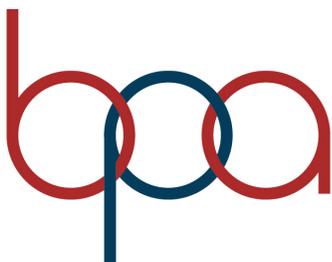


IDAHO BUSINESS PROFESSIONALS OF AMERICA



2022-2023

POSTSECONDARY STATE OFFICER HANDBOOK



IDAHO
**BUSINESS
PROFESSIONALS**
of AMERICA

Dear Officer Candidate,

You are about to begin an exciting experience—running for state office. The journey is a great learning experience. Enclosed are the procedures and forms required for a successful candidacy. You will also be evaluated on teamwork, leadership qualities, and communication skills. Please make sure you review the packet carefully with your advisor and parent(s)/guardian because you will need their support if you are elected to a state officer position.

Include these items with your application:

- Completed Checklist (page 9 of this packet)
- State Officer Candidate Application Form
- Candidate Statement/Professional Involvement Statement
- Applicant Commitment Form
- Advisor Commitment Form
- Candidate Certification Form
- Image Release Form
- State Officer Code of Conduct Form
- Social Media Code of Conduct Form

Additional Documents Needed:

- Resume (maximum of one page)
- One Letter of Recommendation (from an instructor other than your business teacher(s) or BPA advisor(s))
- Scholastic Transcript
- Color Photograph (no smaller than 5"x7"; attached to the application as a .jpg or .png)

We wish you the best of luck and most importantly, have fun. Please do not hesitate to contact us if we can be of any assistance.

Sincerely,



Gina Lyman
Idaho BPA Manager
gina.lyman@cte.idaho.gov



Dr. Brenda Jacobsen
BPA State Advisor, Postsecondary
jacobren@isu.edu

RUNNING FOR STATE OFFICE/PROCESS

State officer candidates should be mature, demonstrate sound decision-making skills, and show the qualities of a responsible and respected leader. Juniors, sophomores and freshman may apply Applicants will not run for a specific office. They should be willing to serve as any part of the state officer team.

PRIOR TO STATE LEADERSHIP CONFERENCE

- Each candidate's credentials will be reviewed
- Candidates will be notified by email if they have been selected to be a candidate for state officer on or about the last week of February
- If selected, the email will also include their appointment time for a personal interview to be held in person

FRIDAY, MARCH 18th, MORNING STATE LEADERSHIP CONFERENCE STARTS

- Candidates will meet as a group with the State Officers and the Selection Committee in person
- Candidates will take a written test about BPA knowledge
- The State Officers and the Selection Committee, including the BPA Manager, will interview the candidates individually
- Up to ten finalists will be selected from all the candidates; with notification happening by 5:00 PM MST via email included in this application

FRIDAY, MARCH 18th - BUSINESS MEETING/AWARDS SESSION

- The finalists will give a campaign speech (TWO AND A HALF minutes maximum) No props may be used during the campaign speech
- No other campaigning is to take place during the state conference (no campaign manager, no handouts, no posters)
- Each chapter present with voting delegates will receive access to each candidate's BPA knowledge test scores and the candidate statements
- Delegates will vote on their choice for four state officers following directions provided at the Business Session
- The six candidates with the most votes will be elected, with final decisions for officer roles being made by the Selection Committee
- The new State Officers will be announced at the end of the Awards Session
- The new president will close the session by reading the prepared script and tapping the gavel
- Newly selected officers should plan to stay an hour after the conference concludes to attend a meeting with their new team and Idaho BPA staff.

The duties of state officers are defined in Article VI, Section 2 of the Secondary Bylaws:

Shared Duties

The primary accountability of each state officer is the success of the overall officer team in pursuit of increasing the growth of Idaho BPA members, so each officer is expected to willingly assist other officers with their responsibilities, in close partnership with the CTSO BPA Manager. In addition, the following responsibilities are shared by all state officers, and the president shall ensure all officers are given these opportunities during the year in order to provide all officers practice of real-world business skills and competencies:

- a) Define and publish meeting agenda, in advance
- b) Capture and publish notes, decisions, and tasks
- c) Lead and participate in committees
- d) Publish and interact on official Idaho BPA social media channels
- e) Represent Idaho BPA at local, regional, and national conferences
- f) Prepare and deliver an outstanding State Leadership Conference

President

The president leads the officer team by creating clarity and generating energy. It shall be the duty of the president to preside over the state officer meetings and to develop and lead the state officer program of work for the term of office. Notwithstanding the roles and responsibilities as outlined below, the president may ask officers to share or divide efforts based on availability or skillset. The president also participates as a member of the Board of Trustees and serves as the primary representative of the secondary division to external media sources.

