

**GEORGIA
CAREER AND TECHNICAL STUDENT ORGANIZATION
OPERATIONAL
GUIDELINES**

DEVELOPERS

David Turner

Career, Technical and Agricultural Education Director

Dwayne Hobbs

CTE Program Manager

Sylvia Phillips

Career and Technical Student Organization Coordinator

Leadership and a wealth of information was provided by the CTSO Executive Directors and FFA Executive Secretary in order for the development of this manual to be completed successfully. Appreciation is expressed to the 2011-2012 Board of Directors of the following organizations for their contributions to the development of this manual: CTI, DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, and TSA.

TABLE OF CONTENTS

Introduction

Purpose of the Handbook	7
Historical Overview of CTSOs	7
Overall Goals of Georgia CTSOs	8
Core Values of Georgia CTSOs	9
Overview of Governance	9
Integral To Curriculum	9
Responsibility to Ensure	10

Governance of the CTSO

Job Descriptions of CTSO Leadership	13
CTSO Flowchart	16
Bylaws, Goals, Objectives	17
Supervision Standards	17

Operations of the Board of Directors

Operations of the Board of Directors	21
Size / Selection	21
Rotation of Membership	22
Board Training	22
Board Meetings	22
Board Evaluation	22

Operations of the Executive Director

Operations of the Executive Director	25
Full Time Employee	25
Spokesperson	26
Transportation of Students	26

Financial Matters of the CTSO

Credit Card	29
Director Expenses	29
Director Salary	30
Dues	30
Financial Review	30
Purchasing	30
Rebates / Discounts	31
Signature Cards	31

General Operations of the CTSO

Code of Ethics	35
Competitive Events	35
Crisis Plan	35
Disclosure Policies	35
Headquarters	36
Liability Issues	36
Public Relations	36
Resolving Disputes	36
Strategic Plan	36
Student Accommodations / Modifications	37
Support Personnel / Contract Services	37

CTSO Informational Pages

Georgia CTI	38
Georgia DECA	39
Georgia FBLA	40
Georgia FCCLA	41
Georgia FFA	42
Georgia HOSA	43
SkillsUSA Georgia	44
Georgia TSA	45

RESOURCES

Appendix A – Code of Conduct	49
Appendix B – Board of Directors Evaluation	59
Appendix C – Executive Director Job Description	63
Appendix D – Executive Director Evaluation Tool	71
Appendix E – State Travel Guidelines & Expense Form	83
Appendix F – Georgia Department of Education Code of Ethics Policy	87
Appendix G – Crisis Plan	91
Appendix H – Disclosure Policy	97
Appendix I – Support Personnel Job Description	105
Appendix J – CTSO Region Maps	111

INTRODUCTION

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

PURPOSE OF HANDBOOK

Career and Technical Student Organizations (CTSOs) are an important part of the Career, Technical and Agricultural Education (CTAE) Division of the Georgia Department of Education. The Georgia Department of Education has created this handbook to provide assistance to all Georgia CTSOs. The CTAE Director is the designee of the Georgia Department of Education responsible for ensuring that each CTSO authorized to operate in the state of Georgia functions in accordance with their state and national bylaws, aligned with Georgia's CTAE curriculum and provides appropriate leadership opportunities for students.

The purpose of this handbook is to provide information regarding the policies, guidance and accountability for the operation of the CTSOs in the state of Georgia. This handbook is written to allow variation within each organization due to their variations in purpose and affiliations, national organizations, constitutions, bylaws, policies and procedures. The goal of this handbook is to provide recommended practices for the Career and Technical Student Organizations in Georgia in the least restrictive manner.

HISTORICAL OVERVIEW

The concept of an organization which is designed to support students pursuing a particular career has its roots in trade guilds and apprenticeships dating back to the 18th and 19th centuries. In contemporary history, the development of the Career and Technical Student Organizations (CTSOs), formerly known as vocational student organizations, can be chronicled through the following relevant federal laws including: Smith Hughes Act (1917), the George Acts (1929, 1934, 1936, and 1946), Public Law 81-740 (1950), Vocational Education Act (1963), and the Carl D. Perkins Vocational and Technical Education Act (1984, 1990, 1998, and 2006).

Today, the Career and Technical Student Organizations (CTSOs) are a vital part of Career, Technical and Agricultural Education (CTAE). CTSOs play an integral role in preparing students to become members of society who hold productive leadership roles in their communities. These organizations provide motivation, leadership training, and career development opportunities for students enrolled in Career, Technical and Agricultural Education programs in middle and high schools. CTSOs enhance students' occupational, employability and leadership skills through various activities such as conferences, award programs, service projects, and competitive events. These organizations conduct activities and events at the local, state and national levels in which students can participate and compete.

When integrated into the Career, Technical and Agricultural Education curriculum, the CTSO is a powerful instructional tool which offers organized curriculum-oriented activities that help students maximize employability, gain leadership opportunities, and develop personal skills which enable them to develop into productive members of society. CTSOs are co-curricular organizations with leadership programs and competitive events which reflect current curriculum standards and competencies for the instructional programs they serve. Teachers infuse the CTSO's activities into the instructional activities, thereby helping students see the real world value of their academic studies.

CTSOs are committed to the growth of students in all CTAE career pathways and it is the intention of the Georgia Department of Education that the membership and leadership reflect the diversity among members of the profession. Diversity is defined to be the inclusion of all qualified persons whose differences may include, but are not limited to: age, ethnicity, physical ability, gender, race, or religion.

Currently, in the state of Georgia, there are eight Career and Technical Student Organizations: Career and Technical Instruction (CTI), DECA, Family, Career and Community Leaders of America (FCCLA), FFA, Future Business Leaders of America (FBLA), HOSA - Future Health Professionals, SkillsUSA and Technology Student Association (TSA).

The OVERALL GOALS of Georgia CTSOs are to:

- Operate in a manner consistent with the organization's state and national constitutions and bylaws, within state Department of Education policy guidelines.
- Plan and implement programs that support the Career, Technical and Agricultural Education curriculum.
- Maintain communication and collaborative efforts with teachers on the local level and provide opportunities for college and career readiness.
- Assist in the recruitment of chapter advisors and student members utilizing measurable annual targets.
- Create a sense of community among students who are enrolled in a Career, Technical and Agricultural Education program through CTSO membership.
- Promote Career, Technical and Agricultural Education and CTSOs in the community.
- Compliment and reinforce – rather than compete with or duplicate -- Career, Technical and Agricultural Education curriculum.
- Provide leadership development for students and emphasize the value of employability skills.
- Strengthen academic as well as career and technical skills of students through the co-curricular format by providing contextual learning experiences as part of classroom activities.
- Assist students in developing professionalism/pride by their participation in school and community projects and through networking with business and industry.

The CORE VALUES of Georgia CTSOs are:

- **Commitment** – To create among members, educators and business and industry an adherence and appreciation for all Career, Technical and Agricultural Education Programs.
- **Conviction** – To develop patriotism through knowledge of our nation's heritage and practice of democracy.
- **Education** – To create enthusiasm and empower students to become lifelong learners.
- **Integrity** – To deal honestly and fairly with one another.
- **Leadership** – To develop leadership abilities through participation in educational, professional, community and social activities.
- **Professionalism** – To promote high standards in career ethics, workmanship, scholarship and safety.
- **Recognition** – To appreciate the value of accomplishments and achievement.
- **Service** – To cultivate a desire to contribute to the benefit and welfare of others.
- **Teamwork** – To enhance the ability of students to plan together, organize and carry out worthy activities and projects through the use of the structured rules of order.

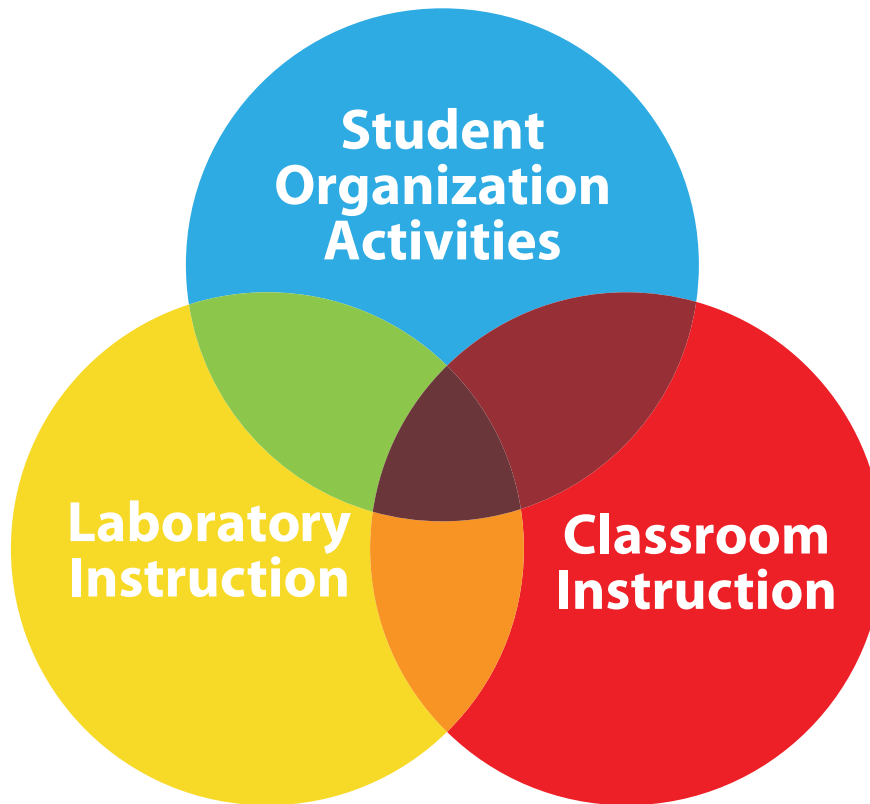
OVERVIEW OF GOVERNANCE

For many years, the CTAE Division of the Georgia Department of Education has financially supported the operation of the Career and Technical Student Organizations within the CTE Division. The CTAE Director monitors the actions of each CTSO Board of Directors to ensure that the policies, bylaws, objectives, and activities are maintained in the best interest of Georgia's students. The Board of Directors, along with the Executive Director of each CTSO, is responsible for accomplishing a prescribed set of requirements and objectives to ensure statewide leadership and accountability in the administration of the organization for which they receive financial support. Documents which may be required include, but are not limited to, the following: strategic plan, conference reviews, membership numbers, Secretary of State compliance, tax documents, affiliation information, Board minutes, and director evaluation.

INTEGRAL TO CURRICULUM

Career and Technical Student Organizations are valuable tools for implementing technical and academic standards found in Georgia's curriculum. CTSOs are co-curricular – not extracurricular. Although related to a particular career, extracurricular activities take place outside of the program of instruction. They are not part of a planned instructional program and are not incorporated into a lesson plan or curriculum. Co-curricular activities are incorporated into the instruction program and receive instructional time within the classroom. CTSOs are considered a necessary part of the student's education – not a social outlet. CTSOs provide a structure that promotes hands-on, project-based learning of the program curriculum which allows students to see the real world application of their academic studies. CTSOs emphasize leadership development. The recognition of work experience programs, structured learning experiences, and entrepreneurship projects enhance the standards taught in the classroom and prepare students to be college and career ready.

The diagram located below illustrates how the instructional program consists of three overlapping parts: classroom instruction, hands-on lab activities, and CTSO activities. Each element of the diagram is a distinct part of the CTAE division but they are so fully intertwined that they cannot be fully separated if a complete program is to be offered.



RESPONSIBILITY TO ENSURE

The Georgia Department of Education includes CTSOs as part of the delivery of the CTAE curriculum. Each CTSO's national association (where applicable) has issued a state charter to the Georgia Department of Education authorizing the existence of one Georgia chapter. Each CTSO operates independently as a non profit organization under the IRS provisions of section 501(c)(3) according to the constitutions, bylaws, policies and procedures of the respective organizations. The Georgia Department of Education monitors the operation of each CTSO. The sustainability of each organization is dependent on maintaining high educational value for the student members.

GOVERNANCE OF THE CAREER AND TECHNICAL STUDENT ORGANIZATION

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

GOVERNANCE OF THE CTSO

Each Career and Technical Student Organization should operate according to its national and state bylaws. The CTSO Executive Director or FFA Executive Secretary and Board of Directors are responsible for ensuring compliance with these documents. Copies of each organization's bylaws are on file at the Georgia Department of Education in the CTAE Division Office and can also be requested from the individual organization's leadership.

To facilitate its stewardship responsibility for use of designated funding, the Georgia Department of Education reserves the right to include additional standards and/or requirements for Career and Technical Student Organizations that may exceed those standards found in an organization's national and state constitution and bylaws.

Student governance is a guiding principle upon which the Career and Technical Student Organizations function. Each CTSO is designed to be run by students under the governance and leadership of adults. Adequate professional service and leadership are essential to maintain accountability and ensure that each organization meets the educational and leadership purpose for which it was established. The following are the governing bodies that are essential to accountability and leadership within each organization:

CTAE Director

The CTAE Director is the designee of the State School Superintendent charged with the responsibility of delivering Career, Technical and Agricultural Education (CTAE) in Georgia's public schools. The CTAE Director is accountable for the operation of CTSOs as a co-curricular component of CTAE delivery.

CTE Program Manager

The CTE Program Manager is the liaison between the Program Specialist and the CTAE Director. The Manager is directly responsible to oversee the operations of the CTSOs within the CTE Division with regard to their accountability to the Operational Guidelines. When issues arise within the CTSOs, the Program Delivery Manager provides direction and guidance for the management of the present challenge in accordance with Department of Education standards.

Agricultural Education Program Manager

The Agricultural Education Program Manager is the supervisor of the FFA Executive Secretary and Agriculture Region Specialists. The Manager is directly responsible to oversee the operations of the CTSO with regard to their accountability to the Operational Guidelines. When issues arise within the FFA, the Agricultural Education Program Manager provides direction and guidance for the management of the present challenge in accordance with Department of Education standards.

Program Specialist

The role of the Program Specialist is defined as a liaison between their respective CTSO and the Georgia Department of Education. They are an ex-officio member of the CTSO Board of Directors. The Program Specialist is the CTSO direct link to the Georgia Department of Education policies and standards and they provide valuable information on the changing trends in curriculum,

industry standards, and student populations, as these elements should align with the CTSO. The Program Specialist advises and supports the Executive Director on operational issues concerning the CTSO. The Program Specialist reviews the Career, Technical and Agricultural Education curriculum and determines the best way to fully integrate CTSO activities into the classroom. The Program Specialist provides input into the formulation of the organization's Program of Work.

CTSO Coordinator

The CTSO Coordinator provides a link of communication between all CTSO Executive Directors, Program Specialists, CTE Program Manager, Agricultural Education Program Manager, and CTAE Director. The CTSO Coordinator plans and implements state level events available to all CTSOs such as the Legislative Luncheon, Winter CTSO State Officer Training, Summer CTSO State Officer Training, and the CTSO Showcase at the GACTE Summer Conference. The CTSO Coordinator compiles annual/monthly data required for accountability and financial support including, but not limited to, the following: director evaluations, membership data, and end of the year review documents. The Agricultural Education Program Manager will determine the extent of FFA participation in activities planned by the CTSO Coordinator and which reports or data collected by the CTSO Coordinator apply to the FFA.

Board of Directors

The Board of Directors provides leadership and support to the CTSO. It serves in a dual role that is both advisory and managerial in nature. The Board of Directors is elected per the bylaws of the CTSO to set policies, approve budgets, and make decisions on how the state organization operates. The Board of Directors is instrumental in the development and implementation of an annual strategic plan and budget to support quality programs across the state. The Board should provide staffing and logistical support necessary to implement the strategic plan within budget parameters. The role of the Board of Directors of each CTSO should be clearly defined in their organization's bylaws.

CTSO Executive Director / FFA Executive Secretary

The Board of Directors of the CTSO is empowered to hire an Executive Director as outlined in the individual CTSO bylaws. The FFA Executive Secretary is hired by the Georgia Department of Education. It is recommended by the Georgia Department of Education that the daily operations of a Career and Technical Student Organization should be managed by the CTSO Executive Director or FFA Executive Secretary. The operations of the Executive Director are dictated by the Strategic Plan and the Georgia Department of Education via input from the Program Specialist and/or Program Manager.

