TO: All State Officer Team Candidates

FROM: Educators Rising Mississippi

DATE: October 14, 2019

SUBJECT: The Commitment of Serving on the State Officer Team

Congratulations on your decision to enter the race to become a member of the Educators Rising-MS State Officer Team. Being a State Officer can be a wonderful opportunity if you are prepared to make the commitment it takes to serve as a member of the Educators Rising-MS State Officer Team.

As an officer, you will be part of a team. This team will work together to accomplish goals for the benefit of our state organization. This experience will benefit each of you throughout your life.

As with any title, there comes responsibility and sacrifice. Serving as a state officer for our organization is no exception. Therefore, your desire to be a state officer should be very genuine, realizing that you will be expected to honor your commitment throughout your term of office, should you be elected to serve.

Because of the commitment required, it is important that you realize policies and procedures governing State Officers before you run for office. Everyone likes to know what is expected before becoming a candidate. Read and discuss with your parents/guardians the information concerning the required activities and responsibilities thoroughly before signing the State Officer Candidate Application. After you have thoroughly read and understand all the information provided, you will need to make a decision. The State Officer Team Application must be completed and submitted by the deadline date established.

Thank you for taking the time to read and understand the role of a State Officer Team member. The opportunities that you will encounter in our organization can provide you with a lifetime of memories.

Congratulations on your decision, and GOOD LUCK!
Why should Educators Rising-Mississippi have state officers?
As a federally-recognized Career and Technical Student Organization (CTSO), the goal of the EdRising-MS is to attract promising students to pursue education-related careers and to help them develop the skills and strong leadership traits that are found in high-quality educators. In addition to providing students with valuable leadership opportunities, the state officer team program is an important way for EdRising-MS to include student voices in decisions regarding the direction of the organization. Students acting as state officers will serve as ambassadors for the organization and will have opportunities to engage in activities to build their leadership skills. **We encourage all eligible students to consider applying for a position on the Educators Rising-MS State Officer Team.**

You must:

1. Be an active member in an affiliated EdRising-MS chapter.
2. Be a high school freshman, sophomore or junior at the time of application.
3. Have the endorsement of the local chapter and be recommended by the chapter’s teacher leader.
4. Have the approval and support of his/her parent/guardian.
5. Currently have a “C” average or better based on last grading period.
6. Must maintain a “C” average minimum in all courses while serving the term of office.
7. Submit all required information to the Educators Rising-MS state office by **December 15, 2019.**
8. Must not hold/be running for a state officer positions in any other CTE student organization.
9. Must attend the EdRising-Mississippi State Conference, where elections will be held.

How does the election process work?
Each candidate will campaign for sought position. After position is elected, the remaining candidates agree to accept a position that will be assigned to the candidate by the state coordinator.

The elections shall be by a simple majority vote of the delegates at the state conference. Candidates are elected to positions by majority vote. The vote shall be by secret ballot. Each chapter will receive 2 delegates votes plus one vote per current state officer.
Teacher Responsibilities

It is an honor to have a chapter member to serve as a state officer. The local chapter should support and encourage the state officer in every way possible.

The chapter advisors are expected to:

- Ensure that the state officer is present and on time at every required event;
- Ensure that the state officer meets all deadlines for projects and so forth for the year;
- Assist officers in obtaining leadership skills before board meetings and state leadership meeting.
- Assist officers in becoming familiar with basic parliamentary procedure on how to conduct a meeting.
- Assist officers with all duties assigned by the state coordinator.
- Ensure that state officers wear the official attire at all meetings, unless instructed to wear other attire.
- Advisors may collaborate and cooperate in planning of student activities (Fall Leadership Conference, etc.) with the state coordinator.
- Encourage students (who exemplify leadership qualities, show initiative and have a genuine desire to serve) to run for a position on the state officer team.
- The teacher should provide necessary guidance to the officer in terms of prioritizing Educators Rising activities with other activities, and performing all the duties of the office.
- Return signed copy with the application

____________________________________   ____________________________
Signature - State Officer Candidate’s Teacher   Date
State Officers Responsibilities

Upon being elected, a state officer takes on roles and responsibilities.

The foremost responsibility of a state officer is to represent the Educators Rising members statewide and not solely the members of one chapter.
- Show initiative and determination;
- Attend all assigned meetings throughout the year, act professionally, and demonstrate good behavior at all times while representing the organization;
- Conduct the opening and closing ceremonies at scheduled events;
- Always promote the organization in a positive, exciting, and enthusiastic way;
- Take the state officer position seriously and perform duties as outlined;
- Work with the local advisor to accomplish duties and assignments assigned by the state coordinator; and
- Learn the Mission, Vision, and Tagline for the Educators Rising CTSO.
- Return signed copy with the application

______________________________  ____________________
Signature - State Officer Candidate Date
Mississippi
Educators Rising

**Required Activities**

**State Officers’ Training** *(dates TBA)*
The newly-elected officers must participate in the mandatory training session. Any officer unable to participate in this training will forfeit their position on the State Officer Team.

