conference and State Officer election process — mandatory	February 25–27, 2027	3 days
Colorado TSA State Officer Training — mandatory	April 16–17, 2027	2 days
CTSO Leadership Kickoff — mandatory	June 14–15, 2027	2 days
National TSA Conference — mandatory	June 23–27, 2027	5 days
Fall Leadership Conference — mandatory	To be determined	1 day
State Conference — mandatory	March 1–4, 2028	4 days
Virtual or in-person State Officer meetings — mandatory The schedule of virtual/in-person meetings will be released in March 2027.	First and third Wednesday of each month, 5:30–7:30 p.m.	24 meeting days
Additional opportunities	To be determined	As applicable

Newly elected officers will be expected to assist with State Conference hotel load-out on February 27, 2027. Dates and times are subject to change, but changes will be communicated in advance. Additional optional opportunities may arise throughout the year.

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State Officer Program Outcomes

The State Officer Program provides opportunities for officers to develop and demonstrate the TSA Framework Essential Elements. While officers will engage with all elements of TSA's mission, vision, motto, creed, and framework, the program emphasizes leadership, communication, and service.

Leadership

Definition: Influencing the hearts, minds, and actions of others.

State Officers will demonstrate trust, compassion, stability, and hope while guiding members, supporting chapters, and representing Colorado TSA.

Communication

Definition: Sending and receiving clear messages.

State Officers will develop and deliver effective written and oral communication about TSA and career and technical education. Officers must adapt their communication to meet the needs of different audiences.

Service

Definition: Meeting the needs of internal and external customers.

State Officers will demonstrate a commitment to serving local chapters, districts, Colorado TSA, and the broader community.

Candidate Eligibility and Preparation

Eligibility and Qualifications

All Colorado TSA State Officers must be active members in good standing with their local chapter and the state and national TSA organizations throughout their term of office.

To be eligible for State Officer candidacy, every candidate must:

- Submit a complete State Officer application and receive confirmation that the application has been accepted.
- Be a current ninth-, tenth-, or eleventh-grade student at the time of application.
- Have previously served as a chapter officer.

- Have attended at least one Colorado TSA State Conference before applying.
- Meet all eligibility requirements established by the Colorado High School Activities Association, their school, and their school district.
- Agree to and comply with the Colorado TSA State Officer Code of Conduct and Social Media Agreement.

Graduating seniors are not eligible to apply for or hold a State Officer position.

A candidate for President must have attended at least one State Conference and one National TSA Conference before the year in which they apply.

Candidates seeking an Officer-at-Large position must be current eighth-, ninth-, or tenth-grade students at the time of application.

A school may nominate no more than three students for State Officer candidacy, regardless of whether the school operates more than one TSA chapter. An elected National Officer from the school counts toward this limit. Exceptions may be granted only with approval from the State Advisor.

A State Officer who fails to maintain the applicable eligibility standards may not represent Colorado TSA at state functions and may be subject to dismissal from office.

Candidate Preparation and Resources

Candidates should become familiar with Colorado TSA and National TSA before beginning the State Officer candidate process. A strong candidate should understand the organization's mission, programs, leadership structure, and expectations for student leaders.

Recommended preparation resources include:

- National TSA Member Handbook
- Colorado TSA State Officer Handbook
- Colorado TSA Policies and Procedures
- Colorado TSA bylaws
- National TSA website, including the mission, vision, values, motto, and creed
- TSA Framework
- Current Colorado TSA State Officer Application
- Current Colorado TSA State Conference schedule and candidate information

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Candidates are also encouraged to practice responding to interview questions with an advisor, teacher, administrator, employer, or another knowledgeable adult. Practice interviews can help candidates identify what they understand, what they need to study, and how effectively they communicate their experiences and goals.

Links to current resources and forms will be included in the electronic version of this handbook. Candidates are responsible for reviewing the linked materials and any updated instructions distributed by the State Advisor.