State Officers

Student governance is a guiding principle upon which the Career and Technical Student Organizations function. Each CTSO is designed to be run by students under the governance and leadership of adults. The success of the state chapter depends on the strength of the State Officers and therefore, the selection of State Officers should be outlined by the organization bylaws. State Officers should be elected by their peers and any student across the state of Georgia should be eligible to participate if they meet the requirements outlined in the organization's bylaws and if they complete the prescribed materials related to the application process.

Committees

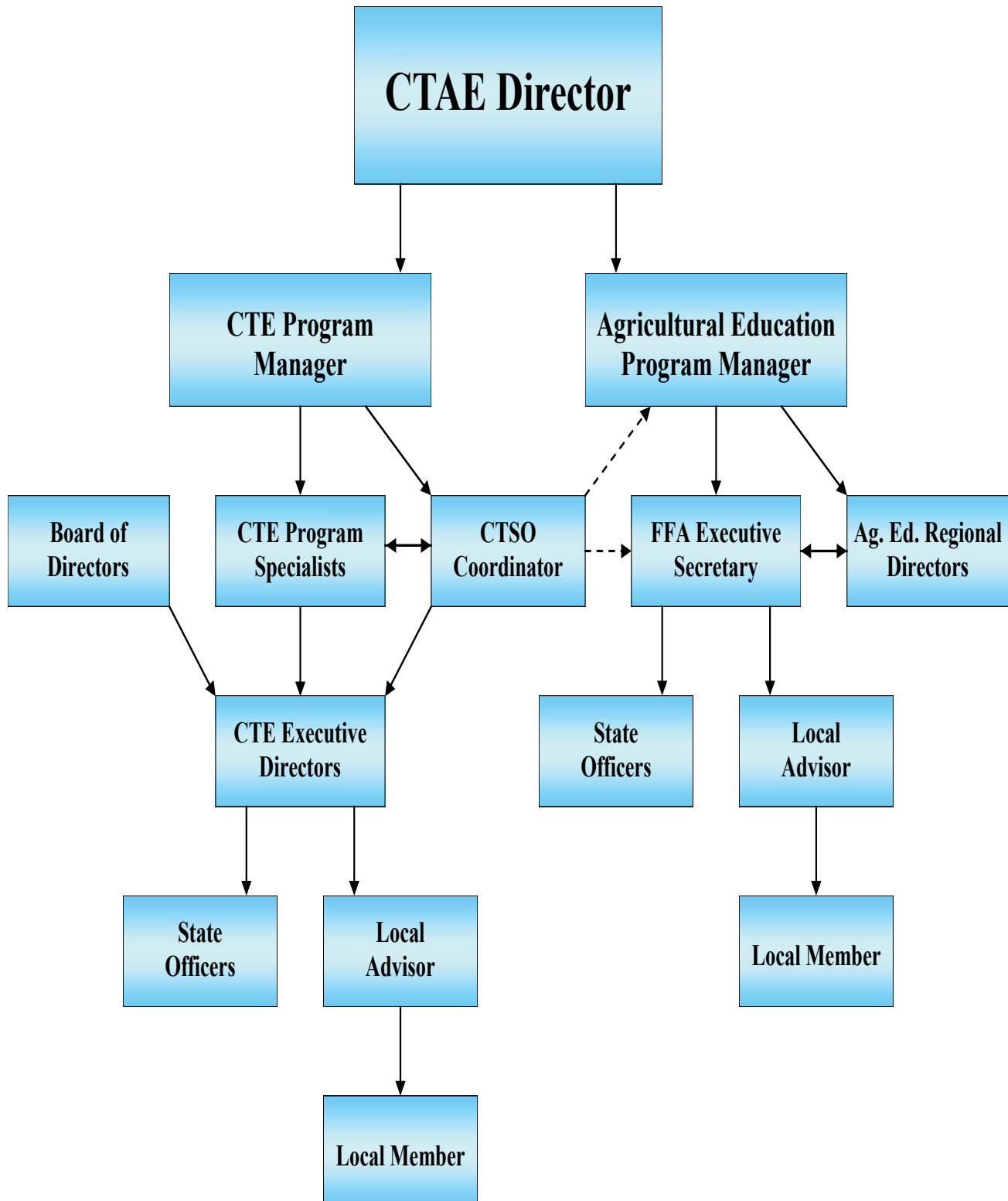
Committee format may be used in the operation of the CTSO when a smaller group is needed to steer certain aspects of the planning for various events. Examples could include, but are not limited to: competitive events, leadership sessions or region events. If a committee format is used, committees are comprised of support personnel who ensure advisor and member involvement in the planning and execution of each CTSO's activities and events. It is recommended that committee chairs be recruited from active members of the committee to provide continuity from year to year. The Board of Directors will provide oversight to committees through assigned liaisons. Committee chairs will prepare agendas, set meetings, prepare minutes, send mailings and initiate communication to all members of the committee. Committee chairs will be requested to provide periodic written activity reports to the Board of Directors at the request of the CTSO Executive Director or FFA Executive Secretary. The Board Chair and CTSO Executive Director or FFA Executive Secretary should be ex-officio members of all committees.

Local Advisor

The local advisor integrates the activities of the CTSO into the Career, Technical and Agricultural Education curriculum as well as carries out the mission and goals of the CTSO in the local school and community. Under their leadership, the CTSO is a powerful instructional tool which offers organized curriculum-oriented activities that help students develop employability and personal skills and gain leadership opportunities which enable them to become productive members of society. The local advisor strongly influences the organization and stimulation of the chapter's development, as well as gaining the support of school administration and community. Advisors should meet with the teachers in their program area to gain their support and they should share state and national materials with students to encourage student participation in the planning process with the goal of increasing student membership. Local advisors should adhere closely to the CTSO bylaws, affiliate with both state and national organizations, and carry out the mission and goals of the state CTSO.



CTSO Flowchart



BYLAWS, GOALS AND OBJECTIVES

The CTSO is governed by its National and State bylaws. The Board of Directors of the Career and Technical Student Organization should review its bylaws annually and update them as needed to align with the mission, goals, and ever changing needs of the organization.

At the beginning of the fiscal year, the Board of Directors of each CTSO should develop yearly short and long term goals and objectives as a part of their Strategic Plan which correlates to their mission statement. It is recommended by the Georgia Department of Education that the daily operations of a Career and Technical Student Organization should be managed by the Executive Director; however the mission, organizational goals and objectives, and strategic plan should be determined by the Board of Directors, Executive Director, and Program Specialist. Items related to daily operations include, but are not limited to, the following: to support the CTAE curriculum, regional and state programs, membership, high school and middle school opportunities, and promotion across the state of Georgia.

The Board of Directors of the CTSO should be guided in their short and long term goals and objectives by their national organization (if applicable), advisors, business representatives, Program Specialist, and Executive Director. The utilization of a professional trainer to assist each CTSO's Board of Directors in understanding their important role in the state organization is beneficial prior to beginning the strategic planning process. The development of the Strategic Plan is a labor intensive project typically completed during a board retreat or board conference and the document requires the approval of the Board of Directors upon completion for acceptance.

SUPERVISION STANDARDS

The local school district and advisors must retain responsibility for its student delegation at all CTSO events. The local school district policy regarding the appropriate mode of transportation for students should be adhered to at all times. Individual school district policies, procedures and regulations regarding student travel and student behavior must be followed at all times while participating in any and all CTSO events and activities. In addition, there must be a clear written policy and understanding with students, parents, local advisors, school districts, and chaperones regarding the rights and responsibilities of advisors and chaperones during the travel period. There must be a chaperone or advisor provided/assigned for each gender group when attending overnight conferences. *(This could mean that smaller schools from the same geographic region share chaperones so that both gender groups are chaperoned appropriately.)* The Georgia Department of Education strongly recommends that there be a minimum of one adult advisor/chaperone for every ten students in attendance at all CTSO related events. Students and parents must agree to a Code of Conduct via their signature and be responsible for the consequences of each student's actions. Examples of code of conduct forms can be found in Appendix A.

OPERATIONS OF THE BOARD OF DIRECTORS

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

OPERATIONS OF THE BOARD OF DIRECTORS

The legal governing body of the CTSO is the organization's Board of Directors. The primary function of the Board of Directors should be to set policies related to program operations, implement the organization's strategic plan and oversee fiscal matters. The Board of Directors should develop, refine, and evaluate materials, methods, and techniques used by local, state, and national organizations. The Board of Directors is responsible for sound management of their respective student organization. Board members are elected per the organization bylaws and should not be compensated for their role.

All CTSO Board of Directors are established by the Articles of Incorporation and governed by the bylaws for the organization which they represent. The Board of Directors is empowered by the national organization through the Charter, by the State of Georgia through the Articles of Incorporation and the state organization according to the bylaws to complete goals and objectives for the organization as determined by the strategic plan.

The role of the CTSO Board of Directors is both advisory and managerial in nature. It is advisory in nature with regard to program development, implementation, and public relations. Its managerial responsibilities include evaluating the Executive Director, as well as duties related to contracts, personnel, and finances.

Board members may state board policy and may describe the activities, plans and involvement of the organization where this can be done accurately. Board members may speak on issues if they identify themselves as such, provided that this is done for identification/qualification purposes, and provided that opinions expressed and statements made are attributed solely to the individual involved rather than to the entire Board of Directors or organization. Public statements should be made when they further the mission, goals and strategic plan of the organization. No member of the Board of Directors, nor association members, shall obligate the organization or commit it to any policy, program, purchase, sale or responsibility in or out of the ordinary course of business without the express authority of a majority vote by the entire Board of Directors.

SIZE / SELECTION

The optimal size of a Board of Directors for a CTSO ranges from five to thirteen members. Board members may be selected in a variety of ways depending on the organization based on qualifications which are outlined in the organization's bylaws. The selection processes could include the following elements: nomination, application, letters of recommendation, interview, and state delegate election. There should be equal opportunity for advisors across the state to serve on the Board of Directors.

ROTATION OF MEMBERSHIP

The Georgia Department of Education recommends that the length of the membership term of the Board of Directors should be between one to three years with a rotation every one to three years that allows for experienced members to be retained in order to assist new members. The bylaws of the organization should outline the process for rotation which prevents the board at any given time to consist of all new members. The process of rotation should be designed to keep a balanced Board of experienced members without becoming stagnant.

BOARD TRAINING

Each CTSO should conduct annual Board of Directors training so that each member can understand their role and the expectations throughout their term. Board Members should be informed of the vital role they play in the state organization by the Executive Director, Program Specialist and/or professional trainers.

BOARD MEETINGS

It is recommended that the CTSO Board of Directors should meet quarterly. The following reports should be submitted to and reviewed by the Board: membership, financial statement of activities and balance sheet, investment reports, conference reports (numbers and participation), directors' report, DOE status reports/curriculum updates, minutes, performance / status reports, membership numbers, committee reports, and other reports as needed based on the agenda. These reports may be submitted by the Executive Director, Program Specialist, Committee Chairperson, etc. The Board of Directors' Secretary should record minutes of all board meetings. The Executive Director should keep a copy of board meetings and have minutes saved on an external hard drive and/or online. It is recommended that the Program Specialist of the Georgia Department of Education should also retain a copy of all minutes. It is recommended that Robert's Rules of Parliamentary Procedures (motions and votes) should be utilized by voting board members.

BOARD EVALUATION

The Board of Directors should perform a self-evaluation process at the close of every program year. The Evaluation Tool should be objective; utilizing quantifiable and measurable goals and all measures must be valid and reliable. Examples of accepted evaluation tools are included in Appendix B.

OPERATIONS OF THE EXECUTIVE DIRECTOR

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

OPERATIONS OF THE EXECUTIVE DIRECTOR

The Board of Directors is empowered by Georgia's Career, Technical and Agricultural Education Director to hire a CTSO Executive Director. The Agricultural Education Program Manager, in conjunction with the Georgia Department of Education, is empowered to hire the FFA Executive Secretary. The operations of the CTSO Executive Director and FFA Executive Secretary are specified in the Strategic Plan and by Georgia Department of Education via input from the Program Specialist and Agricultural Education Program Manager respectively. The CTSO Executive Director and FFA Executive Secretary have current knowledge of CTSO-related policies, documents, and publications. The Executive Director facilitates the development of a meaningful Strategic Plan that will guide the CTSO through the membership year on local and state levels.

Each CTSO is a non profit 501(c)(3) and the Executive Director is considered a full time employee of the CTSO. The FFA Executive Secretary is the full time employee of the Georgia Department of Education.

All CTSO Executive Directors within the CTE Division are W-2 employees and the Board of Directors should provide a written job description for the Executive Director with input provided by the Program Specialist at the beginning of the fiscal year. Examples of Job Descriptions for the CTSO Executive Director are provided in Appendix C. The FFA Executive Secretary is an employee of the Georgia Department of Education.

FULL TIME EMPLOYEE

As a full time employee, the CTSO Executive Director within the CTE Division should conduct a 40 hour work. Office hours are flexible because of the nature of this type of work -- conferences, advisor accessibility, meetings and traveling require directors to work many nights and weekends. Each year, the CTSO Executive Director should submit a yearly calendar that aligns with the Strategic Plan outlining their anticipated workdays (a minimum of 220 days) and this document should be approved by the Board of Directors. Modifications to the yearly calendar should be made to the Board Chair throughout the year as needed. The Georgia Department of Education also requires that each CTSO Executive Director keep an up-to-date online calendar that can be accessed at any time by the Board Chair, CTAE Director, Program Delivery Manager and CTSO Coordinator. The CTSO Executive Director should keep Program Specialist and Board Chair informed of all major decision making. Updates of the CTSO Executive Directors' work / project completion should be given to the Board of Directors at all meetings. The FFA Executive Secretary maintains an Outlook calendar as all other Georgia Department of Education employees. The calendar of the FFA Executive Secretary is monitored by the Agricultural Education Program Manager.

The Board of Directors of each CTSO (with the exception of the FFA) should formulate an annual contract for the CTSO Executive Director. The contract of employment should also include elements of the contract required by the fiscal agent of the CTSO issued by the Georgia Department of Education. The Board of Directors should conduct an annual review of the Executive Director at the end of each fiscal year, under the direction, administration, and supervision of the Program Specialist and all reviews should be submitted to the Georgia Department of Education Program Delivery Manager via the CTSO Coordinator. The evaluation tool should be objective; utilizing quantifiable and measurable goals that are valid and reliable. Examples of accepted evaluation

tools are included in Appendix D. Because the FFA Executive Secretary is a Georgia Department of Education employee, the evaluation method is managed differently.

SPOKESPERSON

The CTSO Executive Director or FFA Executive Secretary should be the official spokesperson for the CTSO. This responsibility may be delegated to the Program Specialist, Board Chair or to other elected leaders and designated members as appropriate. Official communication on behalf of the organization should be completed on official CTSO letterhead and must be approved in advance by the CTSO Executive Director or FFA Executive Secretary. Communication should be consistent, professional and responsive; utilizing all available technology when appropriate. The CTSO Executive Director or FFA Executive Secretary has editorial discretion over all publications, with the guidance and approval of the Program Specialist of the Georgia Department of Education.

TRANSPORTATION OF STUDENTS

The CTSO Executive Director or FFA Executive Secretary of the CTSO assumes the liability for persons transported in their personal vehicle. If the Executive Director transports a student or other individuals on official business of the organization, the implication of liability may come into play. The CTSO Executive Director or FFA Executive Secretary should ensure that the umbrella policy carried by the organization will cover the liability incurred from incidents resulting in the

transportation of individuals for business purposes. This verification should be obtained in writing, presented to the Board of Directors for approval and kept on file.



FINANCIAL MATTERS OF THE CTSO

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

FINANCIAL MATTERS OF THE CTSO

The Career and Technical Student Organizations are nonprofit in their financial objective and operate according to 501(c)(3) tax exempt status. Career and Technical Student Organizations' funds are generated primarily from local members who pay state dues, conference registration fees, fund-raising activities, private donations, and the Georgia Department of Education grant funds.

