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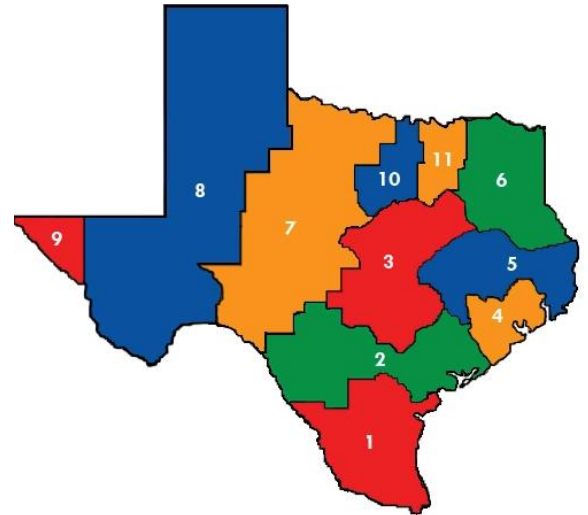
# V. RESOURCES

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## A. TAFE AREA PLANNING TOOLS

### AREA ACTIVITIES & RESPONSIBILITIES

1. The State is divided into the areas as outlined on the map, each with its own constitution and Board of Directors. The Board of Directors may consist of the Area TAFE Officers, the Area TAFE Officer Teacher Leaders, and the Area Coordinator.
2. The TAFE State office appoints one person to serve as Area Coordinator, who has several years experience in local, regional/area, and state future educators work. This person shall aid the State Office in communicating, area emergencies and serve as a teacher leader to the Area Board of Directors and individual schools within the area.



Future Educators is a cooperative effort between students, teacher leaders, and administration. To provide for administrative review and due process at the area level, the TASSP Board of Directors requires that any action at the area level may be appealed by a member of the Area Board of Directors or a member school to a committee composed of the principals of the area officer schools and the State Executive Director. This action may be initiated by mailing a request in writing to the TAFE Executive Director.

The TAFE Board of Directors may develop guidelines for the approval of area constitutions. Each area shall submit its constitution and amendments to the State Program Director for approval as related to established guidelines.

Areas shall:

- A. Be coterminous with TASSP's regions.
- B. Have the same officer positions as the State.
- C. Have Area Officers terms that run concurrently with those of the State Officers.

## TAFE MENTORS

To expand the support offered in areas, all experienced chapter teacher leaders shall be asked if they would like to serve as a area mentor. When re-affiliating, chapter teacher leaders can indicate their willingness to do so on the affiliation form. All teacher leaders who would like to offer assistance shall be posted by area on the TAFE website for ease of contact. This compiled list of mentors shall compliment the role of the Area Coordinator.



## AREA OFFICER SCHOOL DUTIES AT THE TEACH TOMORROW SUMMIT

**All newly elected area officers and their Teacher Leaders will be required to stay after the conclusion of the Area Conference for a short officer meeting.**

### **ALL AREA OFFICERS shall:**

1. Represent the association wherever need arises.
2. Consult the Area Coordinator on the progress of all activities.
3. Write and practice speeches, skits, and other Area Conference presentations with other officers when specified.
4. Attending all required meetings.
  - a. TAFE Officer Training Workshop
  - b. May Officer Meeting
  - c. Attending Fall TASSP Region Meeting to promote TAFE – when opportunity arises.
  - d. Fall Area Officer Meeting
  - e. Any other meetings that may be called to ensure the success of the Area Conference.
  - f. Area Conference
  - g. State Teach Tomorrow Summit
5. Perform assigned duties at the TAFE Teach Tomorrow Summit. Which include assisting area coordinators, t-shirt distribution, working the TAFE Store, monitoring dress code, etc.

### **ALL AREA OFFICERS shall:**

6. Represent the association wherever need arises.
7. Consult the Area Coordinator on the progress of all activities.
8. Write and practice speeches, skits, and other Area Conference presentations with other officers when specified.
9. Attending all required meetings.
  - h. TAFE Officer Training Workshop
  - i. May Officer Meeting
  - j. Attending Fall TASSP Region Meeting to promote TAFE – when opportunity arises.
  - k. Fall Area Officer Meeting
  - l. Any other meetings that may be called to ensure the success of the Area Conference.

- m. Area Conference
  - n. State Teach Tomorrow Summit
10. Perform assigned duties at the TAFE Teach Tomorrow Summit.

**AREA PRESIDENT shall:**

1. Preside at all meetings including the General Sessions of the Area Conference, using Robert's Rules of order for parliamentary procedure.
2. Prepare the agenda for each meeting.
3. The President will set up communication with fellow officers and be responsible for reminding officers of their duties.
  - a. such as practicing speeches and presentations
  - b. getting uniforms
  - c. seeing that all deadlines are met
4. Create a conference flier and submit it on Google Drive by the end of May with the body of an email which will be sent with the flier. After both are approved, at the beginning of school (mid-August), send it to all Area Teacher Leaders. Things to include in the body of the email:
  - a. Link to TAFE webpage
  - b. Encourage all to come to the conference
  - c. Benefits of attending conferences and participating in competitive events.
  - d. A little about the conference
5. Create and print event door signs for all competition rooms.
6. Write and give a welcome address at the first general session of the Area conference. A final draft must be submitted to your teacher leader 45 days prior to the Area conference.
7. Introduce the Keynote Speaker.
8. Coordinate conference decorations with other officers and teacher leaders.