Executive Vice President

- Serve in any capacity as directed by the president
- Perform the responsibilities of the President in the absence of the president
- Lead fundraising and external sponsorship activities

Vice President of Marketing

- Serve in any capacity as directed by the president
- Develop and lead the strategy for effective, regular marketing and communications to members
- Manage official channels for communications, including social media accounts and websites

Vice President of Operations

- Serve in any capacity as directed by the president
- Ensure logistics, scheduling, and resourcing of officer-related activities and conferences
- Compile a report to the Board of Trustees each month summarizing state officer activities

Vice President of Membership

- Serve in any capacity as directed by the president
- Establish and maintain connection with local chapter officers and regional representatives
- Lead membership outreach and growth initiatives

Vice President of Programs

- Serve in any capacity as directed by the president
- Organize Idaho BPA participation in state and national service programs
- Lead the Torch Awards program
- Coordinate state association awards

Below is a fairly inclusive list of travel required as a State Officer as well as expenses. Officers are required to purchase/obtain their official uniform. Please note, dates and locations listed below are subject to change.

EVENT	DATE + LOCATION	ADDITIONAL INFO
New Officer Orientation	March 19, 2022	Required. Takes place immediately after Awards Session. No additional expense.
Monthly Team Officer Calls	Vary by month, ZOOM or Google Meets call	Required. Must have internet access and device.
National Leadership Conference	May 4-8, 2022 – Dallas, TX	Attendance strongly encouraged. Travel, hotel, incidentals, tours, & registration not covered. IDBPA covers \$200 toward registration.
Joint Student Leadership Conference	June 13-16, 2022, McCall, ID	Required. Travel, hotel, and meals during conference are covered. Incidentals and other meals are not.
CONNECT	July 13-16, 2022 CSI August 3-6, 2022 CEI September 21-24, 2022 LCSC	Required for President only or other designated officer. Hotel, travel, and meals are provided.
Winter Planning	December, 2022, Boise, ID	Required. Hotel, travel, and meals are provided. Incidentals and extra meals not covered.
Student Day at the Legislature (SDAL)	January, 2023, Boise, ID	Required for President only or other designated officer. Hotel, travel, and meals are provided.
State Leadership Conference (SLC)	March, 2023	Required. Hotel, travel, and meals prior to conference are provided.

ORGANIZATION

As a State Officer, your foremost responsibility is to represent the members of your division of Idaho BPA. You will often be the first impression others have of our organization, and as such, you must always be mindful of the image you project. This image includes, but is not limited to, your appearance, speaking skills, and mannerisms. Your enthusiasm about Idaho BPA will be a key factor in the growth of our organization. As a State Officer, you will be expected to hold Idaho BPA as one of the most important activities in your life outside of grades, family, and religious beliefs. Although you can still be a member of other student organizations during your term as a State Officer for Idaho BPA, you may not hold any other state leadership position in those organizations.

BPA MEMBERS

As a State Officer, you will have the privilege and challenge to provide guidance, leadership, and inspiration to all Idaho BPA members. The example you set will establish enthusiasm, encourage involvement, and guide emotion towards our organization. Your leadership will inspire others to strive to attain higher goals, whether it be within BPA or outside of it.

SELF AND FAMILY

You have a responsibility to yourself and your family. Keep those who need to be informed of what you do as a State Officer and as a team. Their support and guidance is critical to your success as well. In selecting your personal priorities, keep in mind that Idaho BPA does not take precedence over your education, however, it may need to be placed above extracurricular activities and/or employment.

STATE OFFICER TEAM

This team will be a crucial support group as you navigate this year, and potentially beyond. Avoid forming cliques with a few of the team members. There may be specific team members that you'd rather spend more time with, but the success of the team depends on everyone being included and working together. If there is a problem with another team member, talk it out immediately. When rooming together, respect everyone's space and possessions. Small problems that aren't addressed can grow into larger ones. Respect all opinions, even if they differ from yours. You are all leaders and often will need to compromise for the good of the organization. After a decision is made, it is your responsibility to support that decision. Present a uniform front of togetherness. You are expected to correspond in a timely manner with other team members.