Financial matters of the FFA are supervised by the Agricultural Education Program Manager. The financial matters of all other CTSOs should be managed by both the CTSO Executive Director and the Board of Directors. The CTSO Executive Director should create an annual budget based the previous year's fiscal numbers utilizing QuickBooks, which is the accounting software that the CTAE Director requires all organizations utilize. The Board of Directors should approve the budget at their annual meeting.

The CTSO Executive Director is responsible for the maintenance of the financial records for the state chapter (including managing the books and balancing the financials) and must present the financial statements at all Board meetings. The Georgia Department of Education does allow the CTSO to contract with another individual or company to provide bookkeeping services under the leadership and supervision of the CTSO Executive Director, with the approval of the Board of Directors.

With regard to accounting procedures, the CTSO Executive Director and/or contracted bookkeeper should utilize sound fiscal practices that ensure accountability, implement full disclosure policy on all financial matters, cooperate fully with those responsible for the annual state audit and evaluation, and provide for fiscally sound accounting and audit procedures. Detailed financial reports of student organization funds, both income and expenses, must be prepared and presented at the quarterly Board of Directors' meetings and be made available to local advisors upon request. The minutes of the organization's meetings should reflect the Board of Directors' approval of the annual budget and monthly expenses.

CREDIT CARD

The CTSO credit card may be used for group or pre-payments when conducting the business of the organization. Receipts should be kept for documentation of expenses, even when no reimbursement is needed due to the credit card payment format utilized. Receipts should also be retained and submitted with a completed expense form for reimbursement to be received. The CTSO credit card should never be utilized to purchase gas for a personal vehicle or for personal meals.

DIRECTOR EXPENSES

Travel, meals, lodging and supplies are paid for or reimbursed for the CTSO Executive Director within the CTE Division, with the approval of the Board of Directors as outlined in the yearly budget. Budgets for these items should be established and approved at the beginning of the year and are not to be exceeded. Unexpected overages of the travel budget should be brought before the Board of Directors and reviewed at the next scheduled meeting. The CTSO Executive

Director, Board members, state officers, and headquarter staff will be expected to consider costs when traveling and lodging.

There should be a separate item in the chart of accounts to track the travel expenses (mileage, meals, lodging) of the Executive Director. The Georgia Department of Education recommends that all members of the CTSO follow the current state travel guidelines with regard to mileage rates and per diem meal allotments. Hotel pricing should not exceed what is reasonable, usual, and customary for the best available lodging. When in a travel situation where meals and hotel room rates are considerably higher because of the required location of the stay (such as at a national conference), adequate documentation should be provided to explain the higher rates. When CTSO Executive Directors are in a conference environment in which expenses exceed the recommended allowances, CTSO Executive Directors should provide adequate documentation to support the higher expenses. A portion of the state travel guidelines can be reviewed in Appendix E. The state travel guidelines can be reviewed in full at <http://sao.georgia.gov>.

DIRECTOR SALARY

It is the recommendation of the Georgia Department of Education that the CTSO have a contracted bookkeeper who signs the Executive Director's paycheck or that this responsibility is designated to one member of the Board of Directors or to a CPA firm. All directors should be paid monthly. The paycheck of the FFA Executive Secretary is signed by the State School Superintendent. The FFA Executive Secretary is paid twice a month.

DUES

For student members, the payment of membership dues to the state and national organization is a requirement for participation and eligibility in state and national student organizations. Dues must be paid by the published deadlines of the organization for student members to participate in association events.

FINANCIAL REVIEW

The financial records of each Career and Technical Student Organization should be independently reviewed at the end of each fiscal year by a certified public accountant. A copy of the complete review must be sent to the Georgia Department of Education's Program Specialist and the CTSO Coordinator. The FFA Executive Secretary will submit their review to the Agricultural Education Program Manager. The CTSO Board of Directors should also review the annual financial review.

PAYMENT POLICIES

The CTSO Executive Director works closely with the Board of Directors to ensure that the fees charged for various conferences/activities are reasonable. Payment information and deadlines are listed in print and on the website for every CTSO conference/activity. Receipt of payment is expected prior to event attendance. The Board of Directors of each CTSO has developed written financial policies which outline the consequences of late payments. A past due balance may result in the prohibition of a chapter to attend upcoming CTSO conferences/activities.

PURCHASING

Career and Technical Student Organization funds must be used solely for the benefit of the organization which includes, but is not limited to the following: operational expenses, travel, conferences, competitive events, and marketing. The following examples are appropriate uses of organization funds: guest speakers for conferences and programs; awards and scholarships; stipends and travel reimbursement; office supplies related to the operation of the association; supplies utilized for student conferences; equipment that is used solely for the organization and remains the property of the organization (kept in a secure location, maintained in inventory and available for inspection); conference, training, and retreat meals and lodging; phone, printing and postage expenses related to the organization; consultants and administrative clerical support to facilitate the operation of conferences, training and retreats; state officer uniforms, training expenditures, and expenses to complete official duties.

All purchasing by the Career and Technical Student Organizations must be done with the objective of best value for the student members – appropriate value at the lowest possible price. A reflection of the cost of individual membership at the state level should be considered when spending organization funds. Boards should have a policy on the price point for when multiple bids are needed. It is recommended by the Georgia Department of Education that multiple bids be obtained for purchases/contracts above \$50,000, excluding such fees incurred on behalf of individual chapters that are processed through the state office for purposes of mass registration where individual fees will be collected which otherwise exceed this cap figure.

All expenditures should be outlined within the annual budget as approved expenditures by the Board of Directors, with input from the Program Specialist. Any expenses that fall outside of those limits require Board approval. The Georgia Department of Education recommends that all purchases are made with reasonable, usual, and customary pricing and that multiple bids are received for purchases of great value.

The CTSO Executive Director makes recommendations for additions or changes in existing fees for programs, events, publications and business transactions, and membership dues, on behalf of the organization. These changes must be approved by the Board of Directors.

REBATES/DISCOUNTS

If there are any rebates, discounts or similar reductions from a supplier or vendor, it should be clearly noted on the receipt and by a notation on internal records.

SIGNATURE CARDS

All CTSO bank accounts should have multiple authorized users on the account and on the signature card.



GENERAL OPERATIONS OF THE CTSO

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

CODE OF ETHICS

The Georgia Department of Education has ruled that the state code of ethics is applicable to all Georgia Department of Education employees. CTSO Executive Directors are full time employees whose salaries (or a significant portion thereof) are directed to the CTSO from the Georgia Department of Education and are therefore considered quasi-employees. The FFA Executive Secretary is a full time employee of the Georgia Department of Education and works in agreement with the Code of Ethics policy. The code of ethics can be found on the Georgia Department of Education's internal policy website and a portion of this document is located in Appendix F.

COMPETITIVE EVENTS

The CTSO should conduct a variety of competitive events for individuals, teams and local chapters. Competitive events are conducted to assess students' skill and competency in their career pathway or area of career or personal interest. The educational value is in the preparation, motivation, competitive experience, and personal knowledge and skills gained to perform at a high level.

The CTAE Director as State School Superintendent designee is responsible to ensure that the competitive events of each CTSO in Georgia uphold the mission, policy, procedures, and guidelines of the Georgia Department of Education to ensure safety and relevance to curriculum. The Georgia Department of Education reserves the right to review and approve the annual competition planned by the CTSO. Competitive events should be modeled after the national organization competitive events model (if applicable), with events that are specific to Georgia created as needed.

CRISIS PLAN

The Georgia Department of Education recommends that the CTSO develop a plan to respond to events which occur beyond the control of the leadership prior to or during conferences and meetings that have the potential to endanger the attendees. These types of emergencies include, but are not limited to, the following: natural disasters, national emergencies, facility impairment, interruption of transportation systems, cancellation of major speakers, staff, volunteer, or member injury, or the destruction of the official headquarters. An example crisis plan can be reviewed in Appendix G.

DISCLOSURE POLICIES

Individuals in leadership positions within the CTSO have a responsibility to make the Georgia Department of Education leadership aware when situations arise in which they have personal gain at stake or engage in a relationship that might have consequences which effect CTSO operations. The Georgia Department of Education recommends that the CTSO Executive Director and all members of the Board of Directors sign a Conflict of Interest disclosure policy and reporting form at the beginning of the program year. The conflict of interest issue for the FFA Executive Secretary is handled through the Georgia Department of Education employment process. A conflict of interest disclosure policy can be found in Appendix H.

The Georgia Department of Education also encourages the leadership of the CTSO to report suspected or actual illegal or improper activity, financial or otherwise. The Georgia Department of Education will not condone any activity that is illegal or improper. Such activities should be

reported to the CTSO Coordinator. Ethical behavior and actions should be demonstrated at all times by all Board Members, CTSO Executive Director, FFA Executive Secretary and local advisors when representing the CTSO.

HEADQUARTERS

The official headquarters of the CTSO should be the location of all permanent records, including, but not limited to: minutes, financial records, membership information, personnel records, history of activities and events, and publications. This is also the location for maintaining all property of the organization including, but not limited to: awards received, corporate documents, intellectual property, equipment, photographs, competitive event supplies and reference material. Access to the CTSO headquarters should be available to the Board Chair in the event of an emergency.

LIABILITY ISSUES

Individuals participate in the activities of the CTSO at their own risk. Adequate supervision of students at CTSO events is required and should be provided by the leadership on the local level. Each CTSO should carry general liability insurance and be diligent to provide security and safety measures at every event. Code of conduct rules exist, are provided in writing, and are enforced for every CTSO activity. These rules address matters such as dress code, respect for property and people, integrity with regard to moral and ethical behavior, and CTSO pride. The abuse of the CTSO rules or illegal behavior will not be tolerated and can result in expulsion from the CTSO event. In the event of any major conduct, illegal behavior, or disciplinary infraction, the chapter advisor/chaperone, after consultation with the CTSO Executive Director, FFA Executive Secretary, and/or Board of Directors designee, will contact the school principal and the district school superintendent or designee and may send the student home at the expense of the parents/guardians.

PUBLIC RELATIONS

The eight constitutional officers of Georgia are to be invited to the state conference of the CTSO. These officers are as follows: Governor, Lieutenant Governor, Secretary of State, Attorney General, State School Superintendent, Commissioner of Insurance, Commissioner of Agriculture, and the Commissioner of Labor. All CTAE staff members should also receive invitations to the state conference, as well as all staff members working with the State School Superintendent.

RESOLVING DISPUTES

Most disputes that occur within the CTSO will relate to membership reporting, deadline adherence, rule violations, and competitive event results. Rules and regulations for these areas should be found in source documents for the organization such as the policy & procedures handbook and also appear in the appropriate registration material. The impending consequences for not adhering to the guidelines should also be easily found in printed materials. Appeal processes for disputes should be found in each organization's policy & procedures handbook.

STRATEGIC PLAN

The CTSO Strategic Plan is a written plan which is developed and published annually to specify all activities of the state chapter for the given year will be carried out under the leadership of the Executive Director. It includes a monthly outline of activities and events, a list of the CTSO's short

and long term goals and objectives to achieve those goals. The Strategic Plan guides the leadership of the CTSO in directing activities for the membership which will accomplish the overall goals of the student organization.

The Strategic Plan should be completed by the CTSO Executive Director in cooperation with the Board of Directors and Program Specialist. The Strategic Plan should be used as an element of consideration for the annual review of the CTSO Executive Director and for a reflection piece for the Board of Directors. The FFA Executive Secretary is evaluated differently as a Georgia Department of Education employee.

STUDENT ACCOMMODATIONS/MODIFICATIONS

The CTSO Executive Director or the FFA Executive Secretary will ensure that the appropriate modifications are made for students with disabilities who are participating in any CTSO event. Local advisors should follow the instructions provided in the registration materials for making the leadership aware of what specific modifications will be needed. The CTSO Executive Director or FFA Executive Secretary will work diligently to ensure that the needs of the student are met.

SUPPORT PERSONNEL / SERVICE CONTRACTS

Support personnel and service contracts are sometimes needed to implement the strategic plan effectively and to complete daily operations related to the CTSO. The contracting of support personnel or other services must be approved by the Board of Directors. Such contract services may include: multimedia services, leadership coaching/training services, workshop presenters, printing of T-shirts, nametags and programs, materials, staff assistant/book keeper.

A consultant, trainer, or guest speaker may be contracted to perform specified tasks such as writing tests or materials for competitive events; conducting and evaluating competitive events; performing data entry and tabulation for conferences, competitive events and membership; writing instructional/leadership materials; and other leadership and conference needs as deemed necessary by the Executive Director and approved by the Board of Directors.

Administrative or clerical support personnel may be contracted on a part-time, hourly or temporary basis. Example job descriptions of temporary and part-time employees are attached in Appendix I.

Appropriate tax forms should be filed for all employees. Contracted individuals who receive more than \$600 in a year should be issued a 1099. W2s are issued to full time employees by the organization.



Georgia Career and Technical Instruction, Inc.

Year Founded
1975

Applicable Clusters & Pathways

All CTAE Clusters and Pathways

Mission Statement

To provide meaningful leadership and employability experiences for students with disabilities through career, technical and agricultural education courses.

Membership Divisions	Total Affiliation	Total Program Coordinators Statewide
N/A	6,520	137

Region Representation

N/A

Executive Director

Mary Davis Donahue
Address: 3 Central Plaza Ste 245 Rome GA 30161
Phone: 706-314-9624
Fax: 706-314-9624
Email: mdonahue@georgiacti.org
www.georgiacti.org

Program Specialist

Tammy Caudell, Special Populations
Georgia Department of Education
CTAE Division
1752 Twin Towers East
Atlanta, GA 30334
tcaudell@doe.k12.ga.us
(404) 656-3042

National Office

N/A

Georgia CTI was created in 1975 by the Georgia DOE with pilot programs around the state of Georgia. The goal was to create an environment of success and achievement for students with disabilities. The main purpose is to teach employability skills to students with disabilities so that they may become productive members of society.



Georgia DECA, INC
Year Founded
1944

Applicable Clusters & Pathways

Marketing Cluster
Hospitality and Tourism Cluster
Hospitality, Recreation and Tourism Pathway
Sports & Entertainment Marketing Pathway

Mission Statement

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.

Membership Divisions	Total Affiliation	Total Program Coordinators Statewide
Student	11,675	131
Advisor		
Professional		

Region Representation

N/A

Executive Director

Shannon Aaron
P O Box 189, Oxford, GA 30054
Phone: 770-630-3967
Fax: 678-609-1633
Email: georgiadeca@gmail.com
www.gadeca.org

Program Specialist

Linda Smith, Marketing, Sales and Service
Georgia Department of Education
CTAE Division
1752 Twin Towers East, Atlanta, GA 30334
lismith@doe.k12.ga.us
(404) 657-6588

National Office

DECA, Inc
1908 Association Drive
Reston, VA 20191
Phone: 703- 860-5000 Fax: 703-860-4013
Executive Director: Ed Davis- ed_davis@deca.org



Georgia FBLA ~ Future Business Leaders of America

Year Founded
1947

Applicable Clusters & Pathways

Business Management & Administration Cluster
Finance Cluster
Information Technology Cluster

Mission Statement

To bring business & education together in a positive working relationship through innovative leadership & career development programs

Membership Divisions	Total Affiliation	Total Program Coordinators Statewide
FBLA-ML (middle school)	25,275	452
FBLA (high school)		
Phi Beta Lamda (college level)		
Professional Division (business and industry)		

Region Representation

N/A

Executive Director

Monty Rhodes
3316-A South Cobb Drive, Suite #229
Smyrna, GA 30080
Phone: 678-231-7640
Fax: 770-216-1749
Email: monty@georgiafbla.org
www.georgiafbla.org

Program Specialist

Misty Freeman
Business and Computer Science
Georgia Department of Education
CTAE Division
1752 Twin Towers East
Atlanta, GA 30334
mfreeman@doe.k12.ga.us
(404) 657-8307

National Office

FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
Phone: 703-860-3334



Georgia FCCLA
Year Founded
1945

Applicable Clusters & Pathways

Education & Training Cluster	Hospitality & Tourism Cluster	Culinary Arts Pathway
Human Services Cluster	Nutrition and Food Science Pathway	Consumer Services Pathway
Interiors, Fashion and Textiles Pathway		

Mission Statement

To promote personal growth and leadership development through Family and Consumer Sciences education.