**Fall Leadership Conference (FLC) *(dates listed on events calendar)*
This is a one-day conference held in the fall of the year *(one conference per region)*. Members and prospective members are invited to attend at a site within their region. Selected competitions, leadership and career development activities are featured.

**State Officers’ Meeting** *(date TBA)*
In October or November, state officers meet to discuss conference planning, conference set-up, script writing, etc.

**State Leadership Conference** *(TBA 2021)*
This is a conference that will feature a motivational speaker, leadership workshops and competency-based competitive events. Event winners are eligible to represent the state at the National Educators Rising Conference. Officers are required to arrive one day early in order to assist with conference preparation.

**National Educators Rising Conference** *(June 2020)*
This conference is the culmination and ultimate achievement for Educators Rising-MS members. At this conference, (1) students compete against students from other states; (2) attend workshops devoted to professional development opportunities; and participate in career exploration activities related to careers in education.

The annual national conference is not a mandatory event. In order to provide an experience for state officers, Educator Rising-MS will assume some of the financial obligation for officers that choose to attend the national conference. Financial assistance will be made available and the amount will be determined by State Coordinator.
Duties of Each Office

The offices of the MS Chapter shall be a president, vice president, secretary, reporter/historian. Newly elected officers shall assume their respective office at the state conference and serve for one year (until the next state conference). If eligible, all chapter officers may serve successive terms.

The “job” of a state officer requires teamwork and dedication. While all state officers share in the work of the Educators Rising-MS, each office does have certain obligations, as listed in Article VI of the Educators Rising Mississippi Constitution.

The State President shall:
- Preside at all meetings according to rules of parliamentary procedure.
- Lead the State Officer team in developing and executing an Action Plan for a Community Service Project.
- Have a sincere desire to work with all members in meeting their leadership, personal and chapter goals.
- An ability to memorize and recite parts in the official ceremonies.

The State Vice President shall:
- Preside at meetings in the absence of the president.
- Assist the president with developing and executing an Action Plan for a Community Service Project.
- Work closely with the president, state advisor and regional vice-presidents to assess progress toward meeting chapter goals.
- An ability to memorize and recite parts in the official ceremonies.

The State Secretary shall:
- Keep the minutes of all regular and special meetings.
- Handle general correspondence of the state chapter.
- Maintain the state chapter files.
- Obtain signatures for minutes, ensure that the state advisor get a copy of minutes before leaving meeting.
- Have the following documents on hand for each meeting:
  - Educators Rising-MS State Secretary’s Book (includes minutes of the previous meeting)
  - Copy of the Action Plan for the Community Service Project
  - Educators Rising-MS Constitution
- An ability to memorize and recite parts in the official ceremonies

The State Treasurer shall:
- Present treasurer’s report at executive committee meetings.
- Compile a list of activities for which chapters can use to raise funds.
- Report on the financial situation at all state meetings.
- All money will flow through the MDE accounting office.
- An ability to memorize and recite parts in the official ceremonies
The State Reporter/Historian shall:

- Read the last meeting minutes.
- Promote communication and activities between chapters. Encourage chapters to have active public relations programs.
- Be sure that everyone signs in at meetings.
- Serve as photographer and recorder at EdRising MS activities.
- Promote organization by taking pictures and writing short stories/articles about EdRising MS activities and members.
- An ability to memorize and recite parts in the official ceremonies
Dress Code: Follow Educator’s Rising Mississippi Dress Code

The state association will provide for officers: *(if funds are available)*

- One collared type shirt *(with EdRising logo)* - purchased by the state association
Educators Rising MISSISSIPPI

STATE OFFICER APPLICATION * 2020-21 SCHOOL YEAR

DEADLINE: December 15, 2019

Name _____________________________________________________________________
Address_____________________________City__________________State_____Zip______
Email _________________________________________________ Cell ________________
School Name______________________________
School Address_______________________City__________________State_____Zip______
Advisor’s Name _______________________Email_________________________________

Current Grade Classification □9th □10th □11th

If candidate is not elected to sought position, are you willing to serve in another position, if available? ____Yes ____No

_____President, _____Vice President, _____Secretary, _____Treasurer, _____Reporter/Historian

Use the following statements as headings for each section. Please type this information in a 1-2 page essay.

1. Your contributions in your local chapter.
2. Skills you have that qualify you for the position you are seeking.
3. What will you do as a state officer to promote EdRising?
4. Volunteer and community activities you are involved in

Attach the following:

☒ Two (2) signed Letters of Recommendation (Each letter must be from an adult who is not a relative or parent/guardian. The letter should explain why you are an excellent candidate for a state student officer position.)

☒ Signatures Form

☒ Signed Photo Consent and Release

☒ Photo: The photo must be at least 2”x 3”, a headshot or school portrait style. The photo will not be returned

PLEASE MAKE A COPY OF EVERYTHING YOU SUBMIT FOR YOUR OWN RECORDS.

Completed application and all supporting materials must be submitted before December 15, 2019 by the deadline date established.

