

Georgia CTI

State Officer
Candidate Information
Overview and Application

2012-13 School Year



All Officer Candidate Packets must be returned fully completed to Georgia CTI, the CTI Region Director or Director-Elect by March 16, 2012 in order to be considered for the position.

CTI State Officer Candidate Information Overview

Candidate's Coordinator Responsibilities

The CTI Coordinator is the only person authorized to initiate state officer nominations.

1. It is the coordinator's responsibility to verify all forms and documents and sign the application form in the official space provided.
2. It is the coordinator's responsibility to verify all administrators and local officials sign and approve the candidate's application.
3. It is the responsibility of the coordinator to send all required materials to the designated party. All materials must be received by March 16, 2012.
4. It is the CTI Coordinator's responsibility to attend all trainings or at the least provide travel to and from throughout the year if their candidate is elected as State Officer.

Georgia CTI State Officer Qualifications

1. Candidates must be a ninth (9th) through eleventh (11th) grade student.
2. Candidate must be able to state the purpose of the CTI support services.
3. Candidate must be able to speak in front of large groups using a script.
4. Candidate must be able to attend Fall Leadership Conference.
5. Candidate must be able to attend State Leadership Conference (Early Bird Arrival).
6. Candidates will submit an application for the position that is listed on the Region Rotational State Officer Chart for the 2012-13 school year (chart included in this packet).
7. The State Officer candidate must submit three (3) letters of recommendation, as follows:
 - ❖ Student Letter – Self-Recommendation Letter
 - ❖ CTI Coordinator Recommendation Letter
 - ❖ Principal or administrator Recommendation Letter
8. All candidates/coordinators should read carefully "State Officer Campaigning Procedures" included in this packet.
9. All candidates should read carefully the "Qualities of Leadership" included in this packet.

Georgia CTI State Officer Candidate Application and Election Procedures

1. **Candidates and/or Coordinators must complete the "State Officer Candidate Application Form", the "State Officer Candidate Agreement Form", the "State Officer Code of Conduct Form" and the "Responsibilities of CTI State Officer's Coordinator Form" and submit these, along with a photo of the candidate to the Region Director or Director-Elect by March 16, 2012.**
2. Only candidates who's State Officer Packets are received by the due date will be eligible for consideration.
3. Each region is allowed to submit as many candidates as they so choose by the March 16, 2012 due date.
4. The board of directors will review all applications at the spring board meeting and choose two finalists from each region who will run a campaign for office at the state conference.
5. All candidates selected to run for office will be notified by the Georgia CTI State Office.
6. Newly elected state officers will be introduced during the Awards Ceremony at the State Conference.
7. Newly elected state officers will be required to stay on site Saturday morning for a meeting and overview of duties and responsibilities. Officers will also be measured for official uniforms.

GEORGIA CTI STATE OFFICER APPLICATION

Each prospective candidate for state office in CTI must complete this form.

Nomination for the office _____

Name of _____

Name of _____

Coordinator's Name: _____

Present class (this Freshman _____ Sophomore _____ Junio _____

Work experience (if any): _____

Father's or _____'s _____

Nominee's home mailing _____

Cit _____ Stat _____ Zi _____

Nominee's home telephone _____

Nominee's Email _____

DOB: _____ Age: _____ Sex: _____

**** Please enclose a recent photograph of***

CTI Officer Candidate Agreement Form

I, _____, have read and understand the qualifications of the CTI State Officer and realize the duties of the office that I am seeking. If elected, I agree to be present and to participate in all required CTI activities during my term of office. And, if elected, I agree to fulfill my duties to the best of my abilities.

As a CTI Officer, you will be required to attend the following activities:

- Summer Officer Training-June 7-10, 2012
- Fall Board Meeting and Officer Training – September 20, 2012
- Fall Leadership Conference – Fall November- 15-16 or 29-30, 2012
- Winter Officer Training – January 4-6, 2013
- CTSO Legislative Luncheon-February, 2013 Set by GACTE
- Spring Board Meeting and Officer Training – March 21, 2013
- State Leadership Conference, April 24-27, 2013

Candidate's Signature

Date

.....
Name of Coordinator _____

As this CTI Officer Candidate's Coordinator, it is without reservation that I recommend him or her as a Georgia CTI State Officer. If my candidate is elected to serve, I agree to attend, provide travel to and from and participate if needed in all required State Officer Activities listed above.

Coordinator's Signature

.....
Administration Endorsement: To the best of our knowledge, this individual meets the qualifications for the office of _____ and, if elected will receive the enthusiastic support of the school and the coordinator in execution of the duties of the office. We recognize the responsibilities of the position for which we have nominated our candidate and will assist him or her in executing responsibilities of said office, in any capacity that we can, should he or she be elected. We understand that necessary support of travel and participation is important to both the candidate and the coordinator and we are willing to support their needs.