Membership Divisions

Student
Advisor
Postsecondary

Total Affiliation

31,869

Total Program Coordinators Statewide

323

Region Representation

Located in Appendix J

Executive Director

Vickie Rundbaken
Georgia FCCLA State Office
283 Swanson Dr, Suite 204
Lawrenceville, GA 30043
Phone: 678-735-0091
Fax: 678-735-0094 fax
Email: vrundbaken@doe.k12.ga.us
gafccla@gmail.com
www.gafccla.com

Program Specialist

Laura Ergle, Family and Consumer Sciences,
Education, Culinary Arts
Georgia Department of Education
CTAE Division
1752 Twin Towers East
Atlanta, GA 30334
lergle@doe.k12.ga.us
(404) 463-6406

National Office

Family, Career and Community Leaders of America
1910 Association Drive
Reston, Virginia 20191
Phone: 703-476-4900
Fax: 703-860-2713
www.fcclainc.org



Georgia FFA
Year Founded
1929

Applicable Clusters & Pathways

Agriculture, Food & Natural Resources Cluster

Mission Statement

The FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through Agricultural Education.

Membership Divisions

Active
Alumni
Collegiate
Honorary

Total Affiliation

34,152

Total Program Coordinators Statewide

285

Region Representation

Located in Appendix J

Executive Secretary

Ben Lastly
FFA Executive Secretary
316 Poultry Science – UGA
Athens, GA 30602

Program Specialist

Mr. John “Chip” Bridges
State Program Manager for Agricultural Education
Georgia Department of Education
1752 Twin Towers East
Atlanta, GA 30334

National Office

National FFA Organization
6060 FFA Drive
Indianapolis, IN 46268



Georgia HOSA ~ Future Health Professionals

Year Founded
2000

Applicable Clusters & Pathways

Health Science Cluster

Mission Statement

The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science technology education students, therefore, helping students to meet the needs of the health care community.

Membership Divisions

Middle School	Secondary
Member-at-Large	Advisor
Postsecondary	Collegiate
Alumni	Professional

Total Affiliation

10,488

Total Program Coordinators Statewide

189

Region Representation

Located in Appendix J

Executive Director and State Advisor

Allen Seigler
2410 Hog Mountain Rd., Suite 105
Watkinsville, GA 30683
Phone: (866) 914-5378
allen.seigler@georgiahosa.org
www.georgiahosa.org

Program Specialist

Phyllis Johnson, Healthcare Science,
Cosmetology, Law and Public Safety
Georgia Department of Education
CTAE Division
1752 Twin Towers East
Atlanta, GA 30334
pjohnson@doe.k12.ga.us
(404) 463-6404

National Office

6021 Morris Road, Suite 111
Flower Mound, TX 75028
Phone: 800-321-HOSA
Fax: 972-874-0063



SkillsUSA Georgia
Year Founded
1965

Applicable Clusters & Pathways

Architecture & Construction Cluster
Audio-Video Technology and Film Pathway
Graphic Design Pathway
Human Services Cluster
Personal Care Services – Barbering Pathway
Personal Care Services – Esthetics Pathway

Arts, A/V Technology & Communications Cluster
Graphic Production Pathway
Transportation, Distribution & Logistics Cluster
Personal Care Services – Cosmetology Pathway
Personal Care Services – Nails Pathway
Law, Public Safety, Corrections & Security Cluster

Mission Statement

SkillsUSA's mission is to help its members become world-class workers, leaders and responsible American citizens.

Membership Divisions

Student member
Post secondary
Professional member (teacher)

Total Affiliation

10,333 statewide

Total Program Coordinators Statewide

189

Region Representation

Located in Appendix J

Executive Director

Ashley Brown
1720 Mars Hill Rd, Suite 8-332
Acworth, GA 30101
Phone: (470) 233-0417
abrown@skillsusageorgia.org
www.skillsusageorgia.org

Program Specialist

Carol Burke, Architecture, Construction,
Communication & Transportation
Georgia Department of Education
CTAE Division
1752 Twin Towers East
Atlanta, GA 30334
cburke@doe.k12.ga.us
(404) 657-8308

National Office

SkillsUSA
14001 SkillsUSA Way, Leesburg, Virginia 20176
Phone: 703-777-8810 FAX: 703-777-8999
www.skillsusa.org



Georgia Technology Student Association
Year Founded
1962

Applicable Clusters & Pathways

Science, Technology, Engineering, Mathematics Cluster Energy Cluster
Arts, A/V Technology & Communications Cluster Manufacturing Cluster
Audio-Video Technology and Film Pathway

Mission Statement

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics concepts through co-curricular activities, competitive events and related programs.

Membership Divisions

Middle School
High School
Advisor
Alumni

Total Affiliation

29,186

Total Program Coordinators Statewide

171

Region Representation

N/A

Executive Director

Steve Price
P.O. Box 2304
Acworth, GA 30102-9998
Phone: (678) 551-0840
sprice@gatsa.org
www.gatsa.org

Program Specialist

Mark Crenshaw
Engineering and Technology
Georgia Department of Education
CTAE Division
1752 Twin Towers East
Atlanta, GA 30334
mcrenshaw@doe.k12.ga.us
(404) 657-8316

National Office

Dr. Rosanne T. White, Executive Director
Technology Student Association
1914 Association Drive, Reston, VA 20191
Phone: 1/888/860-9010
Fax: 703-758-4852
Email: rwhite@tsaweb.org

RESOURCES

CTSO – A Reference Guide, Third Edition 2008 (Lyn Fiscus, Leadership Logistics and Alisha Dixon Hyslop, Association for Career and Technical Education)

Handbook for Advisors of Career and Technical Student Organizations, 5th Edition, 2007, Rosco C. Vaughn, Paul R. Vaughn, Lanette D. Vaughn

New Jersey Career and Technical Student Organizations Policies and Procedures Manual
May 2008, Lucille E. Davy, Jay Doolan, Marie Barry

APPENDIX A CODE OF CONDUCT

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

GEORGIA TECHNOLOGY STUDENT ASSOCIATION CODE OF BEHAVIOR

1. Teachers/advisors will assume full responsibility that delegates abide by the Georgia TSA dress code and code of behavior at all times including travel to and from conference.
2. All delegates shall behave in a courteous manner and refrain from language and/or actions that could bring discredit upon them, their school and/or TSA. Delegates should wear name badges at all times except in sleeping quarters.
3. Delegates shall be fully clothed at all times outside of living quarters. This includes movement between rooms.
4. Delegates agree not to consume or have in possession any alcoholic beverages or non-prescription narcotics, gamble, smoke or use other tobacco products during the conference.
5. Conduct not conducive to an educational conference will not be tolerated. Examples of unacceptable conduct include, but are not limited to, disrupting a businesslike atmosphere, consorting with nonconference individuals or any activities which will endanger self or others.
6. Delegates are expected to attend all general sessions. Delegates shall keep their advisors informed of their activities and whereabouts at all times.
7. Delegates shall observe the curfew hour. It is the responsibility of the teacher/advisor to ensure compliance with this article.
8. Delegates shall refrain from all types of roughhousing including dropping articles out of the windows. Delegates understand that girls' hotel rooms are off limits to boys and boys' rooms are off limits for girls unless an advisor is present. Chapters found in violation will be asked to leave.
9. Delegates agree to pay for all phone calls made from their rooms. These will be shown on individual bills and paid for by the local chapter or chapter members.
10. Delegates shall respect the hotel property of which they are a guest and will pay for any property damage or loss that occurs due to their stay during the conference.
11. Delegates shall not use portable stereos or other loud music making devices outside their rooms and will keep the volume low while they are in rooms.

It is hoped that each student attending the conference will take this Code of Behavior with a positive attitude so that industrial arts/ technology education in Georgia will continue to have the respect of education, business people and the general public.

Student's Signature_____ School_____

I have read and understand the Code of Behavior. I have informed my son/daughter of the importance of his/her conforming to its provisions.

Date_____ Parent's Signature_____

GEORGIA DECA PROFESSIONAL STANDARDS

For each person attending any Georgia DECA sponsored conference, he/she must read and sign the code of conduct. A copy of the code of conduct must be turned in for each person attending the conference. Deviation from this Code of Conduct could result in the student/school being sent home from the DECA activity.

Georgia DECA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation's greatest student organization.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this Code of Conduct, you are simply reaffirming your dedication to be the best possible representative of Georgia DECA.

1. I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not visit in the sleeping room of the opposite sex.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will at all times, have the orders of the physician on my person.
6. I will not leave the hotel/motel without the express permission of my advisor. Should I receive permission, I will leave a written notice of where I will be. My conduct shall be exemplary at all times.
7. I will keep my advisor informed of my whereabouts at all times.
8. I will, when required, wear my official identification badge.
9. I will respect official DECA dress and not smoke while wearing it.
10. I will attend & be on time for, all general sessions & activities that I am assigned to and registered for.
11. I will adhere to the dress code at all required times.
12. I will act respectfully at the dance or I understand that I will be ask to leave.

Attending the DECA Dance is a privilege. All attendees must abide by the following guidelines:

- Sexually explicit dancing also known as "dirty dancing", "freaking", or "sandwich dancing" is not permitted. Any dance simulating sexual moves is not allowed.
- At the discretion of the DECA advisors, chaperones, or security, a student may be asked to leave the dance for inappropriate dancing or inappropriate behavior.
- School dress codes apply to the DECA dance. Jeans and a DECA t-shirt would be considered appropriate attire. Midribs, spaghetti straps, muscle shirts, pajamas, and mini skirts ARE NOT considered appropriate. Students in dress code violation will be ask to leave the dance.

Code of Conduct Agreement

I agree that if, for any reason, I am in violation of any of the rules of the conference, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that this conference is designed to be an educational function and all plans are made with that objective.

Student Attendee Signature

Advisor Signature

Copies of this form must be kept on hand by the DECA Chapter Advisor during the conference.

GEORGIA CTSO PERSONAL LIABILITY / MEDICAL RELEASE / PHOTOGRAPH RELEASE

All children, students, and adults who attend any Georgia CTSO Conference require this form. No conference attendee is allowed to participate unless Georgia CTSO receives this form. Parents and chapter advisors: Please make a copy of this completed form for your records.

Name _____ Home telephone _____

Home street address _____

City/State/Zip _____ Date of Birth _____

Advisor _____ School _____

School telephone _____ School street address _____

City/state/zip _____

MEDICAL INFORMATION (children and students only)

1. Allergies (drug or otherwise) _____

2. Current medication _____

3. Describe any history of heart condition, diabetes, asthma, epilepsy, or rheumatic fever, etc.

4. Physician's name _____ Physician's telephone _____

"I hereby agree to release the Georgia CTSO, its representatives, agents, servants and employees from liability for any injury to above named person at any time while attending the Georgia CTSO Activity, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees."

"I do voluntarily authorize the Georgia CTSO's local chapter advisors, state advisor, assistants and/or designees to administer and/or obtain routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment."

"I agree to indemnify and hold harmless the Georgia CTSO's and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards."

"I hereby authorize any physician member of the Department of Emergency Medicine of an accredited hospital or any member of the medical staff of an accredited hospital to render medical treatment, which in his/her judgment is deemed necessary in the care of the above named person (child or student) while attending the Georgia CTSO Activity, including time traveling to and from the conference."

"I permit Georgia CTSOs to use video footage and photographs of my child for publicity that might include but is not limited to: website, powerpoint presentations, promotional videos, flyers or news publications."

Signature of parent or guardian (if child or student) _____ Date _____

Participant's or advisor's signature _____ Date _____

A COPY OF THIS FORM MUST BE KEPT BY THE STATE AND CHAPTER ADVISORS AT THE CONFERENCE AND GIVEN TO APPROPRIATE MEDICAL AUTHORITIES IN THE EVENT OF A MEDICAL EMERGENCY.

SKILLSUSA GEORGIA CODE OF BEHAVIOR

1. Teachers/advisors will assume full responsibility that delegates abide by the SkillsUSA Georgia dress code and code of behavior at all times including travel to and from conference.
2. Participants shall be prompt and prepared for all activities. All delegates shall behave in a courteous manner and refrain from language and/or actions that could bring discredit upon them, their school and/or SkillsUSA Georgia. Delegates should wear name badges at all times except in sleeping quarters.
3. Delegates shall be fully clothed at all times outside of living quarters. This includes movement between rooms.
4. Delegates agree not to consume or have in possession any alcoholic beverages or non-prescription narcotics, gamble, smoke or use other tobacco products during the conference.
5. Conduct not conducive to an educational conference will not be tolerated. Examples of unacceptable conduct includes, but is not limited to, disrupting a businesslike atmosphere, consorting with non-conference individuals or any activities which will endanger self or others.
6. Delegates are expected to attend all general sessions. Student participants shall not leave the hotel premises without the permission from their advisor. Delegates shall keep their advisors informed of their activities and whereabouts at all times.
7. Delegates shall observe the curfew hour. It is the responsibility of the teacher/advisor to ensure compliance with this article.
8. Delegates shall refrain from all types of roughhousing including dropping articles out of the windows. Delegates understand that girls' hotel rooms are off limits to boys and boys' rooms are off limits for girls unless an advisor is present. Chapters found in violation will be asked to leave.
9. Delegates agree to pay for all phone calls made from their rooms. These will be shown on individual bills and paid for by the local chapter or chapter members.
10. Delegates shall respect the hotel property of which they are a guest and will pay for any property damage or loss that occurs due to their stay during the conference.
11. Delegates shall not use portable stereos or other loud music making devices outside their rooms and will keep the volume low while they are in rooms.
12. Participants violating any of the rules of conduct will subject their entire delegation to be unseated.
13. Participants may be sent home at their own expense for violating any of these rules of conduct. Violators (and their chapter) may be suspended for one year.

It is hoped that each student attending the conference will take this Code of Behavior with a positive attitude so that SkillsUSA Georgia will continue to have the respect of education, business people and the general public.

Student's Signature _____ School _____

I have read and understand the Code of Behavior. I have informed my son/daughter of the importance of his/her conforming to its provisions.

Date _____ Parent's Signature _____

I have read and understand the Code of Behavior. I have informed my students of the importance of his/her conforming to its provisions. I have reminded them also that an infraction will be reported to me by the State Director who has the authority to take prudent disciplinary action as he or she sees fit.

Date _____ Principal's Signature _____

I have read and understand the Code of Behavior. I have instructed my students of the importance of his/her conforming to its provisions. I understand that I am responsible for said student's actions while participating at the conference.

Date _____ Advisor's Signature _____

GEORGIA HOSA STUDENT'S CODE OF CONDUCT STUDENT MEMBERS AND STUDENT GUESTS

A good reputation enables you to take pride in your organization. HOSA members have an excellent reputation of standards to uphold. Your conduct at any HOSA function should enhance the reputation that is being established.

1. Students are responsible their actions and any violations will be handled by the chapter advisor. Students must keep their advisor informed of their activities and whereabouts at all times.
2. HOSA name badges and proper attire must be worn to all HOSA functions.
3. Students are expected to attend all workshop sessions, be on time, and show respect to all presenters and fellow members.
4. Students are to report any accidents, injuries, or illnesses to their local advisor immediately.
5. If a student is responsible for stealing, vandalism, or improper behavior, the student and his/her parent/guardian will be expected to pay any and all damages. Violators will be removed from the conference at their parent's/guardian's expense.
6. HOSA members may NOT use or have in their possession any drugs (except prescriptions), alcohol, or tobacco products at any time. Violators will be removed from the conference at their parent's/guardian's expense.
7. Students are expected to follow the policies of their school and local Board of Education in addition to these rules at all times.
8. Students who violate the Code of Conduct at any Regional, State or National HOSA function will forfeit any awards/recognition earned at the function where the violation occurred and could be sent home at their parent's/guardian's expense.
9. No students/guest of opposite sex allowed in hotel room together without chaperone approval and if chaperone approval, the door must be open.

I have read the above Code of Conduct for HOSA activities and agree to abide by these rules established for Georgia HOSA. I understand that students who disregard these rules will be subject to disciplinary action and may be sent home at their own expense.