State Officer Candidate Process

Step 1 — Application

Candidates must complete and submit the official Colorado TSA State Officer Application by 11:59 p.m. on January 15, 2027.

Candidates must ask the advisor and one other adult to complete the Colorado TSA State Officer Candidate Evaluation by 11:59pm on January 22, 2027.

The application collects candidate and parent/guardian information, TSA and leadership experience, position preferences, written responses, evaluator information, and required supporting materials. Candidates should review the complete application before beginning and allow adequate time to gather all required documents and request evaluations.

The current State Officer Application can be found HERE.

The State Officer Candidate Evaluation can be found HERE.

Applications will be reviewed by the designated application committee. Candidates will be notified on or before January 22, 2027, whether their application has been accepted and whether they may continue in the State Officer candidate process.

Candidates must receive confirmation that their application is complete and accepted before they may appear on the ballot.

Step 2 — Candidate Orientation and Interview

Candidates whose applications are accepted must attend the required State Officer Candidate Orientation. The orientation will be held virtually on February 1, 2027, from 6:00–7:00 p.m.

During the orientation, Colorado TSA staff will review:

- State Officer expectations

- Candidate policies and the Code of Conduct
- Campaign requirements
- Communication procedures
- The remaining steps in the candidate process

At least one parent or guardian must attend the orientation with the candidate. Official TSA Attire is required.

All candidates will also participate in a virtual interview during early February 2027. Interview dates and sign-up instructions will be distributed after the interview committee is confirmed. Interviews will last approximately 15–20 minutes and may address the candidate's qualifications, leadership, personality, and problem-solving skills.

The interview committee may include the State Advisor, chapter advisors, district representatives, and other designated representatives.

Candidates will be notified following their interview whether they may continue in the candidacy process.

Step 3 — Speech and Campaign

Candidate Speech

Each candidate will deliver a speech introducing themselves to the Colorado TSA State Delegation during the State Conference Opening Ceremony.

The speech should explain:

- The impact the candidate hopes to make as a State Officer
- What qualifies the candidate to serve
- What the candidate hopes to contribute or accomplish

Speeches may not exceed one minute and 30 seconds. A candidate who exceeds the time limit will be stopped. Inappropriate language, bullying, or negative comments about another person may result in immediate disqualification.

Candidates must submit a video recording of their speech to the State Advisor at stateadvisor@coloradotsa.org by 6:00 p.m. on February 1, 2027. The State Advisor will notify candidates if revisions are required.

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Campaign Period

Candidates may announce their candidacy and begin campaigning at 8:00 a.m. on February 25, 2027. Campaigning may continue until the designated voting time on February 26, 2027.

Candidates are responsible for ensuring that anyone campaigning on their behalf—including chapter members, advisors, parents/guardians, and supporters—follows all campaign requirements.

Approved campaign methods include:

- Verbal communication
- Social media
- Email
- A candidate website
- Campaign slogans and hashtags
- A poster or trifold display for the Candidate Meet and Greet

Candidates may spend money only on materials used to create the Meet and Greet poster or trifold. No money may be spent on any other campaign element, including:

- Graphic-design services
- Website hosting or domain names
- Promoted posts
- Paid advertisements
- Other campaign materials or services

All campaign materials must be submitted to and approved by the State Advisor before distribution. Campaigning before the authorized start time, using unapproved materials, or otherwise violating campaign requirements may result in disqualification.

Step 4 — Candidate Meet and Greet

The Candidate Meet and Greet will be held in person during the Colorado TSA State Conference.

Candidates should be prepared to meet TSA members from throughout Colorado and deliver a brief elevator speech explaining their qualifications, goals, and reasons for seeking State Office. Candidates may display one approved poster or trifold during the Meet and Greet.

All campaigning—whether conducted in person, online, or by someone acting on a candidate's behalf—must remain truthful, positive, respectful, and professional. Candidates may not make negative comments about other candidates or allow inappropriate content to remain on campaign platforms they control.