**AREA 1<sup>st</sup> VICE PRESIDENT shall:**

1. Execute the duties of the President in case of the President's absence.
2. Serve as Master of Ceremonies of the political rally at the Area TAFE Conference.
3. Contact Area Chapters to encourage them to run for an Area Officer position for the next year and let them know they need to submit their application paperwork through the TAFE website.
4. Create a flier by the end of May to promote running for area officer with a link to the application guidelines, information about submitting the application materials, and a list of the benefits of being an officer.
  - a. Optional: a link to a video in which current or past officers share the positive benefits of serving as an Area Officer.
5. Recognize special guests at the Area conference.
6. \*\*Serve as Chairperson of the Credentials Committee in the following capacities:
  - a. Create online ballot for the election of Area officers.
  - b. Distribute voting codes to teacher leaders of delegate schools.

**AREA 2nd VICE PRESIDENT shall:**

1. Execute the duties of the President in case of the President's and 1st Vice-President's absence.
2. Organize and facilitate the social sessions and ice breakers.
3. Set-up a t-shirt contest and create a Google form for submissions. Set of Google form for Voting on t-shirt design. One vote per chapter. Report winning shirt design and number of participants (number of designs and votes submitted) to the Area Coordinator.
4. Create a flier by the end of May to be posted on the website to advertise the contest. The flier should state the guidelines for the designs and provide the link and deadline for submission.
5. Sort and divide t-shirts by schools at area conference.

**AREA SECRETARY shall:**

1. Keep an accurate record of all meeting minutes.
2. Take care of all correspondence of the Area such as:
  - a. Thank you letters to judges, presenters, and keynote speaker.
  - b. Write and submit all announcements.
3. \*\*Serve as Chairperson of Membership Committee.
  - a. Come up with ways to increase membership and implement the plan with the help of other officers Area Recruitment Video ([example](#))
4. \*\*Serve as Chairperson of the Tabulations Committee in the following capacities:
  - a. Serve as timekeeper at the political rally.
  - b. After receiving the officer position results from the nominating committee, write the new officers in the script prior to the beginning of the final general session.
5. Make announcements at General Sessions during the Area Conference,
6. Lead TAFE pledge at Area meetings and Area Conference.
7. \*\*Prepare the program for the Area Conference, using the tentative schedule and sample program in the Area drive and adjusting it as needed.

**AREA HISTORIAN/PARLIAMENTARIAN shall:**

1. Provide advice on questions of parliamentary procedure at Executive Officer meetings and Area Conference.
2. \*\*Serve as chairperson of the College Fair & Exhibits Committee.
  - a. Contact colleges, universities, and other vendors to get them to exhibit. Send an email to prospective exhibitors with a link to the exhibit registration on the TAFE website.
  - b. Send thank you letters to the exhibitors.
3. Take official pictures and serve as the social media coordinator at conference and other TAFE Area events; and submit pictures to the TAFE state historian/parliamentarian.
4. \*\*Serve as chair of the Community Service Project

- a. Investigate the ideas shared by all officers for the area community service project with the help of other officers.
  - b. Create a poll and conduct a vote of area officers to choose the area's service project.
  - c. Contact the group the community service is being done for to find out their needs and arrange for someone to pick up the donations or to take donations to the facility.
  - d. Create a Community Service Flier and turn in to Area Coordinator for posting on the TAFE website.
  - e. Send reminder emails to the area chapters promoting the service project.
  - f. Set up the booth and signage at the Area Conference for donations and/or project creation and arrange for student helpers to staff the table and help with recordkeeping.
5. Lead the pledges to the American and Texas flags at the Opening General Session of the Area Conference.

### **AREA PRESIDENT TEACHER LEADER**

1. Attend the required meetings of Area Officer (see list under All Area Officers)
2. Support the Area Officer in their duties by checking periodically to make sure they have completed their assignments by the due dates set by the Area Coordinator.
  - a. Check and proof ALL materials the area officer creates prior to final drafts being submitted.
3. Invite the keynote speaker if one cannot be provided by the hosting university.
4. Schedule competitive events for the Area conference and set up the Signup Genius for competitors to choose their competition times.
5. Print two copies of the list of competitors and competition times for each competition room.
6. Prepare procedures for Area Teacher Leader of the Year.
7. Designate set-up and decorations before conference and cleanup of facilities after conference.
8. Chair the welcome committee at the Area Conference (Signage and student guides)
9. Oversee breakout session presenters and the keynote speaker.
10. Any other duties assigned to make the conference a success.