Student Name	School	Student Signature	Date
--------------	--------	-------------------	------

Print Name of Parent/Guardian	Parent/Guardian Signature	Date
-------------------------------	---------------------------	------

Print Name of Local Advisor	Local Advisor Signature	Date
-----------------------------	-------------------------	------

GEORGIA HOSA ADVISOR'S CODE OF CONDUCT FOR ADVISORS AND ADULT GUESTS

HOSA Advisors have an excellent reputation of standards to uphold. Your conduct at any HOSA function is critical to setting the conduct standards for the organization and students.

1. Advisors will promote the goals and objectives of Georgia HOSA.
2. Advisors will project a desirable image of Georgia HOSA at all times.
3. Advisors will act with honesty and integrity at all times.
4. Advisors will be appropriately dressed at all HOSA activities in accordance with the Georgia HOSA Dress Code.
5. The Advisor is responsible for their conduct as well as the conduct of their students.
6. Advisors must be aware of their student's activities and whereabouts at all times.
7. Advisors are to report any accidents, injuries, or significant illnesses to the conference staff.
8. If a student is responsible for stealing, vandalism, or improper behavior, the student and his/her parent/guardian will be expected to pay any and all damages. Advisors will be responsible to see that this is handled.
9. Advisors may NOT use or have in their possession any drugs, (except prescribed medications), alcohol, or tobacco products at any time. Violators will be removed from the conference at their expense.
10. Students and Advisors are expected to follow the policies of their school and local Board of Education at all times.
11. Students and Advisors, who violate the Code of Conduct at any Regional, State or National HOSA function, will forfeit any awards/recognition earned at the function where the violation occurred.
12. Advisors will ensure that no students/guests of the opposite sex are allowed in a hotel room together without an approved chaperone present.
13. The Executive Director will initially handle violations of the Advisor Code of Conduct.
14. If the violation is not resolved by the Executive Director, the Georgia HOSA, Inc. Board of Directors' Executive Committee will review the situation and recommend action to the Executive Director.
15. A student/entire HOSA chapter may be sent home early at their own expense for violations of the Code of Conduct.
16. Violations of the Code of Conduct will be reported to the administration of the school system.

Advisor Name

School

Signature

Date

SKILLSUSA GEORGIA PERSONAL LIABILITY / MEDICAL RELEASE / PHOTOGRAPH RELEASE

All children, students, and adults who attend any SkillsUSA Georgia Conference require this form. No conference attendee is allowed to participate unless SkillsUSA Georgia receives this form. Parents and chapter advisors: Please make a copy of this completed form for your records.

Name _____ Home telephone _____

Home street address _____ City/State/Zip _____

Date of Birth _____

Advisor _____ School _____

School telephone _____ School street address _____

City/state/zip _____

MEDICAL INFORMATION (children and students only)

1. Allergies (drug or otherwise) _____

2. Current medication _____

3. Describe any history of heart condition, diabetes, asthma, epilepsy, or rheumatic fever, etc.

4. Physician's name _____ Physician's telephone _____

5. Insurance Company _____ Plan Number _____

6. Group Number _____ Date of last tetanus shot _____

7. Emergency Contact: _____ Phone number: _____

"I hereby agree to release SkillsUSA Georgia, its representatives, agents, servants and employees from liability for any injury to above named person at any time while attending the SkillsUSA Georgia State Leadership and Skills Conference, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees."

"I do voluntarily authorize SkillsUSA Georgia local chapter advisors, state advisor, state director, assistants and/or designees to administer and/or obtain routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment."

"I agree to indemnify and hold harmless National SkillsUSA, SkillsUSA Georgia and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards."

"I hereby authorize any physician member of the Department of Emergency Medicine of an accredited hospital or any member of the medical staff of an accredited hospital to render medical treatment, which in his/her judgment is deemed necessary in the care of the above named person (child or student) while attending the SkillsUSA Georgia activity, including time traveling to and from the conference."

"I permit SkillsUSA Georgia to use video footage and photographs of my child for publicity that might include but is not limited to: website, powerpoint presentations, promotional videos, flyers or news publications."

Signature of parent or guardian (if child or student)

Date

Participant's or advisor's signature

Date

A COPY OF THIS FORM MUST BE KEPT BY THE STATE AND CHAPTER ADVISORS AT THE CONFERENCE AND GIVEN TO APPROPRIATE MEDICAL AUTHORITIES IN THE EVENT OF A MEDICAL EMERGENCY.

APPENDIX B BOARD OF DIRECTORS EVALUATION

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

MINIMUM STANDARDS FOR STATE SKILLSUSA ASSOCIATIONS ON GOVERNANCE

NOTE: All States should meet 100% of the Standards
(Approved by the State Association Directors and SkillsUSA Board of Directors – August 2001)

State Association: _____

State Director: _____

Standards	Meets Standard (X)	Will Meet Standard (Year)
1. The state agency endorses SkillsUSA and its activities as a part of the plan for career and technical instruction in the state.		
a. The appropriate state education agency cooperates with the State SkillsUSA Director by approving and signing the completed SkillsUSA Corporation Form (Form 1)		
b. In the state plan for vocational education, career and technical student organizations (SkillsUSA) are clearly endorsed as one of the approved educational activities.		
2. For state associations where the state education agency has decided to manage SkillsUSA from outside the agency, the state education agency agrees to maintain a key role in a relationship to the association.		
a. The appropriate state education agency(s) have signed the "Memorandum of Understanding between SkillsUSA and the State Education Agency"		
b. The appropriate state education agency assigns an official who has responsibility for the programs, which by policy, is eligible to maintain a liaison with the state association's managers and to work to fulfill the state's obligation in the "Memorandum of Understanding between SkillsUSA and the State Agency."		
3. The State association shall have an effective board of directors.		
a. One-third of the board's membership is composed of business and industry representatives		
b. A representative from the state education agency serves on the board.		
c. Advisors and administrators from the schools where SkillsUSA is organized serve on the board		
d. The board has received training on the roles and responsibilities of a board and on financial accountability.		
4. The state association meets the financial standards of SkillsUSA.		
a. Eighty percent of the voluntary financial standards of SkillsUSA have been met.		
5. The State SkillsUSA Director has clear authority and adequate time to do the job.		
a. The State SkillsUSA Director has a formal job description		
b. If the State SkillsUSA Director is not a state education agency employee, he/she has a formal contract that is performance driven.		
c. The position represents at least 32 hours per week average.		
6. There is a system for volunteer management of a balanced program of work for the state.		
a. There is an approved program of work.		
b. Each major part of the state's program is either managed by paid staff or volunteers		
c. There is a structure, in writing, that describes the volunteer teams and reporting command.		
d. All volunteers have been trained.		
7. The state association is incorporated.		
a. If the state association is managed outside the state education agency, the association is incorporated and has signed the SkillsUSA licensing agreement. (If the state association is managed by the state education agency, incorporation is the state education agency's decision.)		
8. The state association has legal protection.		
a. The state association has general liability insurance.		
b. The state association has directors' and officers'		
c. The state association has AD&D insurance for all events.		
d. The state association's staff is bonded.		

APPENDIX C

EXECUTIVE DIRECTOR JOB DESCRIPTION

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

Job Title	Georgia DECA State Director
Application Deadline	December 31, 2010
Start Date	Week of January 25, 2011
To Apply	Email resume and cover letter to Georgia DECA Board, Inc. President Krystin Glover at glover.krystin@fcboe.org by application deadline
Grant	Oconee RESA and Georgia DECA
Grant Requirements	<p>a. Provide communication systems and related linkages and collaboration with teachers and advisors of local school system chapters of the Executive Director's organization and the Department of Education, hereinafter referred to as the "Department".</p> <p>b. Plan and implement programs and activities that support the Career, Technical and Agricultural Education curriculum area associated with this organization.</p> <p>c. Maintain the monthly CTSO master calendar by inputting relevant CTSO activities on the CTSO website. (www.gactso.org)</p> <p>d. Implement and maintain an up-to-date and individual CTSO Web Site.</p> <p>e. Align DECA competitive events with the curriculum approved by the Department.</p> <p>f. Keep accurate records, and prepare and present in writing requested documents and reports on time to the Department.</p> <p>g. Conduct a program of activities consisting of but not limited to the following: State Officer Training, Local Chapter Officer Training, Fall Leadership Conference, and Spring Leadership Conference:</p> <p>h. Coordinate attendance of Georgia chapters at the National Conference.</p> <p>i. Attend all Meetings and Professional Development events planned by the Department for CTSO Executive Directors.</p> <p>j. Provide leadership for involvement of the CTSO state officers in the CTSO Legislative Luncheon.</p> <p>k. Attend and provide leadership for the GaDOE/CTAE Recognition Day to be determined by the State Board and Superintendent.</p> <p>l. Maintain accurate accounting records and provide a financial review of all financial activities for the fiscal year of the organization within 60 days of the ending date of this grant.</p>
Additional Duties	<p>a. Handle daily operations which mainly entail set office hours for returning phone calls.</p> <p>b. Make visits to targeted DECA chapters around the state in addition to marketing programs that do not have active DECA chapters encouraging participation in DECA.</p> <p>c. Work with the GaDECA Foundation.</p> <p>d. Provide mentoring/coaching to local DECA Chapters as requested.</p> <p>e. Perform additional duties as assigned by the Georgia DECA Board, Georgia DOE and the DECA Board President.</p>
Minimum Qualifications or Preferred Qualifications	<p>Bachelor's degree and at least three years experience in marketing business-related positions.</p> <p>Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following: • Marketing Education teacher and/or DECA Advisor experience • Five or more years experience in related careers • Experience in the teaching profession • Leadership experience</p>
Salary/Benefits Contract	<p>\$50,000/yearly contract (includes taxes, travel, stipend, etc.)</p> <p>Yearly contracts run July 1-June 30. Evaluations will be completed by the Georgia DECA Board and Oconee RESA before a contract is renewed.</p>

SKILLSUSA GEORGIA JOB DESCRIPTION STATE DIRECTOR

- I. Implement the 2011-12 Program of Work.
- II. Provide communication systems and related linkages and collaboration with teachers and advisors of local school system chapters of Individual's organization and the Department of Education, hereinafter referred to as the "Department" including but not limited to:
 - i. Implementing and maintain a SkillsUSA Georgia Advisor database.
 - ii. Implementing and maintaining SkillsUSA Georgia website.
 - iii. Regional focus meetings and training sessions.
 - iv. School Visitations
- III. Plan and implement programs and activities that support the Career, Technical and Agricultural Education curriculum area associated with this organization. Approval of these plans will be made through the program specialist.
- IV. Spend funds in accordance with referenced and approved budget.
 - a. The Individual will use an approved electronic money management system to operate the financial business of the organization. All financial reports must be created using this system.
 - b. The Individual will file 990 Tax Return to the Internal Revenue Service.
 - c. Renew annual Secretary of State Incorporation by April 1, 2012.
 - d. Create budgets and submit for review including but not limited to:
 - Annual budget
 - Fall Leadership Conference
 - Spring Leadership Conference and Competitive Events
 - Officer Training (annual)
 - State Director travel budget (annual)
 - e. Provide an electronic quarterly financial transaction report to the program specialist by the 10th of the following month. Transactions should align with the approved budget.
 - f. Provide a financial review of all financial activity for the fiscal year of the organization within 60 days of the ending date of this grant.

- V. Complete all direct and any necessary strategic plan activities required by the Department under this grant on or before June 30, 2012.
- Board of Directors – develop and implement all meetings; maintain central storage of all BOD minutes and correspondences.
 - Officer Development – develop and implement all officer training sessions, develop and distribute all officer materials, assist officers with their roles in the development and implementation of the strategic plan, direct officers during meetings and conferences, implement officer discipline as necessary and notify necessary personnel as to the infractions.
 - Develop a SkillsUSA Georgia Chapter Development Guide and distribute through regional meetings, email, website and postal service.
 - Develop, plan and implement regional meetings
 - Develop, produce materials and facilitate regional contest
 - Develop, plan and implement state leadership conferences and competitive events.
 - Develop and maintain databases and recordkeeping including but not limited to:
 - Competitive event judge database
 - Business and industry contact database
 - Advisor contact information and communications database
 - Board of directors contact information and communications database
 - State Officer contact information and communications database
 - Research and develop fundraising proposals; coordinate and implement fundraising initiatives.
 - Research and develop marketing proposals; coordinate and implement marketing initiatives.
- g. Submit a final project report to the Department, detailing services performed under this grant. The content and format of the report shall be as approved by the Department. The Department agrees to provide feedback and guidance as to the acceptability and expectations of services to be provided. The Department shall have approval authority over all aspects of the services provided.

GEORGIA TECHNOLOGY STUDENT ASSOCIATION (GATSA) SECTION I - JOB DESCRIPTION

POSITION TITLE:	Georgia Technology Student Association Executive Director
DIVISION:	Career Technical and Agricultural Education (CTEA)
PAY GRADE:	40,000.00 - 59,900.00
DEPARTMENT:	Career Technical Student Organization (CTSO)
WORK DAYS:	240
REPORTS TO:	Director, Career Technical and Agricultural Education
PRIMARY FUNCTION:	Provides leadership in the development, implementation, and evaluation of the Georgia Technology Student Association.

REQUIREMENTS:

- 1) Educational Level: Master's Degree in related field is preferred
- 2) Experience: Participation within a variety of CTSO activities, TSA activities preferred
- 3) Experience: 3 years teaching experience at secondary level, building or district leadership and/or CTAE – CTSO experience preferred
- 4) Physical Activities: Routine physical activities that are required to fulfill job responsibilities
- 5) Proficient Skills: Written and oral communication skills; leadership, organization

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Communicates pertinent information to coordinate with local school district administration GA TSA initiatives as appropriate.
3. Assists local administrators and teachers in the resolution of problems related to GA TSA yearly events.
4. Projects budget needs and monitors the use of allocated GA TSA funds.
5. Prepares presentations concerning assigned programs for public information and prepares special reports as requested.
6. Working with the Advisory Council, develop goals, objectives, and strategic plans, that promote the growth, and stability of GA TSA.
7. Maintain accurate accounting records and provide a financial review of all financial activities for each fiscal year.

8. Keep accurate records, and prepare and present in writing requested documents and reports on time to the GA DOE, and GA TSA Advisory Council.
9. Conduct a program of activities consisting of but not limited to the following: CORE, TECHDAY, Fall Leadership Conference, and State Leadership Conference
10. Coordinate attendance of Georgia chapters at TSA National Conference.
11. Provide guidance and leadership training to GA TSA officer team.
12. Coordinate, plan, and execute yearly Advisory Council Meetings.
13. Plan and implement programs and activities that support the Career, Technical and Agricultural Education curriculum area associated with Engineering and Technology Education
14. Attend all Meetings and Professional Development events planned by GA DOE, and GA TSA Advisory Council.
15. Conduct and coordinate school visits designed to promote and grow GA TSA throughout the state.
16. Develop and maintain the GA TSA master calendar.
17. Implement and maintain an up-to-date and individual GA TSA Web Site
18. Provide leadership for involvement of GA TSA state officers at the CTSO Legislative Luncheon.
19. Attend and provide leadership for the GaDOE/CTAE Recognition Day to be determined by the State Board and Superintendent.
20. Performs all other duties as assigned by appropriate administrator.