School Principal's Signature

Date

School CTAE Director Signature

Date

School Superintendent Signature

Date

Parent/Guardian's Signature

Date

CTI STATE OFFICER CAMPAIGN PROCEDURE

Each region will have the opportunity to provide an officer annually by rotating through the respective offices beginning as follows: If a Region does not have a candidate present at the Annual State Conference to run for office, the respective Region's Office will be given to the candidate with the highest votes not elected for office.

	2012-13	2013-14	2014-15	2015-16	2016-17
Region 1	Secretary	V. President	President	Parliamentarian	Reporter
Region 2	Treasurer	Secretary	V. President	President	Parliamentarian
Region 3	Historian	Treasurer	Secretary	V. President	President
Region 4	Reporter	Historian	Treasurer	Secretary	V. President
Region 5	Parliamentarian	Reporter	Historian	Treasurer	Secretary
Region 6	President	Parliamentarian	Reporter	Historian	Treasurer
Region 7	V. President	President	Parliamentarian	Reporter	Historian

State Officer Procedure

1. CTI students interested in running for a state office must be sponsored by their coordinator and submit a state officer candidate/application packet by the designated date set by the board of directors.
 - a. Applications will need to contain a digital picture that will be used on the CTI website to introduce candidates to the CTI members.
2. The board of directors will review all applications at the spring board meeting and choose two finalists from each region who will run a campaign for office at the state conference.
3. CTI students and advisors will be notified by the Georgia CTI State office the following week of acceptance.

Campaigning Procedure

1. Each candidate will be allowed to campaign during registration and the Opening General Session night in the lobby of the auditorium. All campaigning is restricted to the lobby of registration and outside of the auditorium on designated area. No campaigning allowed inside the auditorium or on conference property.
2. Each candidate will be supplied with one 6 – 8 ft table.
 - a. Each candidate will be allowed one regular project display board, header allowed, to promote their candidacy.
 - b. Each candidate may not exceed \$100 on their campaign materials. Each candidate must be prepared to submit a budget along with copies of receipts to the CTI State Office upon request if an infraction is suspected.
 - c. Each candidate will be given detailed instruction for meeting with our media consultants during conference registration in order to be photographed for the Opening General Session.
 - d. Each candidate will be allowed a 30 second statement during the Opening General Session. The statement must contain the following items:
 - i. Name
 - ii. School
 - iii. Region
 - iv. Office Campaigning for
 - v. A one or two sentence statement describing why they are interested in being a CTI State Officer
3. Each school will be allowed one voting delegate from their conference attendees to vote for the candidates of their schools choice.
4. A sample ballot will be supplied in your registration material.
5. A candidate will be disqualified if found campaigning outside of the designated areas listed above.
6. Coordinators are not allowed at anytime to campaign for their candidate.
7. A candidate will be disqualified if the candidate or any other participant/coordinator is found campaigning within 200ft of the voting box or outside of the designated area stated above.
8. Winners will be announced during the Awards Ceremony.

STATE OFFICER CODE OF CONDUCT

One of the goals of CTI is to facilitate the transition from school to work. Individual conduct and appearance are just part of that training. It is a special privilege to be elected to a state officer position of CTI, and it is the responsibility of the individual to conduct themselves in a proper, businesslike manner at all times.

Over the years, CTI has had an excellent reputation. Your conduct at every CTI function and School Function should make a positive contribution to the reputation that has been established. Listed below are conduct rules for all state officers.

1. All officers shall behave in a courteous and respectful manner and refrain from language and/or actions that could bring discredit upon themselves, their school, and/or the CTI Organization.
2. Officers shall keep their coordinator informed of their activities and whereabouts at all times. Accidents, injuries or illness must be reported to the coordinator or Georgia CTI State Office immediately.
3. Traditional business attire is required for all CTI activities, unless otherwise designated by the coordinator or the state coordinator. (No jeans, shorts, tennis shoes, etc.)
4. Curfew times for all overnight activities will be assigned by the local advisor or the Georgia CTI State Office and will be enforced. Curfew is defined as being in your assigned room by the designated hour.
5. No alcoholic beverages or non-prescription narcotics may be possessed at any time during your term as a CTI state officer, under any circumstances. Use or possession of such substances is illegal and may subject the officer to criminal prosecution and removal from the state officer team.
6. Use of all tobacco products are prohibited by state officers.
7. Conduct conducive to a CTI state officer is required at all times, not only at CTI activities. Examples of the unacceptable behavior includes, but is not limited to, inappropriate language, activities which are illegal or which present a danger to self or others, damaging or defacing of property.