CHAPTER

As a State Officer, you will spend much more of your time being actively engaged on the state level, leaving less time to be highly involved on your chapter level. During your term of office, you are not to hold any office at the chapter level. Inspire others to lead by encouraging them to serve as officers of your chapter. When at state activities, you are a representative of the State Officer team and not your chapter.

CHAPTER ADVISOR

It is extremely important that you keep your chapter advisor informed of your activities as a State Officer. It is suggested that you schedule a short meeting with your advisor for the purpose of discussing upcoming activities. The encouragement and support of your advisor is extremely important. Make sure all your schoolwork is completed on time. If an extension is needed, talk to your advisor as early as possible. Your advisor understands that as a State Officer, you may miss chapter meetings/activities.

RESPONSIBILITIES (CONTINUED FROM PAGE 6)**STATE STAFF**

The Idaho BPA State Staff will work tirelessly to make your term as a State Officer a successful and rewarding experience and is committed to assisting you whenever possible. Take advantage of their knowledge and support. They must know your capabilities as an individual to represent Idaho BPA on any possible assignment. Keep them informed at all times. Be on time to all meetings and activities. Do not miss deadlines. If you are not able to uphold a commitment, let the BPA Manager know as soon as you can. Understand from time to time, proprietary information will be shared with you and it is your responsibility to keep such information private, including not sharing with your advisor or chapter.

EMPLOYER

Request time off for Idaho BPA activities as soon as possible. Keep employers informed of your Idaho BPA activities. They will be supportive if they understand what you are doing and why.

SCHOOL ADMINISTRATION

It is important to understand that you will miss several days of school to conduct Idaho BPA business, especially in the beginning of the year. It is your responsibility to discuss this with your school administrators prior to your application in order to get approval for your potential absences.

STATE STAFF CONTACTS**IDAHO BPA MANAGER****Gina Lyman**

O: 208.429.5553

gina.lyman@cte.idaho.gov

glyman@idahobpa.org

ADMINISTRATIVE SUPPORT**Lori Gibson**

O: 208.429.5534

lori.gibson@cte.idaho.gov

POSTSECONDARY STATE ADVISOR**Dr. Brenda Jacobsen**

O: 208.282.4967

jacobren@isu.edu

bjacobsen@idahobpa.org

SECONDARY STATE ADVISOR**Shauna Williams**

O: 208.429.5506

shauna.williams@cte.idaho.gov

swilliams@idahobpa.org

MAILING ADDRESS650 West State Street, Suite 324
Boise, ID 83702**WEBSITE ADDRESSES**

IdahoBPA.org

BPA.org

CTE.Idaho.gov

- I understand I am required to secure official BPA attire, in excellent condition, for use throughout the year. I understand I am expected to uphold a business professional appearance while conducting official Idaho BPA business. This appearance extends to a conservative hairstyle, no visible tattoos or piercings (other than earrings for females), wrinkle-free and appropriately sized apparel and dress, and minimal jewelry.
- I understand attendance at all of my assigned conferences and events is mandatory. I understand I may be removed from office for failing to appear at any event for any reason.
- I understand at no point during my term in office am I allowed to use alcohol or illegal drugs, or create any perception of doing so.
- I understand I am not allowed to use any tobacco product (including electronic cigarettes) while at BPA-sponsored activities.
- I understand I am not allowed to participate in any form of inappropriate sexual behavior, harassment, or activity. I understand romantic relationships among State Officers is prohibited.
- I understand I am responsible for using any social media profile or tool in a professional manner, which includes not posting, liking, following, or sharing any inappropriate or controversial pictures.
- I understand I am responsible for my own transportation to and from BPA-sponsored activities unless otherwise noted and will have access to a personal vehicle. I understand I will occasionally be transported by State Staff.
- I understand I will have to miss many days of school to accomplish my responsibilities as a State Officer.
- I understand all Idaho BPA business should be done either directly with the State Staff or through group communications.
- I understand all communication with advisors must include State Staff. I understand all school/program visits must be approved by State Staff.
- I understand acts of bullying, discrimination, hazing, intimidation, and prejudice are prohibited and will result in immediate removal from office.
- I understand State Officers must show proper respect to all, including, but not limited to, chapter advisors, State Staff, Board of Trustees, and Idaho Division of Career Technical Education staff.
- I understand perception is important and my conduct while serving as a State Officer, in both official and unofficial capacities will reflect back on Idaho BPA as a whole.
- I understand this list of expectations is not all-inclusive and additional expectations may be added by State Staff at any time during my term.