Signature of Employee_____Date_____

Signature of Supervisor_____Date_____

APPENDIX D EXECUTIVE DIRECTORS EVALUATION

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

EXECUTIVE DIRECTOR EVALUATION FORM

EVALUATION SCALE:

- 5 Performance far exceeds job requirements
- 4 Performance is good . . . above average
- 3 Performance is satisfactory
- 2 Improvement needed
- 1 Performance does not meet job requirements
- DK . . . Don't know -- cannot make an evaluation

RELATIONSHIP WITH THE BOARD:

- ☐ Keeps board informed of organization activities, progress and problems
- ☐ Is receptive to board member ideas and suggestions
- ☐ Makes sound recommendations for board action
- ☐ Maintains a friendly and courteous attitude toward board members
- ☐ Facilitates the decision making process for the board
- ☐ Accepts board criticism as constructive suggestions for improvement
- ☐ Gives constructive criticism in a friendly, firm and positive way
- ☐ Follows up on problems and issues brought to his/her attention

COMMENTS:

MANAGEMENT SKILLS & ABILITIES:

- ☐ Maintains a smooth-running administrative office
- ☐ Prepares all necessary reports and keeps accurate records
- ☐ Speaks and writes acceptably
- ☐ Leads in developing organizational goals prior to each fiscal year
- ☐ Plans well in advance
- ☐ Is progressive in attitude and action

COMMENTS:

SERVICES TO MEMBERS:

- _____ Understands and stays current with member and industry needs
- _____ Focuses activities on serving member needs
- _____ Accepts membership criticism and responds appropriately

COMMENTS:

FISCAL MANAGEMENT:

- _____ Leads in preparing a balanced budget
- _____ Completes the year with a balanced budget
- _____ Displays common sense and good judgment in business transactions
- _____ Maintains adequate audit and internal financial control procedures

COMMENTS:

PERSONAL & PROFESSIONAL ATTRIBUTES:

- _____ Projects professional demeanor
- _____ Participates in professional activities
- _____ Displays a good sense of humor

COMMENTS:

COMMUNITY & PUBLIC RELATIONS:

- _____ Represents the organization in a positive and professional manner
- _____ Actively promotes the organization to the public

COMMENTS:

EFFECTIVE LEADERSHIP OF STAFF:

- _____ Hires and maintains competent staff members
- _____ Encourages staff development
- _____ Deals with staff honestly and fairly
- _____ Maintains open, concerned and congenial relations with staff
- _____ Delegates effectively
- _____ Assesses the performances of employees fairly and reasonably

COMMENTS:

What specific recommendations do you have for the Executive Director to improve performance?

What impressed you the most about the Executive Director's performance this year?

What should be the priorities for the Executive Director over the next year?

In what areas has the Executive Director shown exceptional improvement?

What is your major criticism of the Executive Director's performance this year?

Do you have any additional comments regarding the Executive Director that have a bearing on this evaluation?

How can this evaluation be improved?

Board Member Signature

Date

SkillsUSA Georgia

Employee Performance Review

Gayle Kelly Silvey, State Director – July 1, 2011 – June 30, 2012

RATINGS					
	1 =	2 = Fair	3 =	4 =	5 =
Board of Directors – develop and implement all meetings; maintain central storage of all BOD minutes and correspondences.					
Officer Development – develop and implement all officer training sessions, develop and distribute all officer materials, assist officers with their roles in the development and implementation of the strategic plan, direct officers during meetings and conferences, implement officer discipline as necessary and notify necessary personnel as to the					
Develop a SkillsUSA Georgia Chapter Development Guide and distribute through regional meetings, email, website and					
Develop, plan and implement regional meetings					
Develop, produce materials and facilitate regional contest					
Develop, plan and implement state leadership conferences					
Develop and maintain databases and recordkeeping including					
Competitive event judge database					
Business and industry contact database					
Advisor contact information and communications					
Board of directors contact information and					
State Officer contact information and					
Research and develop fundraising proposals; coordinate and					
Research and develop marketing proposals; coordinate and					
Spend funds in accordance with referenced and approved					
The Individual will use an approved electronic money management system to operate the financial business of the organization. All financial reports must be created using this system.					
The Individual will file 990 Tax Return to the Internal Revenue					
Renew annual Secretary of State Incorporation by April 1,					
Create budgets and submit for review including but not limited					
• Annual budget					
• Fall Leadership Conference					

<ul style="list-style-type: none"> Spring Leadership Conference and Competitive Events 					
<ul style="list-style-type: none"> Officer Training (annual) 					
RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Provide communication systems and related linkages and collaboration with teachers and advisors of local school system chapters of Individual's organization and the Department of Education, hereinafter referred to as the "Department" including but not limited to:					
<ul style="list-style-type: none"> Implementing and maintain a SkillsUSA Georgia 					
<ul style="list-style-type: none"> Implementing and maintaining SkillsUSA Georgia 					
<ul style="list-style-type: none"> Regional focus meetings and training sessions. 					
<ul style="list-style-type: none"> School Visitations 					
Plan and implement programs and activities that support the Career, Technical and Agricultural Education curriculum area associated with this organization. Approval of these plans will be made through the program specialist.					
EVALUATION					
ADDITIONAL COMMENTS					
VERIFICATION OF REVIEW					
Review completed by:					
Board Chair Signature	Date				
Program Specialist Signature	Date				

GEORGIA TECHNOLOGY STUDENT ASSOCIATION EMPLOYEE PERFORMANCE EVALUATION

Employee Name: _____ **Date of Review:** _____

Evaluator's Name(s): ALL Advisory Board Members

Evaluation Period:

☐ Annual review

Job Title: Georgia Technology Student Association Director (GA TSA) Years in Job: _____

This Performance Evaluation links the TSA Advisory Boards expectations of the GA TSA Executive Director to actual performance. The principal objective of the evaluation is to assist in professional development by identifying strengths and areas for improvement. Evaluations enable the council to assess an individual's job performance to determine appropriate action.

Performance Evaluation Ratings

SER Substantially Exceeded Requirements – Clearly and consistently exceeded many requirements

ER Exceeded Requirements – Clearly exceeded some, and met all other requirements

MR Met Requirements – Clearly met all requirements, or balance minor need for improvement in one area with exceptional performance in another

MSR Met Some Requirements – Met some requirements, but clearly needs to improve in one or more areas to fully meet requirements

NMR Did Not Meet Requirements – Clearly needs significant improvement in one or more areas to fully meet requirements

N/A No Basis for Approval

Listed are the major responsibilities (essential functions) for the position of GA TSA. Director

1. Working with the Advisory Council, develop goals, objectives, and strategic plans, that promote the growth, and stability of GA TSA.
2. Maintain accurate accounting records and provide a financial review of all financial activities for each fiscal year.
3. Keep accurate records, and prepare and present in writing requested documents and reports on time to the GA DOE, and GA TSA Advisory Council.
4. Conduct a program of activities consisting of but not limited to the following: CORE, TECHDAY, Fall Leadership Conference, and State Leadership Conference
5. Coordinate attendance of Georgia chapters at TSA National Conference.
6. Provide guidance and leadership training to GA TSA officer team.
7. Coordinate, plan, and execute yearly Advisory Council Meetings.
8. Plan and implement programs and activities that support the Career, Technical and Agricultural Education curriculum area associated with Engineering and Technology Education
9. Attend all Meetings and Professional Development events planned by GA DOE, and GA TSA Advisory Council.
10. Conduct and coordinate school visits designed to promote and grow GA TSA throughout the state.
11. Develop and maintain the GA TSA master calendar.
12. Implement and maintain an up-to-date and individual GA TSA Web Site
13. Provide leadership for involvement of GA TSA state officers at the CTSO Legislative Luncheon.
14. Attend and provide leadership for the GaDOE/CTAE Recognition Day to be determined by the State Board and Superintendent.

Performance Factors Rating: Using the following definitions, rate the Directors performance for each of the performance factors as it relates to the employee's job duties/responsibilities.

Job Understanding:	Rating:
Performance Factors: <ul style="list-style-type: none"> • Understands job duties and responsibilities. • Possesses sufficient skill and knowledge to perform all parts of the job effectively, efficiently and safely. • Understands and promotes department mission and values. • Makes an active effort to stay current with new developments. 	Comments/Areas for Improvement
Organizational Skills:	Rating:
Performance Factors: <ul style="list-style-type: none"> • Ability to prioritize workload. • Ability to manage information flow (including internal, volunteer, and external communication, and filing/documentation). 	Comments/Areas for Improvement
Quality:	Rating:
Performance Factors: <ul style="list-style-type: none"> • Attentive to detail and accuracy. • Demonstrates thoroughness, completeness, follow through on presentation and appearance of work. 	Comments/Areas for Improvement
Dependability/Reliability:	Rating:
Performance Factors: <ul style="list-style-type: none"> • Punctuality and regularity in attendance: arrives on time and ready for the workday. • Completes tasks satisfactorily: <ul style="list-style-type: none"> ○ Meets commitments ○ Works independently ○ Handles change ○ Stays focused under pressure 	Comments/Areas for Improvement
Communications Skills	Rating:
Performance Factors: <ul style="list-style-type: none"> • Listens effectively and responds clearly and directly. • Makes effective oral and written communication clear and easy to understand. • Interacts with others in a helpful and informative manner. 	Comments/Areas for Improvement
Constituent Service Skills:	Rating
Performance Factors <ul style="list-style-type: none"> • Builds relationships with members of the constituency. • Deals appropriately with confidential information and maintains discretion. 	Comments/Areas for Improvement

Other Professional Skills:

Professionalism	Rating
Performance Factors <ul style="list-style-type: none"> • Promotes and treats peers with mutual respect. • Demonstrates integrity and deals well with ethical and confidential issues. • Demonstrates commitment to the Seminary's stated missions and goals 	Comments/Areas for Improvement

Initiative/Innovation	Rating
Performance Factors <ul style="list-style-type: none"> • Self-directed, resourceful, creative toward meeting job objectives. • Introduces new concepts and processes using independent and original thought. 	Comments/Areas for Improvement

Motivation	Rating
Performance Factors <ul style="list-style-type: none"> • Displays drive, energy and a positive attitude in completing assigned tasks. • Eagerly takes initiative. • Handles several responsibilities concurrently and comfortably. 	Comments/Areas for Improvement

Interpersonal Skills and Teamwork	Rating
Performance Factors <ul style="list-style-type: none"> • Works effectively with other employees/departments. • Develops positive working relationships. • Helps improve work processes. • Helps to accomplish specific tasks. 	Comments/Areas for Improvement

Computer Skills	Rating
Performance Factors <ul style="list-style-type: none"> • Possesses computer skills and knowledge to perform job duties and responsibilities 	Comments/Areas for Improvement

Planning Skills:	Rating
Performance Factors <ul style="list-style-type: none"> • Ability to establish short and long-term goals and objectives. • Ability to develop a well-defined plan according to established goals and objectives. • Ability to execute a plan in an organized fashion. 	Comments/Areas for Improvement

Problem Solving:	Rating
Performance Factors <ul style="list-style-type: none"> • Defines problems/central issues. • Collects and evaluates significant or relevant data. • Evaluates options, proposes and implements a sound solution. 	Comments/Areas for Improvement

Leadership and Staff Development:	Rating
Performance Factors <ul style="list-style-type: none"> • Influences others to achieve department and organizational goals. • Promotes ethical behavior. • Provides on the job training and development. • Provides timely and constructive feedback. • Encourages and enhances teamwork. 	Comments/Areas for Improvement

APPENDIX E STATE TRAVEL GUIDELINES

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

STATE OF GEORGIA – SAO STATEWIDE ACCOUNTING POLICY & PROCEDURE

Statewide Travel Regulations Page 8 of 25

If an employee returns from an overnight trip after 1:30 p.m., the employee is eligible for per diem for lunch on the day of return.

If an employee returns from an overnight trip after 7:30 p.m., the employee is eligible for per diem for dinner on the day of return.

Eligible Meals Per Diem Amount

Breakfast \$6.00

Lunch \$7.00

Dinner \$15.00

High Cost Areas: Employees are considered traveling in high cost areas of Georgia when their official responsibilities must be performed at a location designated as a high cost area (*See High Cost Areas Policy*) **or** lodging is obtained in a location designated as a high cost area. Per diem rates applicable to high cost areas are outlined below:

Eligible Meals Per Diem Amount

Breakfast \$7.00

Lunch \$9.00

Dinner \$20.00

Meals Associated with Overnight Travel Outside of Georgia

Employees are considered traveling outside of Georgia when their official responsibilities must be performed at an out-of-state location. Employees who are working in Georgia but spending the night in lodging in another state are **not** traveling outside of Georgia.

Employees traveling outside of Georgia may receive meal per diem amounts up to the federal per diem rates (less the \$5 federal “incidentals” allowance; reimbursement of such incidental expenses are covered elsewhere in these travel regulations), at the discretion of the approving agency head or designee. The federal per diem rates (for locations within the continental United States) and breakdown by meal for federal per diem amounts may be found at the following address:
<http://www.gsa.gov/perdiem>

STATE OF GEORGIA – SAO STATEWIDE ACCOUNTING POLICY & PROCEDURE

Statewide Travel Regulations Page 5 of 25

Employees are required to submit receipts for the following expenses:

- Meals purchased in lieu of those provided at conference/training
- Lodging,
- Airline or Railroad fares,
- Rental of motor vehicles,
- Registration fees,
- Visa/Passport fees, and
- Any other valid expense over \$25.

Receipts for the following expenses are required if amounts are more than **\$25.00 threshold**:

- Gasoline purchased for rental vehicles,
- Parking,
- Tollway,
- Mass transit,
- Taxi, and
- Airport vans.

APPENDIX F

CODE OF ETHICS POLICY

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

Purpose:

Establishes the Code of Ethics Policy for the Georgia Department of Education.

Applicability:

This policy applies to employees of the GaDOE and State Schools

Policy:

It is the policy of the Georgia Department of Education to follow the Executive Order of the Governor of the State of Georgia:

Section 3. Conflicts of Interest

- a. An employee of the Executive Branch of the State shall make every effort to avoid even the appearance of a conflict of interest. An appearance of conflict exists when a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by personal interests. An appearance of conflict could exist even in the absence of a true conflict of interest.
- b. An employee of the Executive Branch of the State shall recuse himself or herself from any proceeding in which the employee's impartiality might reasonably be questioned due to the employee's personal or financial relationship with a participant in the proceeding. A "participant" includes, but is not limited to, an owner, shareholder, partner, employee, or agent of a business entity involved in the proceeding. If the employee is uncertain whether the relationship justifies recusal, then the employee shall disclose the relationship to the person presiding over the proceeding. The presiding officer shall determine the extent to which, if any, the employee will be permitted to participate. If the affected employee is the person presiding, then the vice chair or such other substitute presiding officer shall make the determination.

Section 4. Gifts

- a. Except as provided in paragraph "b" below, no employee, nor any person on his or her behalf, shall accept, directly or indirectly, any gift from any person with whom the employee interacts on official state business, including, without limitation, lobbyists and state vendors. If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization.
- b. Where appropriate for purposes of tradition, ceremony, or inter-governmental relations, or when acting as a representative of the Office of the Governor or an agency, an employee may accept a gift on behalf of an agency or the Office of the Governor. Upon the signing of this Order, an employee of the Executive Branch may not accept a gift that retains value after its acceptance.

Section 5. Honoraria

No employee may accept any honoraria whatsoever.

APPENDIX G CRISIS PLAN

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

NAME OF ORGANIZATION CRISIS PLAN

I DESTRUCTION OF THE _____ OFFICE (fire or weather-related catastrophe)

- Contact insurance company to file a claim
Name:
Contact info:
Insurance Programs and Reviews, Inc.

Insurance with The Hartford and includes building and contents replacement, workers compensation and general liability.

- Contact Office Park at _____ for suggestions for relocation
- Contact BOMA local chapter at
Contact info:

Local Real estate Broker contacts

National contact:

- Grubb & Ellis Company
Corporate Communications
500 W. Monroe Street, Suite 2800
Chicago, IL 60661
800.877.9066
corporatecommunications@grubb-ellis.com
- Description of computer situation, including back-up locations
- Contact our computer consultant to confirm the server is up and running.
- Contact Web site and membership database provider
- Contact the bank to make arrangements for checks and deposits
Bank Name:
Account:
Tax ID:
Local Contact:
Signatories:
- Payroll issues
If outsourced – contact information
If in-house – computer info and/or access codes for help line

- Review the condition of documents in the fire-proof drawers
The drawers contain the following:
 1. Hard copy member files
 2. Checks
 3. Files (e.g. correspondence, articles of incorporation, tax-exempt letter etc.)
 4. Critical documents (IRS letter, etc) also in an Organizational Handbook onsite as well as an IRS folder kept at ED's home.
- Accounting Firm

II INCAPACITATING ILLNESS OR DEATH OF INDIVIDUAL STAFF MEMBER

(with assumption that the person is unable to resume duties)

- A. Executive Director
 - Contact one of the following management companies to see if they would assume duties during the search for a permanent replacement
 - Begin a general search using all the methods employed before
 - A list of passwords is available locked office drawers – staff can access
Copy of passwords should also reside with a member of Executive Committee
- B. Manager of Membership and Communications
 - Executive Director will recruit the appropriate personnel

III REPLACEMENT OF ENTIRE STAFF

- A. Executive Committee members to set plan in motion.
- B. For computer hardware or software issues, see above
- C. Set up Search Committee
- D. Key to _____ office given to member of executive committee

IV REPLACEMENT OF LEADER

- Follow procedure in bylaws

V MEDIA CRISIS INVOLVING CREDIBILITY OF PUBLIC

(media sensationalism)

- Utilize resources at ASAE and the Center – (202) 371-0940; (888) 950-2723
- Utilize President or another member of Executive Committee as spokesperson

Other resources: _____

NAME OF ORGANIZATION ANNUAL MEETING CRISIS PLAN

PURPOSE:

To develop a plan to respond to events outside of _____ control that occur prior to or during the _____ Annual Meeting that have the potential to imperil the attendees.

