



# 20 TIPS

## for State TSA Officers

1. Keep your team's plan of work in mind and develop a team calendar to stay on schedule.
2. Ensure your team's in-person meetings are as productive as possible.
3. Communicate with your officer team year-round through Google Hangouts, emails, or group chats.
4. Always be open to new and creative ideas; ask for every officer's viewpoint.
5. Respect the opinions of your fellow officers and do not be afraid to discuss differences. Be willing to compromise on complicated matters.
6. Take the time to get to know each of your officers. The officer team functions best when each officer can use their individual skills to meet goals.
7. Practice parliamentary procedure as a team.
8. Keep the best interests of your state delegation members in mind as you represent them throughout your term.
9. Stay connected with your state TSA members and other state delegations through interactive social media campaigns throughout the year.
10. Show appreciation for your state advisor.
11. Former officers can be a great resource for your team. Read archived annual reports and identify the accomplishments that could assist your team in your plan of work.
12. Network with other state officer teams to share helpful resources and fundraising ideas.
13. When developing ideas for your state conference, always seek to build on their progress.
14. Consider inviting other state officer teams to your state conference to get new perspectives on how to enhance your event.
15. Spend time planning for the conference; be flexible if things do not go as planned.
16. Work on your projects regularly to stay on track and avoid feeling overwhelmed.
17. Always be prepared so you are confident when speaking to fellow officers and TSA members.
18. Be professional in all situations; you are a representative of TSA.
19. Consider running for a national TSA office—you may discover skills you do not know you have.
20. Lead with confidence! Your open-minded and positive attitude will serve you well in your role of state officer.