### **AREA 1st VICE PRESIDENT TEACHER LEADER**

1. Attend the required meetings of Area Officer (see list under Area Officer)
2. Support the Area Officer in their duties by checking periodically to make sure they have completed their assignments by the due dates set by the Area Coordinator
  - a. Check and proof ALL materials the area officer creates prior to final drafts being submitted.
3. Work with the President Teacher Leader to take over duties if the President Teacher Leader is unable to fulfill duties.
4. \*\*Serve as Chairperson of the Credentials Committee in the following capacities:
  - a. Write script for the Political Rally (See Script in drive)
  - b. Supervise the ballot creation and voting process for the area officers.
5. Schedule judges for competitive events using Signup Genius.
6. Prepare judges packets to be given to individuals for the Area Conference.
7. Give the judges an orientation prior to competitive events.
8. Any other duties assigned to make the conference a success.

## **AREA 2nd VICE PRESIDENT TEACHER LEADER**

1. Attend the required meetings of Area Officer (see list under Area Officer)
2. Support the Area Officer in their duties by checking periodically to make sure they have completed their assignments by the due dates set by the Area Coordinator
  - a. Check and proof ALL materials the area officer creates prior to final drafts being submitted.
3. \*\*Serve as Chairperson of Membership Committee.
  - a. Work with area officers to implement recruitment plans.
2. Coordinate hospitality room for judges and presenters. Give receipts to the Area Coordinator for payment for decorations and food expenses.
4. Help the 2<sup>nd</sup> Vice President sort and organize conference t.-shirts for distribution.
5. Coordinate lunch distribution. Give receipts to the Area Coordinator for payment for decorations and food expenses.
6. Help 1<sup>st</sup> Vice President Teacher Leader assemble judge's packets.
7. Any other duties assigned to make the conference a success.

## **AREA SECRETARY TEACHER LEADER**

1. Attend the required meetings of Area Officer (see list under Area Officer)
2. Support the Area Officer in their duties by checking periodically to make sure they have completed their assignments by the due dates set by the Area Coordinator
  - a. Check and proof ALL materials the area officer creates prior to final drafts being submitted.
3. \*Supervise the secretary's preparation of the conference program, using the tentative schedule and sample program in the Area drive and adjusting it as needed.
4. Assemble teacher leader conference packets.
5. \*\*Serve as Chairpersons of the Tabulations Committee, in the event there are more officers running than there are available spots
  - a. Secure your committee of 4 teacher leaders and 4 students from chapters that are not running as an officer for the upcoming year.
  - b. Watch votes as they come in.
  - c. When voting is finished, the committee verifies and certifies the votes, then record and sign the results and sign the certification sheet.
  - d. Give one copy of the certification report to the Area Coordinator and give the original to the Nominating Committee.
  - e. After receiving the officer position results from the nominating committee, write the new officers in the script prior to the beginning of the final general session.
6. Set-up and work the registration table and collect any money owed to TAFE at check-in to the conference. Recruit other teacher leaders to assist at registration.
7. Add names of State Qualifiers in the script for the closing general session for the officers to read.
8. Any other duties assigned to make the conference a success.
9. Create a slideshow for the opening ceremony.

## **AREA HISTORIAN/PARLIAMENTARIAN TEACHER LEADER •**

1. Attend the required meetings of Area Officer (see list under Area Officer)
2. Support the Area Officer in their duties by checking periodically to make sure they have completed their assignments by the due dates set by the Area Coordinator
  - a. Check and proof ALL materials the area officer creates prior to final drafts being submitted.
3. \*\*Serve as chairperson of the College Fair & Exhibits Committee.
  - a. Work with the historian to send an email to prospective exhibitors with a link to the exhibit registration on the TAFE website.
  - b. Set up and oversee booths for College Fair and exhibits.
4. Oversee the set-up and collection at the Community Service booth.
5. Assign student helpers for competitive events using Signup Genius.
6. Send out student helper orientation video and responsibilities sheet to Teacher Leaders.
7. As scores are verified at the area competition, prepare the certificates to be given to the participants and State Qualifiers.
8. Assign person/s to complete the State Qualifier PowerPoint for the closing general session. (A PowerPoint template will be provided)
9. Assist Secretary Teacher Leader with assembling Teacher Leader Packets.
10. Any other duties assigned to make the conference a success.

## **AREA COORDINATOR RESPONSIBILITIES**

1. Area Coordinator will serve in connection with the TAFE State Program Director to provide services for the Area Officers and assist in conference planning and implementation.
2. Attend and assist with an Officer Training Workshop for the TAFE local, area, and state officers.
3. Attend and conduct one spring TAFE Area Executive council meeting.
4. Attend and conduct one fall TAFE Area Executive council meeting.
5. Serve as the conference coordinator at Area Conference.
6. Work with officers and their teacher leaders regarding area association business
7. Attending and assisting with the State Leadership conference.
8. Other duties to fulfill the responsibilities of the Area Coordinator.
9. Send out emails and information to all the area officers and their teacher leaders about assignments, deadlines, and updates to all events.
10. Modify the schedule of events to fit the needs for the Area Conference.
11. Manage Area Officer applications and interviews.
12. Serve as budget coordinator. Submit payment requests for food, t-shirts, and other expenditures to the TAFE state office.