PRINCIPLES:

- Appreciate the importance of people and their safety
- Keep a perspective of the big picture
- Recognize that there are risks to manage and choices to make that are not always clear
- Maintain good relationships and communication with suppliers (vendors and exhibitors)

AUTHORITY:

Depending upon time, decisions will be made in this order (from most time to least time available):

- Executive Committee
- President

Staff should provide as much information as is available and offer advice when called upon.

TYPES OF EMERGENCIES:

- o Natural, such as hurricanes, earthquakes, tornados
- o National emergency, such as terrorist activities
- o Facility impairment due to fire, flood etc. which makes it impossible to have the meeting at an acceptable standard before or during the meeting
- o Interruption of transportation system such as airline strike, air traffic controller strike etc.
- o Cancellation of major speaker(s)
- o Staff, such as injury or death on way to meeting
- o Destruction of _____ office prior to meeting

PRE-MEETING STEPS TO TAKE:

- ☐ Gather emergency plans that have already been developed
 - ✓ Hurricane evacuation plan
 - ✓ Hotel and/or convention center evacuation plan
- ☐ Anticipate communication tools to inform membership in the shortest possible time
 - ✓ Web site
 - ✓ E-mail broadcast
 - ✓ Fax broadcast

Thirty days before meeting, staff will develop files that would have e-mail addresses and fax numbers so that broadcasts could be sent within four hours of decision to do so. Staff will have all contact information on site. CD of information given to Atlanta member (e.g. president) to take to meeting independently

- ☐ Distribute crisis plan to:
 - ✓ Board of Directors
 - ✓ Facility contacts

INSURANCE:

Contact info from above, including policy number and company if cancellation insurance plan in place.

NAME OF ORGANIZATION PUBLIC RELATIONS PLAN

It is important for an organization to acknowledge an inquiry by a member of the media. A “no comment” response does not benefit the organization. Without an explanation or at least an acknowledgment of the crisis, the organization may receive adverse publicity. It is better to acknowledge that the appropriate response will be taken. An immediate response that demonstrates the organization’s concern allows the public to suspend judgment temporarily.

A public relations plan gives the organization a better chance of avoiding media coverage that could embarrass the organization. The _____ may want to involve legal counsel in developing the plan or planning the response.

The _____ will follow these steps for public relations contacts:

- **Designate responsibility of individuals to work with attorneys/public relations personnel.** This will probably be the _____ President/_____ Executive Director in most cases.
- **Select one or two representatives to handle all inquiries.** The message must be consistent and that only the proper person(s) respond(s). This helps to ensure credibility.
- **Keep legal counsel informed.**
- **Anticipate and prepare media comments.**
- **Be truthful.** Say only what you know is fact. Do not speculate if you do not know the answer.
- **Document procedures and programs.** For example, display an antitrust policy at each meeting.
- **Review the crisis plan.** Review the plan annually or more often if legal counsel has changed or a new situation arises.

Updated 11/2006

APPENDIX H DISCLOSURE POLICY

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

GEORGIA DECA, INC BOARD OF DIRECTORS CONFIDENTIALITY AND CONFLICT OF INTEREST AGREEMENT

This Agreement is entered into as of the ____ day of _____, 20__, between _____ (Georgia DECA Board Member) and Georgia DECA, INC. This agreement shall continue to be in effect following the conclusion of service of the board member.

NO CONFLICT OF INTEREST

1. Board Member acknowledges that any potential or actual conflicts of interest that arise during the term of service as a Board Member will be disclosed at such time as Georgia DECA, INC recognizes the conflict. Georgia DECA, INC will disclose any potential conflicts of interest at Board of Director Meetings should they arise during the meeting.

CONFIDENTIAL INFORMATION

2. Georgia DECA, INC may disclose confidential information to the Board of Directors directly or indirectly, with or without notice of its confidential nature. Accordingly, the Board of Directors agrees to hold all information disclosed to the Board of Directors by Georgia DECA, INC in confidence and neither disclose the same to others nor use the same for any purpose other than in their role as Board of Director members without the written permission of Georgia DECA, INC.

3. Confidential information may include, but not be limited to, any information, suggestion, product, product development, or process with respect to which the Board of Directors is exposed in their role as a Board.

4. The duty of confidentiality and nonuse shall not apply to any information disclosed to the Board of Directors through no act or failure to act on the part of Georgia DECA, INC: (i) is or becomes public information, (ii) the Board of Directors has in its possession at the time of disclosure, (iii) is furnished to the Board of Directors by a third party without restriction on disclosure.

Agreement to the foregoing is indicated by the signatures below:

Board of Directors Member

Date

Board Term

GSAE CONFLICT OF INTEREST POLICY

Article I -- Purpose

The purpose of the conflict of interest policy is to protect the Georgia Society of Association Executives, Inc. ("Society") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Society or might result in a possible excess benefit transaction.

Article II -- Definitions

1. Interested Person

Any director, officer, or member of a committee with board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Society has a transaction or arrangement,
- b. A compensation arrangement with the Society or with any entity or individual with which the Society has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Society is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III -- Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Society can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Society's best interest, for its own benefit, and whether it is fair and reasonable, then make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV -- Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, whether or not any alternatives to the proposed transaction or arrangement were considered, and a record of any votes taken in connection with the proceedings.

Article V -- Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Society for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Society for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Society, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI -- Annual Statements

Each director, officer and member of a committee with board-delegated powers shall annually sign a statement which affirms that they:

- a. Have received a copy of the conflicts of interest policy,
- b. Have read and understands the policy, and
- c. Have agreed to comply with the policy.

GSAE Disclosure Regarding Conflicts of Interest

Name _____

I have received a copy of the GSAE Conflict of Interest Policy. I have read and understand the policy and agree to comply with it. On this form, I am disclosing other positions and responsibilities that may cause conflicting interests to arise. I will recuse myself from deliberations and voting on transactions or arrangements that give rise to a conflict of interest.

1. Professional, business or volunteer positions or responsibilities that might give rise to conflicts:

2. Situations in which I am serving as a vendor, or am employed by or consulting with a vendor, to the Society or its members:

3. I know of no professional, business or volunteer position or responsibility, including vendor situations, that might give rise to conflicts (check here): _____

4. In addition to filing a disclosure form annually, I will disclose to the GSAE Chair any possible conflict of interest whenever it may arise.

Signature

Date

GEORGIA DECA, INC BOARD OF DIRECTORS CONFIDENTIALITY AND CONFLICT OF INTEREST AGREEMENT

This Agreement is entered into as of the ____ day of _____, 20__, between _____ (Georgia DECA Board Member) and Georgia DECA, INC. This agreement shall continue to be in effect following the conclusion of service of the board member.

NO CONFLICT OF INTEREST

1. Board Member acknowledges that any potential or actual conflicts of interest that arise during the term of service as a Board Member will be disclosed at such time as Georgia DECA, INC recognizes the conflict. Georgia DECA, INC will disclose any potential conflicts of interest at Board of Director Meetings should they arise during the meeting.

CONFIDENTIAL INFORMATION

2. Georgia DECA, INC may disclose confidential information to the Board of Directors directly or indirectly, with or without notice of its confidential nature. Accordingly, the Board of Directors agrees to hold all information disclosed to the Board of Directors by Georgia DECA, INC in confidence and neither disclose the same to others nor use the same for any purpose other than in their role as Board of Director members without the written permission of Georgia DECA, INC.

3. Confidential information may include, but not be limited to, any information, suggestion, product, product development, or process with respect to which the Board of Directors is exposed in their role as a Board.

4. The duty of confidentiality and nonuse shall not apply to any information disclosed to the Board of Directors through no act or failure to act on the part of Georgia DECA, INC: (i) is or becomes public information, (ii) the Board of Directors has in its possession at the time of disclosure, (iii) is furnished to the Board of Directors by a third party without restriction on disclosure.

Agreement to the foregoing is indicated by the signatures below:

_____	_____	_____
Board of Directors Member	Date	Board Term

APPENDIX I SUPPORT PERSONNEL JOB DESCRIPTION

Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

SKILLSUSA GEORGIA STAFF ASSISTANT

General Job Description:

- Provide administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, answering telephones, bookkeeping, typing or word processing, filing and other duties as may be assigned in accordance with the office procedures of SkillsUSA Georgia.

General Job Duties:

- **Accounting:**
 - o Paying Bills
 - o Preparing Deposits
 - o Reconciling Account
 - o Preparing Tax Payments
 - o Preparing Quarterly Reports
 - o Preparing Invoices
 - o Preparing Treasurer's Report
- **Marketing:**
 - o Creating Brochures
 - o Creating Flyers
- **Membership:**
 - o Mail Membership Kits
 - o File National Membership
- **Organizing Tasks:**
 - o Prepare meeting materials/folders
 - o Copy meeting materials
 - o Collate/package meeting/conference materials
 - o Inventory Storage
 - o Organize Storage
 - o Purchase Supplies
 - o Process conference registration
- **Office tasks:**
 - o Must become comfortable enough with information to answer emails and telephone calls.
- **Projects:**
 - o Create Powerpoints for meetings
 - o Prepare marketing materials for SkillsUSA Youth Development Foundation
 - o Interview and write SkillsUSA Student and Advisor Success Stories for publication
 - o Update SkillsUSA Leadership Handbook State Officer Training Handbook
 - o SkillsUSA Chapter Management Meeting Handbook
- **Software:**
 - o Must have a working knowledge of the following software packages:
 - Microsoft Excel
 - Microsoft Word
 - Microsoft Publisher
 - Microsoft PowerPoint
 - QuickBooks

GEORGIA HOSA EXECUTIVE ASSISTANT

Positions: 1
Job Type: Full Time
Location: Winterville, GA
Salary: Salary, Dependent Upon Experience
Benefits: Straight Salary

Position Description

If you want to work somewhere that's actually **fun** and with a team that enjoys **pushing the envelope** then keep reading.

"Be a yardstick of quality. Some people aren't used to an environment where excellence is expected." -Steve Jobs

Georgia HOSA is well known for changing lives. With an increase in membership every year since the year we were founded, we are looking for a **dedicated and energetic** team member with a combination of **opportunistic and philosophical motivation** who can:

- Assist the Executive Director in implementing the ideals and goals of the state program of work
- Interface with and assist the general public, future and current HOSA chapters and HOSA members and ensure they feel that they are important and valued.
- Manage project deadlines
- Assist with Coordinating Statewide Programs
- Attend HOSA events and functions, as necessary, throughout the year

The environment is **fun, fast-paced** and **hard working**. **Pushing the limits** is part of the normal workday. That means we expect our team members to push the envelope on their own skills as well. All team members will grow through required reading of the Question Behind the Question and The Go Getter. The office motto is a quote from Aristotle, "We are what we repeatedly do. **Excellence, then, is not an act, but a habit.**

It may be strange, but we really do care about treating our people right. If you like to think, work, and play hard then this may be the place for you!

About the Team:

- We are very passionate about HOSA!
- We work very hard to change lives!
- We don't settle for anything less than reaching personal excellence!
- Our team has a combined experience of 17 years of HOSA dedication!

About our Systems:

- 100% Mac-based Office
- QuickBooks Online
- Microsoft Office for Mac
- Expression Engine
- Adobe CS6

Skills/Requirements

Must Haves:

(Really... these are all must-haves!)

- Great Attitude
- Understanding of Georgia HOSA
- Deep Passion for Helping Youth
- Strong communication skills
- Detail Oriented
- Self Motivated
- Good decision-making skills
- Organized
- Manages Time Well
- Team Player
- Familiarity with Microsoft Office (Specifically Excel and Word)

Other Desirables:

- Microsoft Excel Experience (charts, index matching, pivot tables, etc.)
- Curriculum Development
- Photoshop/InDesign
- Experience with the basics of non-profit operations

If you are interested in joining our team, please email a completed Employment Application and a one-page response to this posting as to how you are qualified for this position to allen.seigler@georgiahosa.org.

Make sure to include the following information in your response.

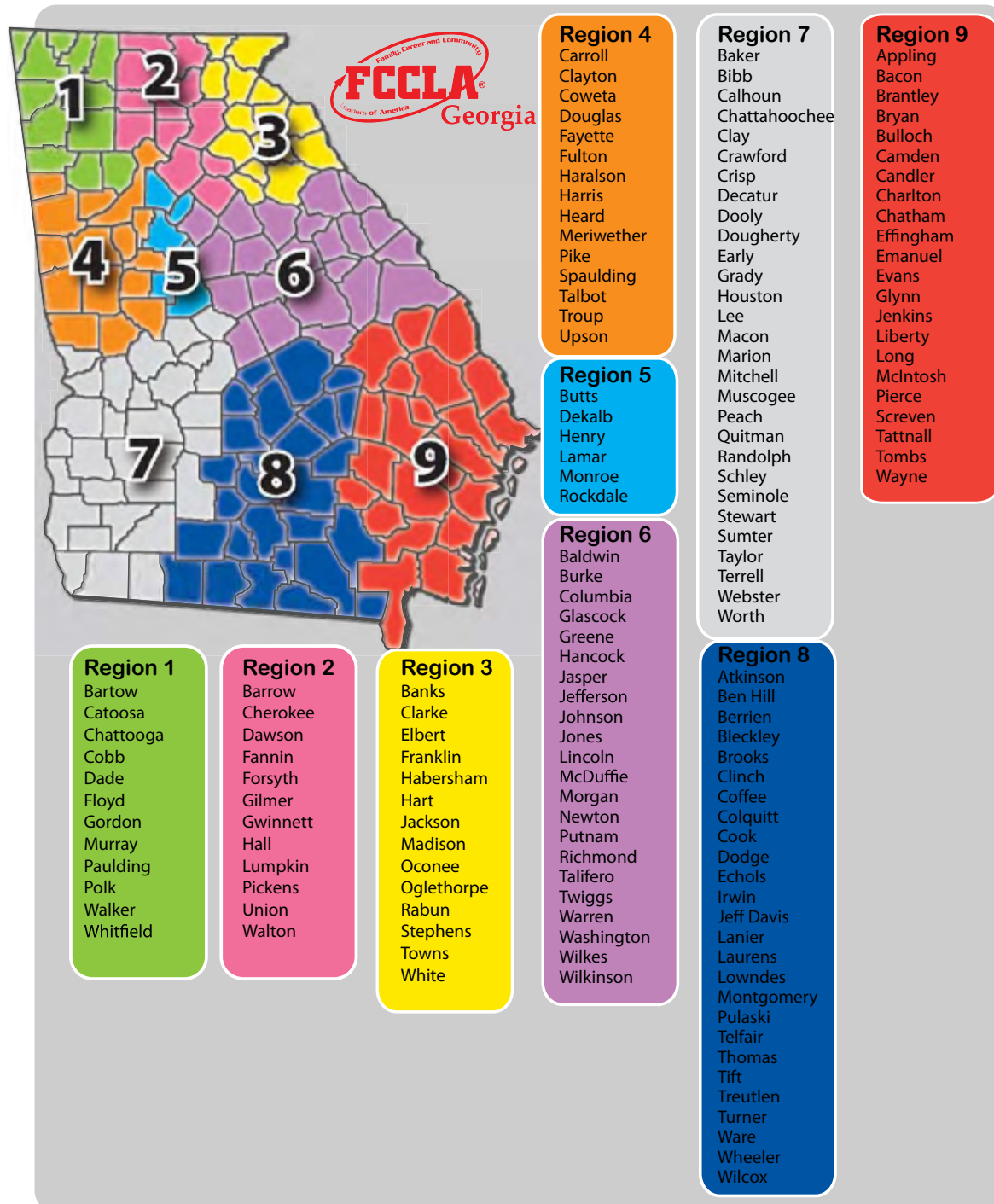
- Full Legal Name
- Current Phone Number/Cell Phone
- Current Email Address
- Date of Birth
- Current Full Address
- Last Job Held with Start and End Dates and Reason for Leaving(If less than a year, put previous employer too)