Candidates using social media are encouraged to use #TSAStateOfficerCandidate. Candidates are responsible for moderating comments and other content posted to their campaign accounts or websites.

Suspected campaign violations should be reported to the State Advisor at stateadvisor@coloradotsa.org. Violations may result in the removal of campaign materials or disqualification from the candidate process.

Step 5 — Voting Delegate Meeting and Elections

Each registered chapter in good standing may designate two Voting Delegates. Current Colorado TSA State Officers also serve as Voting Delegates separately from their local chapters.

Voting will be conducted by ballot during the State Conference. Voting Delegates should represent their chapter's vision for the future State Officer Team rather than their individual preferences.

Candidates and their supporters may not campaign during the Voting Delegate Meeting. This prohibition includes wearing or displaying campaign materials. Campaigning during the meeting may result in immediate disqualification.

Presidential Election

Voting Delegates will rank the candidates for President.

First-choice votes will be counted initially. If a candidate receives a majority of the votes cast, that candidate will be elected President. If no candidate receives a majority, the candidate with the fewest votes will be eliminated and ballots cast for that candidate will be transferred to each delegate's next-ranked candidate. This process will continue until one candidate receives a majority.

If the final result is tied, the candidates' interview scores will determine the outcome. If the interview scores are also tied, application scores will determine the outcome. If a tie remains, the Executive Committee will appoint the President.

An unopposed presidential candidate must receive a majority of affirmative votes to be elected. If the candidate does not receive a majority, the Executive Committee will appoint a President from the elected General Officer Pool.

Presidential candidates who are not elected may choose to enter the General Officer Pool.

General Officer Pool

Voting Delegates will rank all candidates participating in the General Officer Pool. The highest-ranked candidates will be elected to fill the available officer positions.

After the election, the Executive Committee will assign elected candidates to specific offices based on the position preferences submitted with their applications and the needs of the State Officer Team.

If candidates are tied for the final available elected position, Executive Committee scores will determine the outcome. If a tie remains, the State Advisor will serve as the tiebreaker.

Step 6 — Selection and Announcement

After the application, interview, speech, campaign, Meet and Greet, and voting processes are complete, the final election results and candidate scores will be calculated.

The President and General Officer Pool candidates will be elected through the Voting Delegate process. The Executive Committee will assign elected General Officer Pool candidates to the offices of Vice President, Secretary, Treasurer, Reporter, and Sergeant at Arms based on candidate preferences and the needs of the State Officer Team.

The Executive Committee will select up to two additional candidates to serve as Officers at Large and/or Senior Officers, consistent with the approved composition of the eight-member State Officer Team.

The incoming State Officer Team will be announced during the State Conference Closing Ceremony. The incoming President will deliver the conference adjournment and use the gavel to officially adjourn the conference.

Required Agreements

Candidates must submit the required agreements with their State Officer application. These agreements must be signed by the candidate and all other required parties.

- Colorado TSA State Officer Contract and Code of Conduct

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- Colorado TSA State Officer Social Media Agreement

By signing these agreements, candidates acknowledge the responsibilities and expectations associated with State Office and agree to comply with them if selected.

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State Officer Contract and Code of Conduct

As a Colorado TSA State Officer, the student has a responsibility to represent all members of the state association. State Officers may interact with students, advisors, administrators, business and industry representatives, government officials, and educational leaders. Their conduct must reflect the standards and values of Colorado TSA.

Serving as a State Officer requires a substantial commitment throughout the full year of service. By signing this contract, the candidate accepts that commitment and reaffirms the ideals of TSA.