NOTE: Submissions are limited to two (2) applications per good-standing EdRising chapter.

Mail application documents to: Educators Rising Mississippi, P. O. Box 771, Jackson, MS 39205
Educators Rising
Mississippi

State Officer Application * 2020-21 School Year SIGNATURES FORM

Being an Educators Rising Mississippi State Officer is a responsibility that requires firm commitment and cooperation.

State Officers are expected to:

- Communicate regularly and respond promptly to all inquiries for information.
- Check email daily.
- Attend all state officer meetings and functions from start to finish.
- Participate in conference calls with other state officers as needed.
- As needed, preside over state officer meetings ensuring that the agenda is followed.
- Help plan state conferences.
- Work to recruit new chapters and new members.
- Support teachers in their efforts to implement Educators Rising Mississippi.
- Perform other duties as assigned.

The State Officers will accomplish these and other responsibilities and goals with the support of an EdRising State Coordinator who serves as the point of contact for all EdRising State Officers. The term of office shall be one year, beginning at the State Leadership Conference at which the student is elected and ending at the conference the following year.

___________________________________
Applicant (Please print or type)

___________________________________
School

Signatures: The undersigned certify that the above-named applicant for candidacy for the State Officer Team has been recommended by his/her chapter. He/she is qualified for the position and has approval to hold the position if selected.

___________________________________
Signature - Applicant Date

___________________________________
Signature - Chapter Teacher Date

___________________________________
Signature - Parent/Guardian Date

___________________________________
Signature - School Administrator Date
PHOTO CONSENT AND RELEASE AGREEMENT

State Officer Application * 2020-21 School Year
All candidates must complete and submit this form

I, _______________________________________, hereby give the Educators Rising Mississippi,
Applicant’s Name (please print or type)
the absolute right and permission to photograph me. I hereby grant the Educators Rising-MS all rights to
reproduce and disseminate such photographs and images (as well as those I provide to the organization),
in whole or in part, in conjunction with presentations, programs, and publications by Educators Rising-MS.

I further grant the Educators Rising MS all rights to make further reproductions of such pictures through
any media, for educational purposes, art, entertainment, advertising, and internal use for other lawful
purposes. I also grant the Educators Rising-MS the right to copyright such pictures and images in its own
name or to publish, to market, and to assign without compensation or report to me or my
parent(s)/guardian(s).

I hereby waive the rights or interests that I may have in the pictures or images, including any rights to
inspect and/or approve the finished photographs and images or the use of which it may be applied so long
as its use shall be lawful.

I expressly release the EdRising MS, their agents, employees, licensees, assigns, and volunteers from and
against any and all claims which I have or may have for invasion of privacy, defamation, or any other case
of action arising out of the production, distribution, publication, and exhibition of the photographs and
images.

___________________________________________
Signature - Applicant

__________________________
Date

___________________________________________
Signature - Parent/Guardian

__________________________
Date
Campaign Requirements and Guidelines

Campaigning for a state officer team position is a part of the elections process. Please limit the amount of money that is spent on your campaign. It is the quality of the candidate’s speech that matters most, not the amount of money spent.

Campaign Booths and Materials Distribution

Each candidate may organize a campaign booth at the State Leadership Conference. Booths will consist of a table and one chair. *Space is limited.*

- Candidates may begin setting up booths at the State Conference, date and location will be printed in conference booklet.
- Each candidate will be allowed space for a campaign booth in the conference facility. Campaign materials **must not** be displayed on the walls, doors, etc. of the conference facility outside the campaign booth space/area.
- Campaign materials **must** be distributed in the designated campaign area prior to the opening session of the State Leadership Conference. There will be no distribution of materials in the general session at any time.
- **Acceptable** campaign materials: Candidates may use any or all of the following in their campaign booths: one-page flyers and brochures (*limited to 8 ½” X 11” or smaller*), business cards, **one** tri-fold display board. No professional made banners. Failure to adhere to acceptable materials may disqualify candidate.
- **Not acceptable** campaign materials: Candidates may not use the following in their campaign booths: floating balloons, glitter, confetti, gummed labels or badges, hooks, screws or nails for hanging materials, buttons, pens, stickers, money, pens, and food items (*including gum, candy, bottled water, etc.*), and other items that the state advisor may consider as not acceptable materials.
- Two other chapter members may assist the candidate with the distribution of his/her campaign material.

Campaign Speeches (all candidates)

Candidates choosing to be a part of this elite group of potential student leaders must present a two to three minute election speech at the State Leadership Conference.

- Each candidate will deliver a campaign speech during the general session at the EDUCATORS RISING-MS State Leadership Conference.
- Each candidate’s speech should be based on the four (4) essay questions listed on the application.
- Speeches must begin with an introduction that includes:
  * Candidate’s name
  * Candidate’s school and city
  * The office for which the candidate is running – “President”
- Candidates may use notes when delivering the speech.
- Candidate speeches cannot exceed the 3 minute limit. *Candidate will be notified by timekeeper when they have exceeded three minutes. Candidate must leave the stage.*