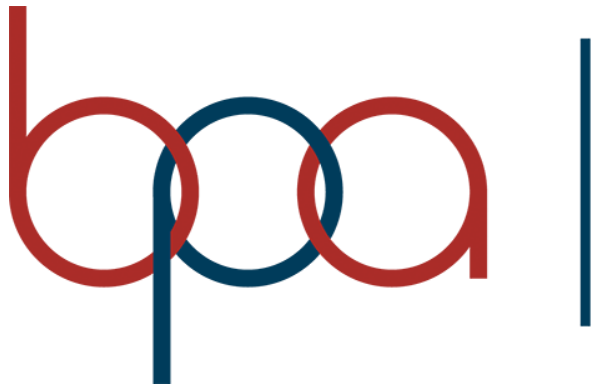




## Giving Purpose to Potential

### STATE OFFICER CANDIDATE GUIDELINES 2027-2028

Submitting the application packet is the first step. The State Officer Application Packet must be submitted via Postal mail on or before February 1, 2026. Submit to Lisa Parker, State Director, BPA Montana, 3045 Jonathon Court, Billings, MT 59102 . The complete packet must include:

1. Completed application packet seeking to apply to be a state officer candidate
2. Current resume (please email an electronic copy to [lparkermtbpa@gmail.com](mailto:lparkermtbpa@gmail.com))
3. Proof of submitted or previously awarded Statesman Torch Award (if you are currently submitting a written explanation is fine)

If the Statesman Torch Award resume is submitted this year, the Montana Association Vice President will need to review the resume for approval before we can determine if the student's state officer candidate application is approved. Also, within the online Torch Award system, a copy of the resume can be printed. I recommend making a PDF copy and keeping it on file just in case something happens. Also, the PDF copy can be printed and submitted with the state officer candidate application.

Additionally, each member applying to be a state officer candidate must also e-mail a pdf copy of their resume to State Director, Lisa Parker ([lparkermtbpa@gmail.com](mailto:lparkermtbpa@gmail.com)) by February 1. The electronic resumes will be distributed to all local chapter voting delegates for their review prior to the state conference.

All items for the state officer candidate application packet need to be submitted together by February 1; any incomplete or late application packets will be disqualified.

**STATE OFFICER CANDIDATE MEETING** Sunday evening (time to be announced) of the state conference, there is a meeting for all the state officer candidates and their campaign managers. This meeting is scheduled for Sunday evening. This is a meeting to give guidance to the candidates from both the current state officers and the state advisor as they prepare for the events of the next few days. This is also a time for them to ask any last-minute questions or to get clarification about the campaigning process. A state officer candidate's campaign manager is also welcome to attend this meeting and assist in setting up for the campaign rally.

**CAMPAIGNING.** Candidates can begin campaigning at the conclusion of the state officer candidate meeting on Sunday evening. The only social media campaigning that can take place until after the conclusion of this meeting is to announce one's candidacy.

**CAMPAIGN RALLY AND SETUP** Following the state officer candidate meeting, candidates and their campaign manager (and other helpers if needed) can setup for the campaign rally. Each candidate will have a table available for campaign posters and other campaign-related items. Each candidate is limited to either two (2) large poster boards (30 x 40-ish) or one of the science fair-size display boards. Candidates often create business cards with their name and designed to match their campaign theme or slogan. Others have created stickers (using a variety of either sticker sheets or labels) and there is always an abundance of candy given away. Candidates are limited to spending \$50.00 on campaign materials. Budget is to be submitted at the Sunday evening state officer candidate meeting. Candidates will not be reimbursed for their expenses.

Following the Opening Session, the Campaign Rally is held. All local chapter Voting Delegates (each chapter gets two) attend and all other conference attendees are invited to participate.