This checklist **MUST** accompany each application packet and should be the cover sheet followed by the remaining documents in the order listed below.

Application packets **MUST** be emailed in their entirety by 11:59 PM MST February 7, 2022 to officerapp@idahobpa.org.

Incomplete or unreadable application packets will not be considered. All completed applications will receive a confirmation email that the application was received.

APPLICANT NAME:

HOME CHAPTER:

ADVISOR NAME:

Please check each item below to certify the document is completed and attached to your application.

Completed Checklist

State Officer Candidate Application Form

Candidate Statement/Professional Involvement Statement

Applicant Commitment Form

Advisor Commitment Form

Candidate Certification Form

Image Release Form

State Officer Code of Conduct Form

Social Media Code of Conduct Form

Resume (maximum of one page)

One Letter of Recommendation (from an instructor other than your business teacher(s) or BPA advisor(s))

Scholastic Transcript

Color Photograph (no smaller than 5"x7"; attached as a .jpg or .png image)

Introduction Video (under 1 minute introducing you, where you're from, and a fun fact)

Each prospective State Officer candidate and his/her chapter advisor must complete this form.

Only typed applications will be accepted.

Name:

Date of Birth:

Home Street Address:

City:

State:

Zip Code:

Email Address:

Cell Phone Number:

Present Grade Level:

Number of Years in BPA:

Collegiate Chapter:

Advisor Name:

Advisor Email Address:

School Phone Number:

School Mailing Address:

City:

State:

Zip Code:

Future BPA objectives:

Candidate Signature

Advisor Signature

CANDIDATE STATEMENT

Please provide a short narrative, not to exceed 200 words, describing why you want to be a State Officer.

PROFESSIONAL INVOLVEMENT STATEMENT

Please provide a short narrative, not to exceed 200 words, describing your involvement with BPA and other civic groups.

AS A STATE OFFICER CANDIDATE FOR IDAHO BPA, I UNDERSTAND AND AGREE:

1. The specific office to which I may be elected will be decided by the committee and I will accept their decision,
2. I will accept and fulfill the responsibilities of the office to which I may be elected, and I will serve with dignity in order to promote a positive image for our national, state, and local associations,
3. Have and maintain a 3.0 GPA or better for the term preceding running for office and while a State Officer,
4. Official attire is required at all State Association and official meetings. I will be required to purchase a blazer and further, I will purchase other items of official attire as decided by Idaho BPA,
5. My term of office, if elected, begins at State Leadership Conference and concludes the following year at State Leadership Conference. I will attend all Idaho BPA meetings, including but not limited to the following meetings, and absence from a meeting will require prior approval from the BPA Manager:
 - o BPA National Leadership Conference Idaho Joint
 - o Student Leadership Conference
 - o CONNECT (typically just the President or other appointed officer)
 - o Student Day at the Legislature (typically just the President or other appointed officer) Winter Planning Conference
 - o State Leadership Conference
6. My expenses for lodging, meals, and registration fees while attending Idaho BPA meetings will be paid by the association, but transportation and other miscellaneous expenses may be my financial responsibility,
7. If transportation is provided and I elect to self-transport, I will notify the BPA Manager in advance, submit a signed waiver and will not transport other students or officers. Mileage reimbursement will not exceed the price of the cost of provided transportation,
8. I will conduct myself with honor and dignity at all official meetings; further, I will conduct myself according to the policies and procedures of the school where I am currently as student,
9. I am able to travel independently to all required meetings,
10. I may be asked to resign or may be removed from my office should I fail any of my official responsibilities.

Three preferred officer positions:

- 1.
- 2.
- 3.

Comments on your preference above:

Candidate Signature

Date

State Officer Candidate Name:

Home Chapter:

Advisor Name:

The credentials for the above listed Idaho BPA State Officer Candidate are attached.

To the best of my knowledge, this applicant meets the qualifications specified in the Idaho bylaws and the current guidelines for state officer. If elected, he/she will receive enthusiastic support of the school administration, chapter and advisor in the execution of his/her duties as a State Officer.