Conduct

As a Colorado TSA State Officer, I agree that:

- I will represent TSA to the best of my abilities.
- I will respect the rights and property of others.
- I will support TSA's commitment to inclusion and diversity.
- I will conduct myself professionally during and outside of TSA activities.
- I will not possess or use alcohol, tobacco, illegal substances, or prohibited substances while representing TSA at events, functions, conferences, or during official travel.
- I will avoid activities that could reasonably call my conduct or ability to represent TSA into question.
- I will not engage in sexual harassment, including inappropriate verbal, written, physical, or electronic statements or actions.
- I will use social media appropriately and comply with the Colorado TSA State Officer Social Media Agreement.
- I will not participate in bullying, cyberbullying, hazing, intimidation, threats, abuse, or the use of lewd, profane, or vulgar language toward others.

TSA Program Participation

As a Colorado TSA State Officer, I agree that:

- I will attend all required training, meetings, conferences, and activities and arrive on time and prepared.
- I will complete assignments from the State Advisor or designated Colorado TSA staff by the established deadlines.

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- I will attend virtual meetings on time, with my camera on, from a professional and appropriate setting.
- I will prepare all necessary materials for conferences and events and submit written content at least one week before it is needed, unless another deadline is provided.
- I will maintain regular communication with the State Advisor and my chapter advisor.
- I will monitor and appropriately use my Colorado TSA email account, Discord account, and other required communication platforms.
- I will notify the State Advisor of anticipated absences or tardiness at least one week before a required activity whenever possible.
- I will immediately report injuries, accidents, or illnesses that occur during TSA events and complete any required incident forms.
- I will compete in no more than one competitive event at the 2028 Colorado TSA State Conference.
- I will complete the full term of service beginning February 27, 2027, and concluding March 4, 2028.

Attire and Professional Presentation

As a Colorado TSA State Officer, I agree that:

- I will follow the required TSA dress code and grooming standards.
- I will wear Official TSA Attire when required. Official TSA Attire generally includes a navy blazer with the TSA patch, an official royal-blue button-up dress shirt, gray pants or skirt, and black dress shoes.
- I will present myself in a clean and professional manner, including appropriate choices regarding hair, facial hair, makeup, and jewelry.
- I will treat all TSA-branded attire respectfully.
- I will not smoke cigarettes or electronic cigarettes, use a vape or vape pen, or use other prohibited substances while wearing clothing displaying the TSA name or logo, including at outdoor venues.

School and Membership

As a Colorado TSA State Officer, I agree that:

- I will maintain active TSA membership by remaining enrolled in an appropriate sequence of courses or career program and attending the school where my TSA chapter is based.

- I will be included on my chapter's membership roster and ensure that my TSA membership dues are paid no later than December 13, 2027.
- I will attend school regularly unless I am participating in official TSA business or another approved activity.
- I will plan for school absences and complete all missed assignments and coursework.
- I will maintain good academic standing, including a cumulative GPA of at least 2.0.
- If I am failing a class, I will work with the teacher to develop and follow a plan for improving the grade.
- I understand that I may no longer be eligible to serve as a State Officer if I withdraw from school or my training program or if I am suspended or expelled.

Travel

As a Colorado TSA State Officer, I agree that:

- I will make every reasonable effort to arrange transportation to and from Colorado TSA activities before requesting assistance from the State Advisor.
- I will follow all curfews established during TSA travel.
- I will stay each night in the hotel room assigned to me.
- I will not enter a hotel room other than the room assigned to me.
- I will respect all public and private property, including hotels, conference facilities, transportation, and other venues.
- I will keep the State Advisor or designated TSA staff informed of my whereabouts.
- I will not leave the hotel or other designated event location without permission from the State Advisor or designated TSA staff member responsible for the event.
- I will follow all TSA, school, district, venue, and travel policies while participating in official travel.

