

Region 10 ATPE Committee Instructions

Budget Committee Instructions	2
Bylaws Committee Instructions	3
Campus Rep of the Year Committee Instructions	4
Educator of the Year Committee Instructions	5
Legislator of the Year Committee Instructions	8
Local Unit of the Year Committee Instructions	9
Nominations/Elections Committee Forms & Instructions	
• Nominations Committee Instructions	11
• Nominations Committee Letter	12
• Nominations Candidates for Region Office	13
PAC Committee Instructions	14
Scholarship Committee Instructions	15
Sunshine Committee Instructions	16

BUDGET COMMITTEE

First Committee Meeting

(usually the 2nd region meeting of the school year)

The committee will meet with current Treasurer and look at the budget that has been set for this year. The duties of this committee are to aid the Treasurer and the President in developing a budget for the next “Region Year” (region year runs from the month that Region Convention is held to the month before next year’s Region Convention will be held). The treasurer has to report to Region Convention on expenditures from the last report’s end date at the last Region Convention through the end of the month prior to the upcoming Region Convention. The budget reported at region convention has to match these dates.

Second Committee Meeting

(usually the 4th region meeting of the school year)

Finalize any recommendations for the budget for the upcoming year.

BYLAWS AND RESOLUTIONS COMMITTEE

First Committee Meeting

(usually the 2nd region meeting of the school year)

The committee will meet to review the current Region 10 Bylaws and discuss any possible changes. Each committee member should read the current bylaws carefully before the next meeting. Review State Bylaws, Region Bylaws, and the “old” Region Bylaws. Make any changes that you think need to be made in order for our region to be more in line with state as well as make for clear governance of the region.

Second Committee Meeting

(usually the 4th region meeting of the school year)

Finalize any recommendations for changes to the bylaws for current year’s region convention. Please give this information to Region 10 President.

CAMPUS REPRESENTATIVE OF THE YEAR COMMITTEE

First Committee Meeting

(usually the 2nd region meeting of the school year)

This committee will discuss procedures for selecting campus representative of the year for the region. The committee will design a rubric that can be used in judging the applications.

Second Committee Meeting

(usually the 4th region meeting of the school year)

Review applications and select Campus Representative of the Year. Give name(s) to Region President.

EDUCATOR OF THE YEAR

First Committee Meeting

(usually the 2nd region meeting of the school year)

Study the application carefully and the criteria to be considered for the award. Make any changes that you feel is necessary in the application for next year. Design an evaluation rubric.

Second Committee Meeting

(usually the 4th region meeting of the school year)

Read and judge the applications using the rubric that was designed. You are responsible for judging the elementary educator, support educator, and administrator. Give the name of the winner in each category and rubric sheets to Region President.

CATEGORIES

The ATPE Educator of the Year Awards acknowledge those ATPE members who demonstrate exceptional or innovative capabilities in their respective education fields. The Educator of the Year Awards are divided into five categories:

- Administrator of the Year
- Associate of the Year
- Elementary Teacher of the Year
- Secondary Teacher of the Year
- Special Services/Professional Support of the Year

AWARD CRITERIA

1. The nominee must complete the application and essay questions, and one copy must be mailed or faxed to the region president.
2. Nominees must use the current form (2011-2012).
3. Nominees for Administrator of the Year must have three or more years (not including the 2011-2012 school year) of administrative experience. Elementary and Secondary Teacher of the Year and Special Services/Professional Support entrants must have five or more years of experience (not including the 2011-2012 school year). Associate of the Year entrants must have three or more years of education experience (not including the 2011-2012 school year).
4. If selected as a regional (Region 10) finalist, the finalist must be present at the Region 10 Convention in May/June 2012 – TBA.

5. When reviewing nominee's essays, the judging committee considers the following:

- Philosophy: Individuality is important. It is easy to say, "My philosophy is that every child should get a good education." It is more difficult and more meaningful to put personal commitment into words.
- Education issues and trends: How innovative and workable are the proposed solutions to the issues?
- Personal style: Uniqueness is more important here than in any other category. Does the applicant discuss specific items he/she does to enhance the learning of students/faculty?
- Biography: In this section, unusual events or inspirations that led an applicant to become an educator are likely to be noticed. Did their life experiences lend themselves to this career? Did they overcome adversity to realize a dream?

Judging Process

A committee of ATPE members is selected each year by the region president and approved by the Region Officers. This judging committee will review all applications and select one winner in each category.