AS THE CHAPTER ADVISOR OF A PROSPECTIVE STATE OFFICER CANDIDATE FOR IDAHO BPA, I:

1. Acknowledge I have reviewed and discussed the foregoing officer candidate commitment with our chapter's candidate.
2. Understand, if elected, this student will represent Idaho BPA at various meetings throughout the year, and incurred expenses to attend these meetings may not necessarily be paid by Idaho BPA.
3. Understand that I as a Chapter Advisor will assist the student in fulfillment of his/her responsibilities, but neither they, the school, nor National BPA or Idaho BPA, their representatives or assignees will be responsible for errors or omission, accidental injury, or death while the elected student is participating in any function of the national, state, or local association.

Advisor Signature

Date

Candidate Name:

I give the Idaho Division of Career Technical Education (IDCTE) and the Idaho Association of Business Professionals of America (Idaho BPA) permission to use the image(s), photographs, film, tape, etc., taken of me during the officer candidate process or at any location while holding a State Officer position. These image(s) may be used on the IDCTE or Idaho BPA website, along with my name in conjunction therewith, if IDCTE or Idaho BPA so chooses.

I release and discharge the person(s) who took the image(s) of me, his/her heirs, executors, assigns and any designee from all and any claims and demands arising out of or in conjunction with the use of these images (photographs, film, tape), including but not limited to any claims for defamation or invasion of privacy.

I am of legal age or am the parent/guardian of the above subject and have read the foregoing and fully understand the contents thereof.

Printed Parent/Guardian Name:

Phone:

Date:

State Officer Candidate Signature

Parent/Guardian Signature

As a State Officer of the Idaho Association of Business Professionals of America and by checking each box, I understand and agree to the Code of Conduct listed below.

Refrain from smoking, vaping, or being in possession of tobacco products while representing the organization (either in or out of uniform).

Refrain from drinking alcoholic beverages (beer, wine, and/or hard liquor).

Refrain from using illegal drugs of any kind.

Understand all personal items may be subject to a search at any time by the State Advisor or BPA Manager or his/her designee. If such search is conducted, the officer will either be present or the Manager will have two witnesses.

Consider romance of any type with other State Officers as "off limits" while a State Officer.

Be willing to take and follow instructions and complete all tasks as directed by those responsible for them.

Serve as a member of the Officer Team by always maintaining a cooperative attitude.

Respect and observe the designated curfew.

Use wholesome language in all speeches and informal conversations.

Maintain proper dress and good grooming on all occasions.

Maintain dignity while being responsible, concerned, and interested in fellow members.

Be prompt to all meetings and prepared with completed assignments.

To avoid places or activities which in any way could raise questions as to moral character or conduct.

Avoid participation in and actively discourage any conversations which belittle or downgrade fellow members, officers, or adults.

Treat all members equally and behave in a manner which conveys and commands respect without any air of superiority.

Submit copies of all correspondence to the BPA Manager.

Communicate regularly with fellow State Officers and the BPA Manager.

I further understand that violation of the above-mentioned Code of Conduct may result in my immediate termination per the Idaho BPA Board of Directors, and that the Idaho BPA Association will declare my office vacant.

State Officer Candidate Signature

Date

While holding my Idaho BPA State Officer position (March 2022-March 2023), I agree to follow all guidelines of BPA with regard to social media use. This includes but is not limited to Facebook, Twitter, Pinterest, Snapchat, YouTube, Google pages, LinkedIn, Tumblr, and Instagram. As an elected officer of Idaho BPA, I agree to the following:

I will make my social media pages available to the Idaho BPA Manager.

I will not post any content on my social media pages that reveals myself or anyone else participating in illegal activity or other questionable activities.

I will not say anything derogatory towards specific religious or political groups.

I will not post any pictures or statuses that reveal inappropriate public displays of affection (PDA.)

I will not post any content with vulgar language or references.

I will use proper grammar in every post on social media.

I will maintain a positive and professional image.

I will wear appropriate clothing in a modest manner.

I will promote BPA and Idaho BPA and build excitement for members through my social media pages.

I will support the other officers on social media with regard to BPA and personal activities.

I will keep other officers accountable for their actions on social media by use of private messaging and in connection with an appropriate advisor. When asked to remove a certain post, I will respect that opinion and take down said post.

I will always be respectful on social media.

I understand if I am found in violation of any of these areas, the appropriate advisor and governing body will decide upon a consequence that fits the transgression (including but not limited to behavior contract or removal from office.)

State Officer Candidate Signature

Date



650 WEST STATE STREET, SUITE 324 | BOISE, ID 83702 | IDAHOBPA.ORG | BPA@CTE.IDAHO.GOV