**SPEECH.** Candidates are to prepare one speech. The speech will be given during the Opening Session Sunday night in which they related themselves to some sort of object. Most use these object as their "identifier" or "theme" for the duration of their campaign. For example, I had a student named Tarayn Lahr who used a star as her object and her campaign slogan was "Tarayn Lahr— Your Shining Star" and everything was star-themed including giving out Starburst candy and star stickers. This is a two-minute speech and is the chance for candidates to inform the members of their interests, experiences, qualifications, and why they want to be a state officer. During the speech, the candidates will be provided with one-minute and 30-second warnings, and then stopped should their speech go beyond the two-minute limit.

**SPECIAL DELEGATE MEETING** This meeting takes place Monday evening, prior to the Second General Session. This meeting is attended only by the two Voting Delegates from each chapter. During this meeting, each state officer candidate is asked three (3) questions: one (1) from the voting delegates and two (2) from the state officer team. The voting delegate question will be different for each candidate, but the questions from the state officer team are the same.

After all candidates have responded to the questions, they are dismissed and the voting delegates cast their ballots electronically, voting for up to six (6) candidates. After the ballots are counted, the names of the six (6) candidates receiving the most votes are announced at the end of the Second General Session and these six (6) become the new state officers.

**OFFICER INTERVIEWS** Following the Second General Session Monday night, an interview committee convenes and each of the six (6) new state officers is interviewed and asked questions to get an idea of their talents, interests, leadership abilities, and to see which of the six (6) offices they best fit. After all the new state officers are interviewed, the committee then slates each into an office. The current offices include President, Vice President, Secretary, Membership Director, Public Relations Director, and Communications Director.

**INSTALLATION** During the Awards and Closing Session on Tuesday, each of the new state officers finds out which office they receive when they are installed by the outgoing officers.

**EXPECTATIONS DURING OFFICE.** Each newly-elected state officer is given the opportunity to attend the National Leadership Conference as a state voting delegate. While this can be an opportunity for a student to attend NLC, it is not a requirement and Montana BPA does not provide any financial support. During the NLC, the state voting delegates have a few meetings to attend and are required to be at all general sessions. A schedule of meetings and a list of responsibilities and duties during the NLC will be provided after the state conference.

The newly-elected state officers also are required to attend the Montana BPA Summer Leadership Planning Meeting. The dates and location will be provided later in the spring.

During the following school year the state officers have a fall meeting and host the Fall Leadership Conference in Fairmont in October and a winter meeting in January to work on plans for the state conference the end of January, the Montana BPA newsletter, preparing

Buddy Chapter checkins, and other state officer activities and projects. Also, a conference call is held each month to ensure everyone is fulfilling their duties and staying on task. For the state conference, the officers come to Billings on Saturday to prepare, decorate, practice, and get ready for the conference.

**TRAVEL** and lodging expenses to attend state officer meetings (including Leadership Camp , Fall and State Leadership Conference; however, excluding the National Leadership Conference) are covered by Montana BPA. For the state leadership conference, state officers do not pay registration and their sleeping rooms are covered by Montana BPA as they share rooms together; state officers do not share rooms with their local chapter.

When traveling for state-level meetings, officers must ride within an automobile driven by an adult. The adult may be the local chapter advisor (or an advisor from another chapter), a parent, the State Officer Coordinator, a school administrator, or an advisor.

All Montana BPA State Officers are required to submit a Travel Form detailing how they will be traveling to and from a meeting, the adult providing transport, the adult chaperoning if an over- night stay is required, and contact numbers for both the officer and the adult transporting/chaperoning.

**COMMUNICATION** between the officers, their local chapter advisors, and with the State Director, Executive Secretary/Financial Officer, and State Officer Coordinator is essential to the success of the officer team and the Montana association. All E-mails sent to the officers are also carbon copied to the chapter advisors. Chapter advisors are expected to make sure the state officer is meeting the established deadlines, successfully fulfilling their responsibilities, and assist in task completion (including but not limited to helping prepare Buddy Chapter Checkins, proofing articles written for the Montana BPA Newsletter, and preparing for the State Leadership Conference. .

Should either the chapter advisor or member considering campaigning for state office have any questions, please contact State Director, Lisa Parker at [lparkermtpa@gmail.com](mailto:lparkermtpa@gmail.com).