***Business Professionals of America***

**Eastland Career Center Chapter**

***OFFICER CANDIDATE***

***PACKET***

***2015***

![MCj00979790000[1]]()

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RUNNING FOR BPA OFFICER/EXECUTIVE COMMITTEE

There are six offices available:

President

Vice President

Secretary

Treasurer

Historian

Parliamentarian

When you run for a BPA chapter office:

1. You need to complete the attached chapter officer application form and return it to Mrs. Kocher (Room 2003) by **Tuesday, September 1, 2015 2:00 p.m.** Mrs. Kocher will verify cumulative grade point average **of 2.5 GPA or higher**. This includes all of your high school grades--Grades 9 and 10 for juniors running and Grades 9, 10, and 11 for seniors running for office.

2. You will need to complete the Knowledge Test in your lab by **Tuesday, September 1, 2015 2:00 p.m.**

3. Complete an interview with Mr. Garee and/or Ms. Cobb as scheduled by Mrs. Kocher.

If you advance after Screening for a BPA chapter office:

4. Upon advancing after screening, you need to prepare a one- to two-minute speech covering the following items:

 a. Your name

 b. Office listed above that you are seeking

 c. What skills and abilities you have that would help you be a good officer

 (e.g. good with money, get along well with others, detail-oriented)

 d. What types of activities in which you would like to see our chapter participate this

 year (e.g. service projects, fund-raisers, social projects)

e. Your goals for our organization for the coming year (increase service project attendance, work on achieving chapter awards).

5. On **Friday, September 4, 2015,** you will deliver your speech during our BPA meeting period. Speeches will be delivered in random order.

6. Each candidate will be asked two questions following his or her speech at the podium. One question will be a fact question from the General Information Sheet included in the Membership Packet or from this Officer Packet. Make sure you are aware of the duties of all officers. The second question will be an open-ended question where the candidate will have to present his or her best response to a question and provide justification for that response.

7. You will need to dress professionally to address the chapter members. Professional for males means at minimum a long-sleeved, collared shirt, tie, dress pants, and dress shoes. Professional for females means a nice dress with knee-length skirt and blouse with sleeves or nice pants or skirt suit and dress shoes.

8. The results of the election for Eastland Chapter officers will be announced as soon as votes are tallied.

BPA OFFICER DUTIES

President

1. Preside over Executive Council meetings
2. Preside over all business meetings
3. Make committee appointments (including chairpersons)
4. Help to develop a Program of Activities for the year
5. Promote the general welfare of BPA

Vice President

1. Serve in any capacity as directed by the President
2. Serve as Chairperson for the Torch Awards Program making sure that each member’s Torch Award Resume is complete and correct
3. Promote the general welfare of BPA

Secretary

1. Serve in any capacity as directed by the President
2. Record minutes of Executive Council meetings
3. Record minutes of all business meetings
4. Compose a monthly chapter newsletter
5. Promote the general welfare of BPA

Treasurer

1. Serve in any capacity as directed by the President
2. Present financial and membership reports as necessary
3. Complete the paperwork required for any fund-raisers
4. Promote the general welfare of BPA

Historian

1. Serve in any capacity as directed by the President
2. Keep a record of all BPA activities by taking pictures of events and publicizing those within the school district
3. Serve in any capacity as directed by the President
4. Promote the general welfare of BPA

Parliamentarian

1. Serve in any capacity as directed by the President
2. Ensure that meetings keep to the agenda and that members/officers keep within the rights of proper meeting conduct
3. Help with the set-up and cleanup of the meeting room and facilities
4. Promote the general welfare of BPA

APPLICATION FOR BPA OFFICERS AND

EXECUTIVE COMMITTEE CANDIDATES

Explanation: All BPA students who meet the criteria of a 2.5 GPA, complete this application, deliver a speech, and answer questions at the September Chapter Meeting are eligible to run for office. If no one from a particular lab (Financial Services, for example) is elected to an office, then a candidate may fill the role of Executive Committee representative. That representative will be expected to attend all Executive Committee meetings and serve as a liaison between the chapter officer team and the lab he or she represents.

|  |  |
| --- | --- |
| Last Name |  |
| First Name |  |
| Middle Initial |  |
|  |  |
| ECC Lab |  |
| Lab Advisor |  |
|  |  |
| Street Address |  |
| City |  |
| State |  |
| Zip Code |  |
|  |  |
| Cell Phone |  |
| Home Phone |  |
|  |  |
| Email |  |
|  |  |
| Grade Point Average(determined by transcript – responsibility of Lead Advisory and Guidance) |  |

|  |  |
| --- | --- |
| Essay Question | What qualities do you believe you possess which would make you a good Eastland Career Center Chapter Officer or Executive Committee Member? |
| Answer |  |

*I certify that the information provided on this application form is correct to the best of my knowledge.*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Signature of Candidate*

Officer Candidates Only:

Number the offices below 1-6 according to your preference. (1=office you would most like to hold, 2= second choice of offices, etc.)

\_\_\_\_\_ President \_\_\_\_\_\_ Vice President \_\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer \_\_\_\_\_\_ Historian \_\_\_\_\_\_ Parliamentarian

**THIS FORM DUE TO Mrs. Kocher (ROOM 2003)**

**BY 2:00 PM ON**

**TUESDAY, SEPTEMBER 1, 2015.**