APPENDIX J CTSO REGION REPRESENTATION MAPS

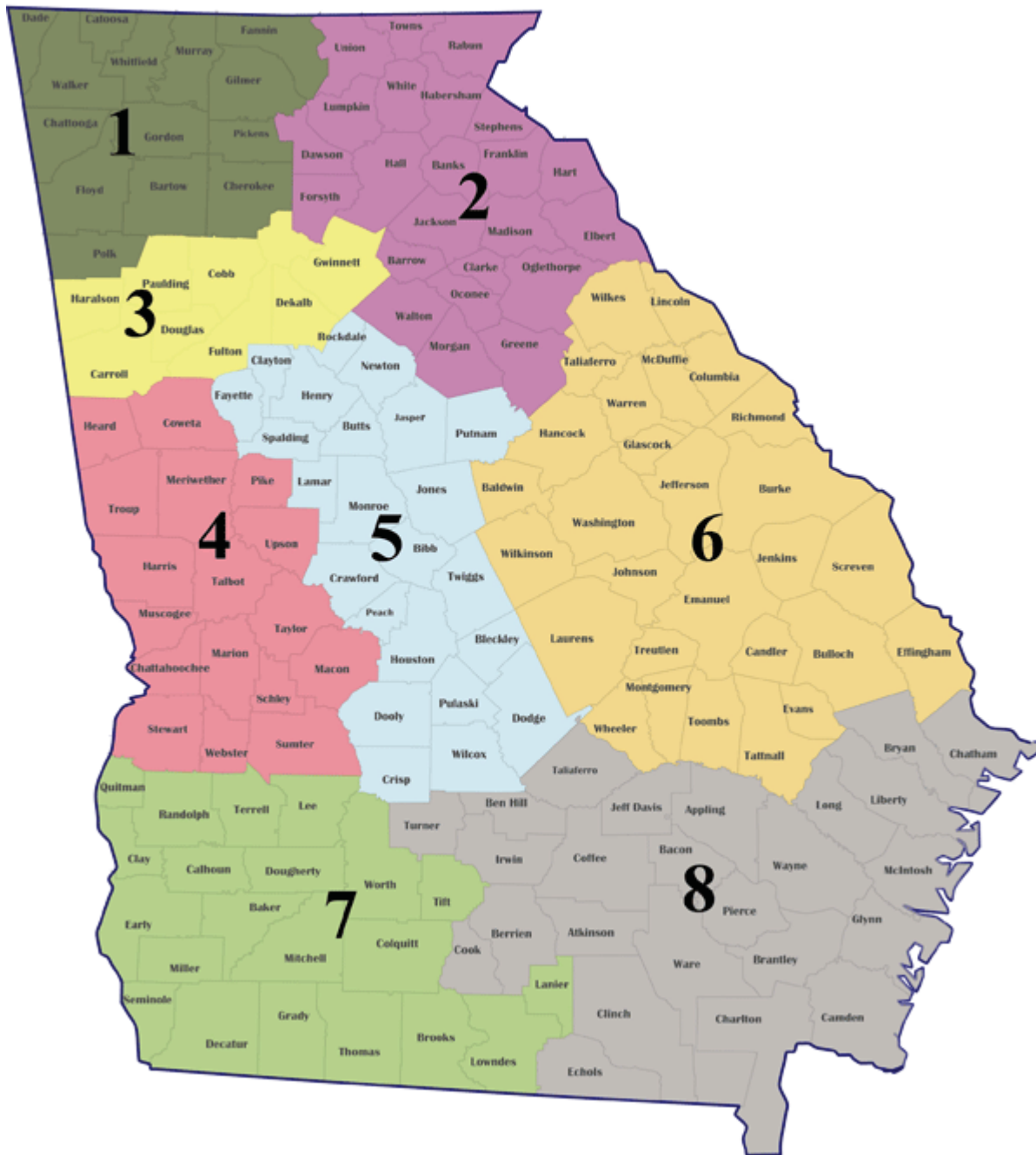
Georgia CTSOs
CAREER & TECHNICAL STUDENT ORGANIZATIONS

OPERATIONAL
GUIDELINES

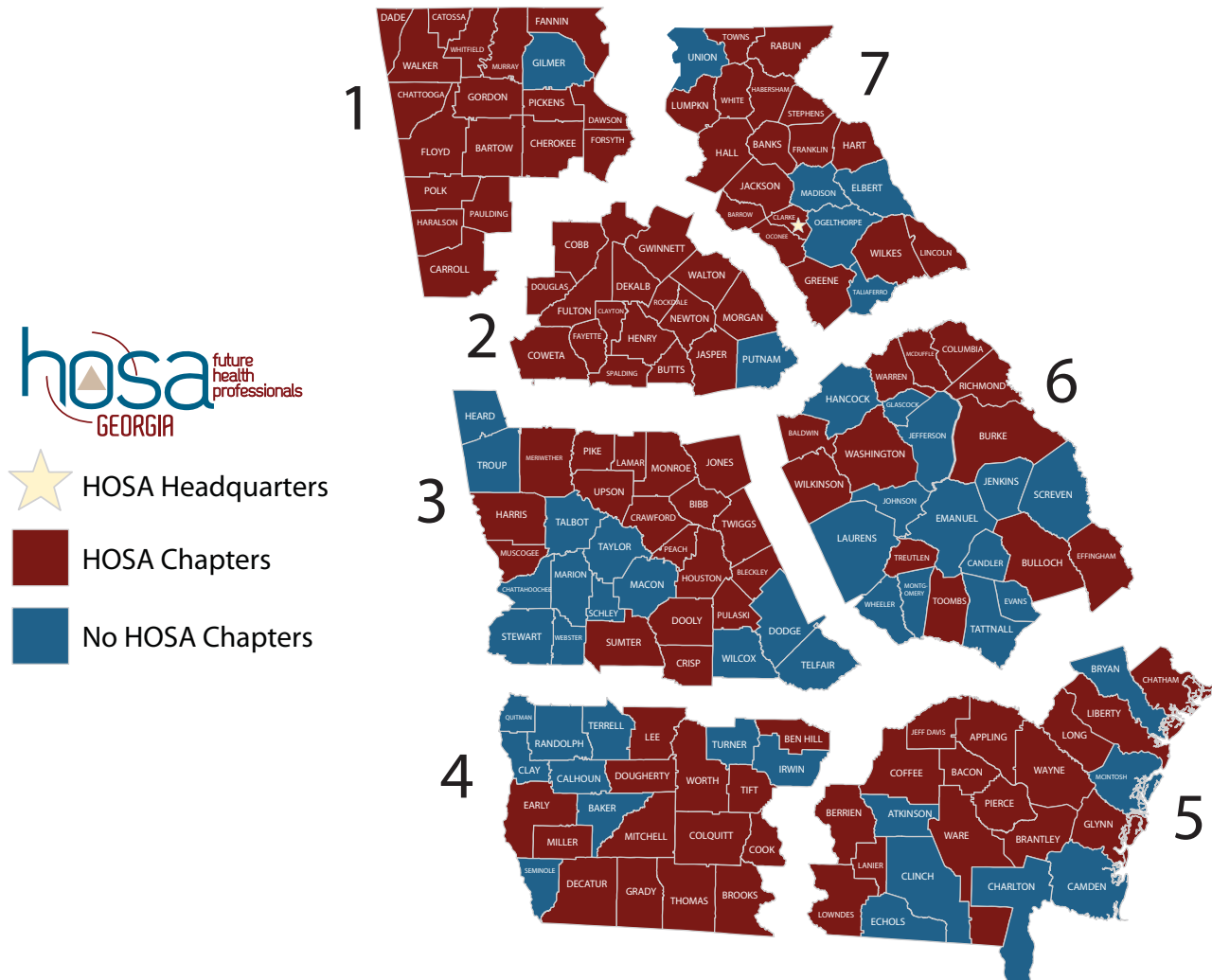
Georgia FCCLA Region Map



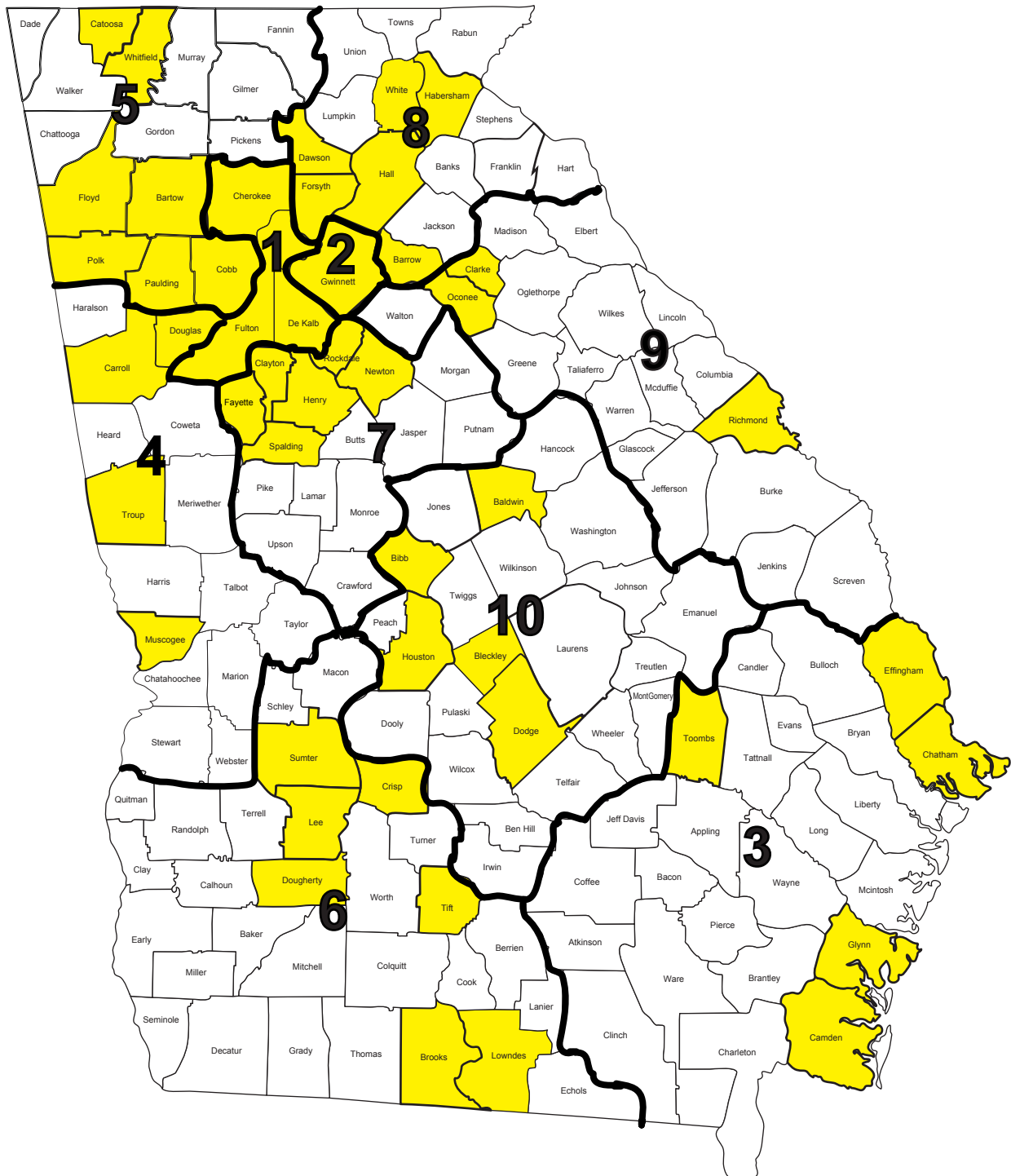
SkillsUSA Georgia Region Map



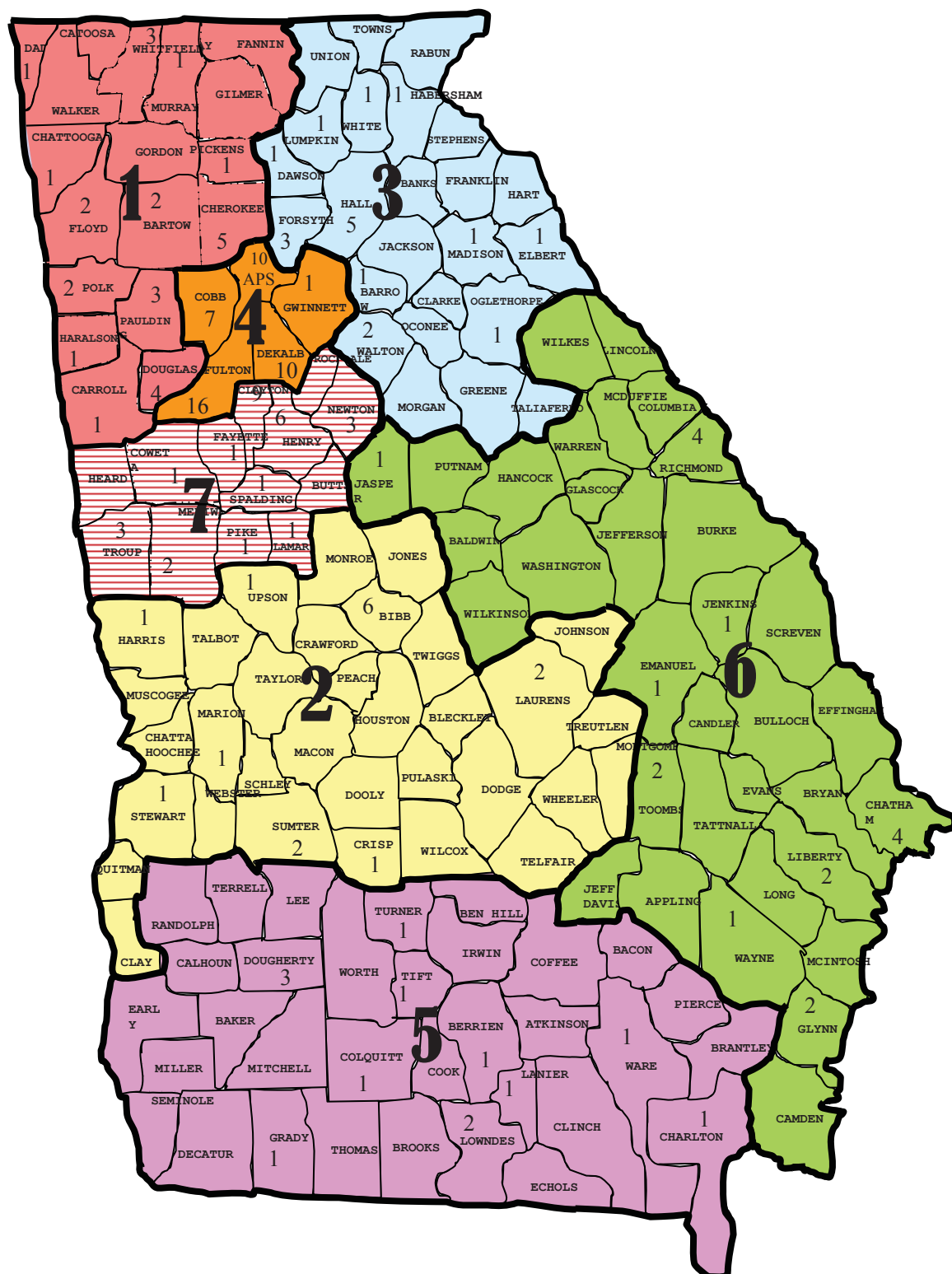
Georgia HOSA Region Map



Georgia DECA Region Map



Georgia CTI Region Map



Georgia Agricultural Education 2011-2012