TIMELINE

1. Entries for Educator of the Year must be received by Friday, March 2, 2012
Send all entries to :

**Carl Garner
1228 Greenway Drive Mesquite TX 75149
972-824-1158 OR cgarner@mesquiteisd.org**

2. Region 10 Finalists will be notified so that they can make arrangements to attend the Region 10 ATPE Convention.

ESSAY QUESTIONS

Nominees should answer each question for their respective categories, limiting responses to two typed, double-spaced 8 ½" x 11" page per question (front and back). Use Arial or Times New Roman with a minimum font size of 12 pt. Pages exceeding the two-page-per-question limit will not be considered by the judging committee.

Administrator of the Year

1. Philosophy of administration: Describe your personal feelings and beliefs about your profession, including your concept of what makes an outstanding administrator. Describe the rewards you find in your position.
2. Education issues and trends: What do you consider to be the major public education issues of today? Address each issue briefly, outlining possible causes, effects and solutions.
3. Personal administrative style: What original or innovative administrative methods have you developed and used successfully with your faculty? Have you shared these ideas with others in your field?
4. Biography: In describing your life, emphasize factors that influenced you to pursue your present career. Describe what you consider to be your greatest contribution and/or accomplishment in education.

Elementary and Secondary Teacher of the Year

1. Philosophy of education: Describe your personal feelings and beliefs about your profession, including your concept of what makes an outstanding educator. Describe the rewards you find in your position.
2. Education issues and trends: What do you consider to be the major public education issues of today? Address each issue briefly, outlining possible causes, effects, and solutions.
3. Personal teaching style: What original or innovative instructional methods have you developed and used successfully with your students/staff? Have you shared these ideas with others in your field?
4. Biography: In describing your life, emphasize factors that influenced you to pursue your present career. Describe what you consider to be your greatest contribution and/or accomplishment in education.

5.

Special Services/Professional Support of the Year

1. Philosophy of education: Describe your personal feelings and beliefs about your profession, including your concept of what makes an outstanding educator. Describe the rewards you find in your position.
2. Education issues and trends: What do you consider to be the major public education issues of today? Address each issue briefly, outlining possible causes, effects, and solutions.
3. Personal teaching style: What original or innovative techniques have you developed and used successfully in your position? Have you shared these ideas with others in your field?
4. Biography: In describing your life, emphasize factors that influenced you to pursue your present career. Describe what you consider to be your greatest contribution and/or accomplishment in education.

LEGISLATOR OF THE YEAR COMMITTEE

First Committee Meeting

(usually the 2nd region meeting of the school year)

This committee will discuss procedures for selecting the Legislator of the Year for our region. Committee members will share their ideas and knowledge of the legislators in their districts. The committee will discuss qualities and characteristics of the legislator that should receive our award at the Region 10 Convention.

Committee chair will check with the state office to get voting records and input from lobbyists about potential candidates.

Second Committee Meeting

(usually the 4th region meeting of the school year)

Review voting records and recommendations and select Legislator of the Year. Give name(s) to Region President.

After the selection process.....Contact the office of the legislator and make an appointment with the legislator's assistant to have the legislator attend the Region 10 Convention. (We usually tell the legislator in advance of convention that they are receiving this honor.)

*2011 Convention Recommendation from Committee:
Change this award to every other year - the year the legislature is not in session.

LOCAL UNIT OF THE YEAR COMMITTEE

First Committee Meeting

(usually the 2nd region meeting of the school year)

Study the application carefully and the criteria. Make any changes that you feel is necessary in the application for next year. Design an evaluation rubric.

Second Committee Meeting

(usually the 4th region meeting of the school year)

Read and judge the applications using the rubric that was designed. You are responsible for judging the Local Unit of the Year. Give the name of the winner in each category and rubric sheets to Region President.

Categories

The ATPE Local Unit of the Year Award acknowledges local unit efforts and accomplishments during the year. The four Local Unit of the Year recipients will be presented with a check for \$75 to be used for future local unit activities. The awards are designed to recognize outstanding achievements in five major areas and for overall excellence. The Local Unit of the Year Award is presented in four categories:

- Local units with 1–500 members
 - Local units with 501–1,000 members
 - Local units with 1,000+ members
 - University local units
-
- **Criteria and guidelines**
 1. Local units may apply or be nominated for the award.
 2. A copy of the application/nomination form must accompany the supporting documentation.
 3. Local Unit of the Year Award applicants/ nominees are judged in the following five achievement areas:

- **Local unit management:** Local units will be judged on organizational skills, including how they have defined responsibilities for officers, committee members and campus representatives, and how they set plans to implement their objectives at the start of the year. Management of local unit funds and recognition of outstanding local unit members also will be considered.
 - **Membership growth:** This area focuses on skills used to maintain membership records, which enable local unit officers to manage and effectively communicate with their members. Local units also will be judged on the effectiveness of their programs to promote their chapters and attract new members.
 - **Member services:** Local units are encouraged to produce their own newsletters and to conduct surveys to determine the needs of their membership. In this area, local units are judged on how effectively they determine the needs of their members and how they respond with activities and services.
 - **Service to the school and community:** ATPE encourages its local units to support their profession and their communities. This area focuses on community involvement and service to public education. Examples include scholarship funds for future educators, contributions to student organizations and involvement in environmental issues.
 - **Political involvement:** This area relates to activities that advance ATPE priorities, such as building relationships with legislators and school boards; conducting letter-writing campaigns and candidate forums; and recruiting ATPE Legislative Alert Network members.
5. If selected as a finalist, a local unit representative must be present at the Region 10 Convention on May/June 2012 – TBA.
 6. Recipients of the Local Unit of the Year award are ineligible to apply for the award the following year.

Judging process

A committee of ATPE members is selected each year by the region president and approved by the officers. This judging committee will review all applications and select up to three finalists for each category.

NOMINATIONS COMMITTEE

First Committee Meeting

(usually the 2nd region meeting of the school year)

Look at rules for election and modify as needed. State guidelines will be available as well for you to compare the guidelines. Find candidates that will run for offices of director (every 2 years) and president, vice-president, secretary, and treasurer (each year).

Second Committee Meeting

(usually the 4th region meeting of the school year)

Continue to find candidates until 45 days before Region Convention (per bylaws). At that time the Region President will need to have the names of the candidates so he/she can take them to the Executive Committee to accept the slate of nominees in accordance with the Region Bylaws. The slate of nominees along with their vitae(resume) will be sent via email and posting to the Region's webpage on the State's website to the local unit presidents at least thirty (30) days prior to the Region Convention. It will also be the responsibility of the committee to give the candidates the election rules.



ATPE

ASSOCIATION OF TEXAS PROFESSIONAL EDUCATORS



SUPPORTING YOUR FREEDOM TO TEACHSM

Step Up and Serve!

Do you feel that it is time for you to take it to the next level? The Region 10 Nominations Committee is seeking individuals with leadership skills to be Region 10 Officer Candidates. Region 10 has always been in the forefront of leading ATPE to greater heights because of our excellent volunteers who serve our Region and our State! It is time to step up to take your place as our member-owned and member-governed Association moves into the next decade of service. Any ATPE professional or associate member can run for any office (Director – every 2 years) and (President, Vice-President, Secretary, or Treasurer – each year)! If you are interested in running for any of these positions, contact Betty McCoy. All nominations must be in by March 31st at the regular Region 10 Meeting.

2012 - 2013 Candidates for Region Office as of December 3, 2011

Director

- 1.
- 2.
- 3.
- 4.

President

- 1.
- 2.
- 3.
- 4.

Vice President

- 1.
- 2.
- 3.
- 4.

Secretary

- 1.
- 2.
- 3.
- 4.

Treasurer

- 1.
- 2.
- 3.
- 4.

PAC COMMITTEE

First Committee Meeting

(usually the 2nd region meeting of the school year)

The committee will meet and discuss ideas for increasing PAC donations from Region 10. Brainstorm ideas for Region 10 Convention PAC incentive to raise money (booth, silent auction, etc.) Be sure to discuss who will be responsible for organizing and putting everything together at the convention.

Second Committee Meeting

(usually the 4th region meeting of the school year)

Finalize plans for Region 10 Convention PAC. Decide what you will need from the Region 10 locals. Meet with Chairperson to finalize plans.

Region 10 Convention –

Set up PAC booth on Friday evening or early Saturday morning.
Raise lots of money for PAC!!!

SCHOLARSHIP COMMITTEE

First Committee Meeting

(usually the 2nd region meeting of the school year)

Design a rubric based on the criteria on the application. Make any changes to the application that you feel is necessary for next year. Decide who would like to judge teacher, associate, and student so that the committee can be divided at the next meeting.

Second Committee Meeting

(usually the 4th region meeting of the school year)

Read and judge the applications based on the rubric and criteria. Choose three associates, three students, and four teachers. Please consult with Region President if adjustments need to be made or questions arise about individual applications.

SUNSHINE COMMITTEE

2011-2012

The committee will continue the role of deciding what the region should do to support leaders in trying times. The committee should decide what to do when a family member dies, when someone is hospitalized, and members who are reserved military that are called for duty to serve in the military full time. Discuss what funds are already in place and what is needed.

Other suggestions to be determined by the committee