Probation, Suspension, and Removal

A Colorado TSA State Officer may be placed on probation, suspended, or removed from office for one or more of the following reasons:

- Failure to comply with the State Officer Contract and Code of Conduct
- Failure to perform the duties of the assigned office
- Failure to complete reasonable requests, assignments, or deadlines

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- Failure to respond to official email, text, or Discord communications
- Failure to attend or arrive on time for required meetings, activities, or events
- Failure to follow applicable rules, regulations, or expectations for professional conduct
- Failure to comply with the State Officer Social Media Agreement
- Conduct determined to be detrimental to Colorado TSA, the officer's school, or the officer's ability to represent the organization

Immediate removal from office will result from:

- Possession or use of alcohol, tobacco, illegal narcotics, or other prohibited substances
- Violation of venue safety requirements or criminal laws
- Suspension or expulsion from school
- Bullying or cyberbullying
- Causing physical harm to oneself or another person
- Being arrested or charged with a crime

When appropriate, alleged violations will be reviewed by a designated committee. The officer will be informed of the violation and resulting action. Depending on the nature and severity of the violation, consequences may include probation, suspension, removal from office, or being sent home from an event at the officer's or family's expense.

The officer's parent/guardian, school, chapter advisor, and the Colorado TSA Advisory Board may be notified of violations and resulting actions as appropriate.

State Officer Candidate

By signing below, I confirm that I have read and understand the Colorado TSA State Officer Contract and Code of Conduct. If selected, I agree to follow all requirements throughout my term of service. I understand that an alleged violation may be reviewed by a designated committee and that I will be informed of the violation and any resulting action. I agree to accept the consequences imposed through that process. I understand that consequences may increase based on the nature and severity of the violation and may include being sent home from an event at my own or my family's expense or being removed from office.

Candidate name: _____

Candidate signature: _____

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Date: _____

Parent/Guardian

By signing below, I confirm that I have read and understand the Colorado TSA State Officer Contract and Code of Conduct. I agree to support my student in meeting these requirements if selected as a State Officer. I understand that my student will be supervised by the Colorado TSA State Advisor or a designated representative during official TSA events. I also understand that I am responsible for arranging my student's transportation to and from required events unless other arrangements are communicated.

Parent/guardian name: _____

Parent/guardian signature: _____

Date: _____

Chapter Advisor and School Administrator

By signing below, we confirm that we have read and understand the Colorado TSA State Officer Contract and Code of Conduct. We agree to support the student in fulfilling the responsibilities of State Office to the best of our ability. We understand the potential consequences of violating the requirements contained in this agreement.

Chapter advisor name: _____

Chapter advisor signature:
_____

Date: _____

School administrator name:
_____

School administrator signature:
_____

Date: _____

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State Officer Social Media Agreement

Purpose

For this agreement, “social media” includes websites, applications, and electronic communication platforms that allow users to create, publish, share, or interact with content. This includes, but is not limited to, Facebook, Instagram, X/Twitter, Snapchat, TikTok, YouTube, LinkedIn, Discord, blogs, vlogs, online forums, and similar platforms.

Social media can be a valuable tool for communicating with members, peers, and the public. However, online activity creates a lasting digital record that may affect the officer’s reputation, Colorado TSA, their school, future educational opportunities, scholarships, or employment.

Agreement

As a Colorado TSA State Officer, I agree that:

- I will represent Colorado TSA, my school, my family, and my community positively and professionally in online spaces.
- I will take responsibility for my online presence, including content I publish and content posted by others in which I appear.
- I will consider whether online content reflects how I want to represent myself and Colorado TSA before posting or sharing it.
- I will publish, post, share, or distribute only content that is appropriate and does not include defamation, harassment, libel, threats, bullying, or vulgar or inappropriate language.
- I will express disagreements respectfully.
- I will comply with all social-media expectations contained in the State Officer Contract and Code of Conduct.
- I understand that violating this agreement also constitutes a violation of the State Officer Contract and Code of Conduct.

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Acknowledgement

By signing below, the candidate and parent/guardian confirm that they have read and understand the Colorado TSA State Officer Social Media Agreement and agree to comply with its requirements.

State Officer name: _____

State Officer signature: _____

Date: _____

Parent/guardian name: _____

Parent/guardian signature:
_____

Date: _____