

## BPA Finance Executive Officer

2023-24



### INTENT TO RUN FOR OFFICE

\_\_\_\_\_  
Name of Officer Candidate (please print)

#### Eligibility Requirements

- ☐ Be a current junior or senior and a paid member of our BPA Finance Chapter.
- ☐ Commit to being in the Financial Services program through the entire 2023-24 school year.
- ☐ Speak with Mr. Clark and get his approval to run for office.
- ☐ Obtain required signatures (candidate, parent/guardian, campaign manager).
- ☐ Submit completed application and essay (will be included on ballot).
- ☐ Submit a professional candidate photo (will be included on ballot).

**All items must be submitted by 2:45pm on Friday, September 8. No late submissions will be accepted.**

Approximately 100 BPA Finance members will be voting for the 2023-24 executive officer team. Your essay and speech will be essential in marketing your qualifications to all of these people. Please spend time preparing both!

#### Executive Officer Positions

Every executive officer plays a vital role in guiding the direction of the chapter for an entire year. No matter which office you hold, you will make a difference. In this spirit, candidates do not run for a particular position. Instead, we follow the state and national election model: the top 6 candidates are placed into the offices that are determined to be the best fit given each person's strengths. These decisions will be made by the advisor and the outgoing executive officer team after a brief interview with each candidate. If you are not ready and willing to fulfill the role of any officer position, please do not run for office.

#### Expectations for all BPA Officers

BPA officers are expected to set an example for the rest of the members – with their participation, behavior, and academics.

Participation: Officers are expected to participate in all BPA activities, attend all chapter meetings, and take part in all officer meetings. Lack of participation is cause for removal from office.

Behavior: If there are problems with discipline or if you receive an ISS, you will be placed on officer probation for 2 weeks. If the problems continue you will be removed from office. If you receive an OSS, you will be immediately removed from office.

Academics: You must maintain at least a 3.0 overall GPA each quarter or you will be placed on officer probation. If your grade does not improve, you will be removed from office.

Commitment: You are expected to commit to being in the Financial Services program through the entire 2023-24 school year. If you do not feel that you can meet ALL of these expectations, please do not run for office.

#### Campaign Manager

You must have a campaign manager to endorse your candidacy and support you in your run for office (required). The campaign manager can be any BPA member, including a current executive officer, but they cannot endorse more than one candidate and they cannot be running in the current election. Each campaign should prepare a flyer/poster to be displayed in the classroom for election day (ask Mr. Clark to sign off first). You are responsible for removing materials from the room after the election.

*I endorse this candidate and accept the responsibilities required of a campaign manager in this election.*

\_\_\_\_\_  
Signature of Campaign Manager                      Date

*I am currently a member of the Northwest BPA Finance Chapter and intend to stay involved in the program through the entire 2023-24 school year. I understand that I must meet all district guidelines to participate in school-related organizations. I understand that failure to follow established school and organization guidelines can result in disciplinary action and removal from office.*

\_\_\_\_\_  
Signature of Officer Candidate                      Date

\_\_\_\_\_  
Signature of Parent/Guardian                      Date

**This form and all required items must be submitted by 2:45pm on Friday, September 8.  
Elections will be held during class on September 11.**

**QUALIFICATIONS ESSAY** *(Required)*

**Why do you feel that you should be elected as a BPA Executive Officer?**

**What skills or experience do you have that would make you a good leader?**

**Be specific.** (You may write or type this essay; it can be no more than 100 words.)

**MAKE SURE TO  
SUBMIT YOUR  
OFFICIAL  
CANDIDATE  
PHOTO**

*(Required)*

## EXECUTIVE OFFICER ROLES

Every executive officer plays a vital role in guiding the direction of the chapter for an entire year. No matter which office you hold, you will make a difference. In this spirit, candidates do not run for a particular position. Instead, we follow the state and national election model: the top 6 candidates are placed into the offices that are determined to be the best fit given each person's strengths. These decisions will be made by the advisor and the outgoing executive officer team after a brief interview with each candidate. We will take into consideration each candidate's preferences, so please number the offices below. (1=office you would most like to hold, 2=second choice, etc.)

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### **PRESIDENT**

***As President, you'll provide leadership and direction for our chapter***

- You'll provide leadership for the officer team and the entire BPA Finance Chapter. You will be running one of the largest student organizations at NWHS.
- You'll schedule, plan, and preside over monthly BPA Finance Chapter meetings. The meetings must be well-planned, informative, and fun.
- You'll work with the BPA Advisors and other officers to review and coordinate all BPA activities.
- You'll form committees to help you execute the responsibilities of your office and to get BPA members involved.

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### **VICE PRESIDENT**

***As VP, you'll be outward looking – building relationships with those outside BPA***

- You'll be responsible for coordinating BPA's outreach efforts to 8th, 9th, and 10th graders. You will be in charge of the BPA Homecoming Float and the BPA booth at 8th Grade Invasion.
- You'll help to organize activities for our annual recruiting efforts for Financial Services and Financial Foundations.
- You'll work closely with the Historian in promoting BPA.
- You'll form committees to help you execute the responsibilities of your office and to get BPA members involved.

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### **SECRETARY**

***As Secretary, you'll be inward looking – recognizing and involving members***

- You'll be responsible for all member recognition activities
- You'll work with BPA Reps to award a "Member of the Month" in each class.
- You'll work closely with BPA Reps to ensure that news/information gets to members in a timely manner.
- You'll form committees to help you execute the responsibilities of your office and to get BPA members involved.

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### **TREASURER**

***As Treasurer, you'll be planning fundraisers & budgeting our money***

- You'll be responsible for all club fundraising activities.
- You'll keep accurate financial records of the club's funds.
- You'll assist in the collection of class fees from students (\$35 for all FS and FIFO students).
- You'll form committees to help you execute the responsibilities of your office and to get BPA members involved.

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### **HISTORIAN**

***As Historian, you'll promote BPA, record our activities, and share our successes***

- You'll create marketing materials to help build awareness of BPA around the school and in the community.
- You'll take photos at all BPA events, prepare a marketing video, and document all member activities.
- You'll write monthly articles about our chapter activities, which will be submitted to BT and NWLSD for publication.
- You'll form committees to help you execute the responsibilities of your office and to get BPA members involved.

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### **PARLIAMENTARIAN**

***As Parliamentarian, you'll coordinate our meetings and maintain our calendar***

- You'll keep accurate minutes and attendance records (sign in sheet) for all chapter meetings.
- You'll keep an accurate membership list and be responsible for registering members with State and National BPA.
- You'll maintain the chapter's monthly calendar of events.
- You'll form committees to help you execute the responsibilities of your office and to get BPA members involved.