

Officer, Committee Chairman, and Committee Member Qualification Requirements

President-Elect Qualifications

All officers shall be active members in good standing.

- a) three (3) years membership in the Association;
- b) two (2) years of service as an elected member of the Executive Board of the Association. (Only one year as an elected member-at-large will qualify as one of the two (2) years of service);
- c) hold the CEOP certification and
- d) membership in the National Association of Educational Office Professionals.

The chairman and committee members of STEM or Summer Work Conference may be allowed to count that service as one year of election to the Executive Board as a member-at-large. This is a one-year credit regardless of the times served on these committees. [A working knowledge regarding: STEM, the *TESA Connection*, Summer Work Conference, etc.]

Vice-President Qualifications

All officers shall be active members in good standing.

- e) two (2) years membership in the Association;
- f) one (1) year of service on the Executive Board of the Association;
- g) hold the CEOP certification and
- h) membership in the National Association of Educational Office Professionals.

The chairman and committee members of STEM or Summer Work Conference may be allowed to count that service as one year of election to the Executive Board as a member-at-large. This is a one-year credit regardless of the times served on these committees.

Secretary/Treasurer Qualifications

All officers shall be active members in good standing.

- i) one (1) year of membership in the Association;
- j) hold the CEOP certification and
- k) membership in the National Association of Educational Office Professionals.

The chairman and committee members of STEM or Summer Work Conference may be allowed to count that service as one year of election to the Executive Board as a member-at-large. This is a one-year credit regardless of the times served on these committees.

Other Elected Officer Qualifications

All officers shall be active members in good standing.

- l) one (1) year of membership in the Association;
- m) hold the CEOP certification or be currently pursuing (within the last 12 months) the CEOP certification and
- n) membership in the National Association of Educational Office Professionals.

The chairman and committee members of STEM or Summer Work Conference may be allowed to count that service as one year of election to the Executive Board as a member-at-large. This is a one-year credit regardless of the times served on these committees.

Committee Chairman

All committee chairmen shall be active members in good standing and should have previously served as a committee member.

Committee Member

All committee members shall be active members in good standing. No experience necessary.



Texas Educational Support Staff Association, Inc.

Volunteering for TESA for 2010-2011

TESA needs candidates who are enthusiastic about the association, have effective leadership qualities, and are interested in serving as an officer or on a committee. Please complete the following questionnaire and return by October 20, 2009 to Pat Crawford, Nominations Committee, 1618 Hastings Dr. Garland, TX 75042-5349. Committee Members: Linda Sockwell, Debbie Wade.

Please Print or Type Form

Name: _____

Address: _____

City/Zip: _____

District/College/University: _____ ESC#: _____

Current Job Position (District/College/University): _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Fax: (_____) _____ Cell Phone: (_____) _____

Email: _____

Number of Years TESA Member _____

I would prefer to be contacted or receive information at home address work address.

I would like to serve TESA because: _____

I would bring the following expertise to TESA: _____

Favorite Quote: _____

I would be interested in serving:

On a committee (specify) _____

As a committee chairman (specify) _____

As an elected officer (specify) _____



Volunteering for TESA for 2010-2011
(Continued)

TESA Events Attended

	Number	Date	
Area Workshop	_____	_____	<i>Please enter the <u>number of events attended</u> and the <u>date of the most recent.</u></i>
Summer Work Conference	_____	_____	
Fall Work Conference	_____	_____	

TESA Committee(s) Served

Year	Committee Name	Year	Committee Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TESA Committee(s) Chaired

Year	Committee Name	Year	Committee Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TESA Office(s) Held – Elected and Appointed

Year	Position Name	Year	Position Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NAEOP Office(s) Held and Committee(s) Chaired and/or Served

Year	Committee Name	Year	Committee Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Staff Training for Effective Management (STEM)

	Yes or No		Yes or No
Training Started?	_____	Completed?	_____



Volunteering for TESA for 2010-2011
(Continued)

Travel Information

Once elected and traveling for TESA would you most likely drive or fly? _____

In flying, which airport is most acceptable to you? _____

Supervisors

Superintendent/President/Chancellor/ESC Director: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Immediate Supervisor: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Additional Supervisor: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Please complete and forward the entire form no later than October 20, 2009 to:

**Pat Crawford
Member-At-large (Nominations)
1618 Hastings Dr.
Garland, TX 75042-5349
Or
9373 Whitehurst Dr.
Dallas, TX 75243**

Phone: 469.593.1467

Fax: 469.593.1461