

Technology Student Association

Officer Descriptions

PRESIDENT:

"The symbol of my office is the `gavel'. The duties vested in me by my office are to preside at all regular scheduled meetings of this organization and to promote cooperation in carrying out the activities and work of our organization."

RESPONSIBILITIES: Preside at all regular meetings, prepare agendas, make sure all members are carrying out their obligations, communicate all TSA concerns to the Advisor, attempt to provide members with guidance in communicating and dealing with others, represents TSA during school and related activities as well as during SCA meetings.

VICE-PRESIDENT:

"The symbol of my office is a `star'. It is the duty of my office to see that we always have a strong membership, a good work program, and are alert to the welfare of our chapter."

RESPONSIBILITIES: In charge of all committees and appoints chairs to these committees. Assists the President in keeping order and plans all field trips. Takes the President's place in his absence. Represents TSA during school and related activities.

SECRETARY:

"The symbol of my office is the `pen', and it is my responsibility to see that accurate and proper records are kept of all business and correspondence of this organization."

RESPONSIBILITIES: To keep accurate records of all TSA meetings in the form of MINUTES. Reads and answers all TSA Chapter correspondence promptly and files these for future reference. Advise with the President on matters of business to be taken up or procedures followed. Collects and records reports of all committees and all written resolutions. Reads TSA MINUTES at all meetings and closes all meetings with reading of the TSA CREED.

TREASURER:

"The symbol of my office is a `balanced budget'. It is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly."

RESPONSIBILITIES: To help plan the financial budget of the TSA chapter. To explain the proposed budget to the Executive committee and club members. To keep all TSA financial records accurate and up to date. Records financial status of the TSA chapter. To make a report at each regularly scheduled meeting of the chapter's financial balance and obligations. Works closely with the Advisor.

REPORTER:

"The symbol of my office is the `beacon tower' and it is my duty to see that our school, community, and national association have a complete report of our organization's activities."

RESPONSIBILITIES: To gather and classify all TSA news and present the most current information at regularly scheduled meetings. Send chapter news and photographs to "The Virginia Scene" and the "School Scene" as well as the "Skyline News" and the "Falcon News" prior to publication deadlines. Help in publishing a monthly publication on TSA chapter meetings and current happenings within our local, state, and national organization. Work closely with the Secretary and the Advisor in putting together all publications, holiday greetings, etc.

SERGEANT-AT-ARMS:

"The symbol of my office is the `hearty hand shake', and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization."

(Continued Next Page)

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RESPONSIBILITIES: Is to lead in saying "The Pledge of Allegiance" at the beginning of all regularly scheduled meetings. Hands out and collects all TSA materials. Introduces all guests and makes sure the meeting area is comfortable and straight before, during, and after all meetings. On occasion, will make arrangements for the provision of refreshments for consumption either before or after TSA meetings.

PARLIAMENTARIAN:

"The symbol of my office is the 'open book' which represents Robert's Rules of Order. The duties vested in me by my office are to serve in any capacity as directed by the president; to assist in conducting all meetings according to parliamentary procedure as set forth by Robert's Rules of Order; and, to be available as necessary in promoting the general welfare of the association."

HISTORIAN:

"The symbol of my office is the 'scroll' and it is my responsibility to serve in any capacity as directed by the President, to keep up-to-date information on the history of the association; to keep an accurate and current record book of the organization's activities; and to be available, as necessary, in promoting the general welfare of the association."

TSA CREED

I believe that TECHNOLOGY EDUCATION holds an important place in my life in the technical world.

I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation and processes of industry.

Guided by my teachers, artisans from industry, and my own initiative,
I will strive to do my best in making my school, community, state, and nation better places in which to live.

I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence.

I will explore on my own for safer, more effective methods of working and living.

I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals.

Through the work of my hands and mind, I will express my ideas to the best of my ability.

I will make it my goal to do better each day the task before me, and to be steadfast
in my belief in my God, and my fellow Americans.

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TSA COLORS:

SCARLET RED: Represents the strength and determination of the Technology Education students and teachers to obtain their goal.

WHITE: Represents the high standards, moral, and religious beliefs we hold.

NAVY BLUE: Represents the sincerity of Technology Education students and teachers in obtaining a greater knowledge of our technical world.

LIGHT GRAY: Represents the masses of industrial laborers who work each day so that our nation will stand strong and, in so doing, prove that there is dignity in work.

MOTTO: **"LEARNING TO LIVE IN A TECHNICAL WORLD"**

As a TSA Club Officer, You would have a BIG responsibility!

You are expected to conduct yourself and your responsibilities with honor and respect.

You are being depended upon for leadership, guidance, and service of and for this organization.

*As an officer, YOU would be possibly in the most influential position yet occupied in your life
and perhaps the most influential for your lifetime.*

To the public, you would be the mirror that reflects the true picture of every member of your organization.

Keep the mirror shining brightly, your head high, and your best foot forward!

When You are a Technology Student Association Club Officer:

- You know your parts in all official ceremonies and have the delivery of a public speaker.*
- You are full of energy and optimism, volunteering your time to get the tasks completed.*
- You are always thinking positively on how to get a job done the best way possible.*
- You understand the "Aims and Purposes" of your organization and know the Creed by memory.*
- You honor and respect your peers, teachers, parents and heritage.*
- You stand for what's right, and stand against wrong doing and "peer" pressure.*
- You are enthusiastic, confident, and cooperative.*
- You are friendly, courteous, honest, humble, and trustworthy.*
- You are a wise user of time.*
- You are a reader, a doer, a builder.*
- You inspire other members to achieve their true potential.*

***Yes, you can be a Technology Student Association Club officer,
perhaps the best TSA officer ever!***

LET'S LOOK FORWARD TO HAVING A GREAT YEAR!