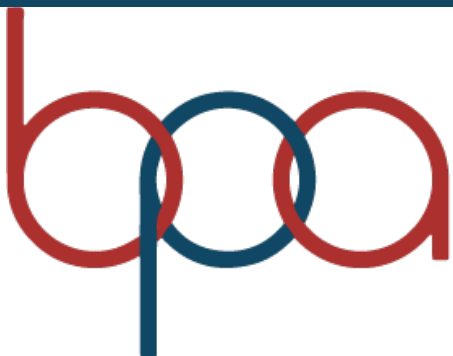




**2024-2025**  
**SECONDARY STATE OFFICER**  
**HANDBOOK**



**IDAHO**  
**BUSINESS**  
**PROFESSIONALS**  
**of AMERICA**

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# WELCOME

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 office position.

**Complete the below items to complete your application:**

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

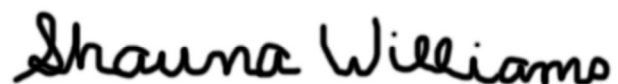
**Additional Documents Needed:**

- Resume (maximum of one page)
- One Letter of Recommendation (from a teacher or administrator other than your business teacher(s) or BPA advisor(s))
- Scholastic Transcript
- Color Photograph (no smaller than 5" X 7"; attached to the applications 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.



Shianne Gammon  
Idaho BPA Manager  
shianne.gammon@cte.idaho.gov



Shauna Williams  
BPA State Advisor, Secondary  
shauna.williams@cte.idaho.gov

# ELECTION GUIDE

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## 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 freshmen 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 January.
- If selected, the email will also include their appointment time for a personal interview to be held in person on Sunday, February 11th if they are traveling from out of town. Local candidates may be asked to come in for an in person interview the week prior to SLC.

## SUNDAY, FEBRUARY 11th

- Candidates will meet with the Selection Committee in person.
- Candidates will take a written test about BPA knowledge.
- 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 7:00 pm MST via the email included in this application.

## MONDAY, FEBRUARY 12<sup>TH</sup>, OPENING SESSION

- The finalists will each be given one minute to introduce themselves during the opening session.

## TUESDAY, FEBRUARY 13th, BUSINESS MEETING

- The finalists will give a campaign speech (2.5 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 six 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.

## WEDNESDAY, FEBRUARY 14th, AWARDS SESSION

- 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 the Idaho BPA Staff.

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**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 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 skill-set.
- 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.



# EXPENSES AND REQUIRED EVENTS

EVENT	DATE + LOCATION	ADDITIONAL INFO.
New Officer Orientation	February 14, 2024	<b>Required.</b> Takes place immediately after Awards Session. No additional expense.
Monthly Team Officer Calls	Varies by month, ZOOM or Google Meets call. Meets weekly closer to SLC.	<b>Required.</b> Must have internet access and device.
National Leadership Conference	May 10-14, 2024 - Chicago, IL	<b>Attendance strongly encouraged.</b> Travel, hotel, incidentals, tours, & registration not covered. IDBPA covers \$200 toward registration.
Joint Student Leadership	June 10-14, 2024 - McCall, ID	<b>Required.</b> Travel, hotel, and meals during conference are covered. Incidentals and other meals are not covered.
CONNECT	July 31- August 3, 2024 - Meridian, ID	<b>Required for President only or other designated officer.</b> Hotel, travel, and meals are provided, if needed.
Building and Achieving Success in Idaho Chapters (BASIC)	September-October 2024 Dates TBD	<b>Required, but officer attendance will be determined by conference participation numbers.</b> Hotel, travel, and meals are provided during conferences.
Winter Planning	November 22-25, 2024 - Boise, ID	<b>Required.</b> Hotel, travel, and meals are provided. Incidentals and extra meals are not covered.
Student Day at the Legislature (SDAL)	February 2025 - Boise, ID	<b>Required for President only or other designated officer.</b> Hotel, travel, and meals are provided.
State Leadership Conference (SLC)	March 2025 - Boise, ID	<b>Required.</b> Hotel, travel, and meals prior to conference are provided.

# RESPONSIBILITIES

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## 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 must 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 your parents 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 of 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 (CONT.) & STAFF CONTACTS

### 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 more 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

**Shianne Gammon**

O: 208-429-5526

shianne.gammon@cte.idaho.gov

sgammon@idahobpa.org

### ADMINISTRATIVE SUPPORT

**Sydney Ledesma**

O: 208-429-5536

sydney.ledesma@cte.idaho.gov

sledesma@idahobpa.org

### SECONDARY STATE ADVISOR

**Shauna Williams**

O: 208-429-5506

shauna.williams@cte.idaho.gov

swilliams@idahobpa.org

### POST-SECONDARY STATE ADVISOR

**Dr. Brenda Jacobsen**

O: 208-282-4967

jacobren@isu.edu

bjacobsen@idahobpa.org

### MAILING ADDRESS

650 West State Street, Suite 324  
Boise, ID 83702

### WEBSITE ADDRESSES

IdahoBPA.org  
BPA.org  
CTE.Idaho.gov

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# EXPECTATIONS

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- 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 are 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 products (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 several 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.



**Link to State Officer Application can be found: <https://idahobpa.org/chapter-resources/>**

This checklist **MUST** be emailed to [sydney.ledesma@cte.idaho.gov](mailto:sydney.ledesma@cte.idaho.gov) once all items have been completed.

Incomplete application packets will not be considered.

All completed applications will receive a confirmation email once all items have been received.

**APPLICANT NAME:** \_\_\_\_\_

**HOME CHAPTER:** \_\_\_\_\_

**ADVISOR NAME:** \_\_\_\_\_

**Please check each item below to certify the document is completed.**

- ☐ Completed Checklist
- ☐ State Officer Candidate Application Form
- ☐ Candidate Statement/Professional Involvement Statement
- ☐ Applicant Commitment Form
- ☐ Advisor/Parent Commitment Form
- ☐ Candidate Certification Form
- ☐ Image Release Form
- ☐ State Officer Code of Conduct Form
- ☐ Social Media Code of Conduct Form
- ☐ Medical Liability Form
- ☐ Resume (maximum of one page)
- ☐ One Letter of Recommendation (from a teacher/administrator other than your business teacher(s) or BPA Advisor(s).
- ☐ Scholastic Transcript
- ☐ Color Photograph (no smaller than 5" X 7"; attached as a .jpg or .png image)



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