By signing this form, I am acknowledging that I fully understand and agree to comply with these guidelines. Furthermore, I am aware that violation of this Code of Conduct could result in my removal from the CTI State Officer Team.

Officer Signature

Date

RESPONSIBILITIES OF THE STATE OFFICER'S COORDINATOR

I will ensure that my State Officer is prompt and present for all required CTI meetings and functions. I will ensure that my State Officer is supervised at all times during CTI functions. If I am unable to chaperone my student, it is my responsibility to make the necessary arrangements for another coordinator to supervise my student. I am responsible for the actions and behavior of my State Officer.

I will ensure that the State Officer fulfills all of his/her duties as defined by the State Department of Education and the office of Georgia CTI. I will ensure that my student attends all mandatory events and is on time, prepared, and in appropriate CTI attire.

Signature of Advisor

School Name

Officer Name

Qualities of Leadership

A good leader has many of the qualities of leadership listed below. CTI members should begin to develop these qualities while in high school and should continue to improve them through adulthood. Such qualities, so desirable in business leaders, are also highly desirable for persons in all walks of life.

1. Respect for the worth and rights of others.

The good leader has great respect for the infinite worth and dignity of human being. He realizes that every normal person has certain talents, which should permit him to make worthy contributions to society. He holds that other people should have the same right to live fully and the opportunity to develop their capacities as he desired for himself.

2. Belief in democracy.

The good leader is a strong believer in democracy and democratic principles. He believes that the group has both the right and the ability to make its own decisions. He believes that the decisions reached by an informed group are usually sounder, better understood, and more likely to be carried out than the decisions imposed upon a group. He believes that the group has the right and the capacity to choose its own leaders and to determine their functions.

3. Ability and readiness to shoulder responsibility.

To be a leader, one must be willing and able to shoulder responsibility for his own actions and his fair share (or more) of the responsibilities of his group. He is willing to do his part of the work and does not alibi his shortcomings. He is capable of doing things needed by the group.

4. Initiative.

To lead means to show the way. A leader must have the ability to originate or start an action; he must be willing to "start out" before others do. The good leader plans carefully what he is to undertake and proceeds with the courage of his convictions rather than with reckless abandon. People admire the person who is willing to "get his feet wet first," to step out and make the first try.

5. Optimism and enthusiasm.

There must be something to be done before leadership can be exercised. The good leader believes that this something to be done is important and that the task can be done; that a way can be found; that obstacles can be removed; that the problem can be solved. He is able to enlist the services of others in the undertaking. He goes about the task with zest and enjoyment. He causes others to have enthusiasm for the undertaking.

6. Ability to work with others in a friendly and peaceful manner.

Leadership is with people. A good leader gets along well with others. Other people are glad to associate with him in an undertaking. He is straightforward, industrious, and agreeable. He gives credit where credit is due and does not seek credit for himself. He is a team-man rather than one who plays to the grandstand. He has the ability to get others to assist in an undertaking.

7. Open-mindedness.

The good leader is open-minded. He does not claim to have all the answers. He seeks the thoughts and views of others and supports them if they seem better than his own. He realizes that others have convictions as well as himself. He is willing to hear all sides before guiding the group to decide which way seems the better or best. He is willing to compromise for the good of the undertaking.

8. Strength of conviction.

A good leader has convictions. Others know that he will take a stand. He is willing to stand up and be counted. He will take his position and defend it so long as it should be defended. He can be convinced if evidence is presented that there is a better way; and when convinced, he can be counted on to defend that position.

9. Ability to communicate.

In order to lead, usually one must be able to tell or show others the way he is going. He must be able to communicate his thoughts and actions so that they may be clearly understood – so that others can understand the position he takes and the course he is following. One does not lead by “talking out of both sides of his mouth.”

10. Public-spirited – spirit of service.

The good leader must be willing to work for the common good. People should not be expected to help one achieve a selfish end. To be public spirited, one must desire things that benefit all the people. He is willing to make some personal sacrifices for the common good. In the community the good leader is known as a good community man, a good neighbor, one whom others are glad to have in their midst.

11. Confidence and respect of one's fellows.

A good leader has the confidence and trust of his fellows. They believe in his willingness and ability to perform. He can be counted on to come through. He is trustworthy, loyal to his friends and his group, and has high personal integrity. His word is as good as his bond. He does not try to four-flush or to impress others by sham. He is known as a straight shooter that is able and willing to see a job through.