

# QUALIFICATIONS FOR STATE OFFICERS

## The Candidate Should:

1. Meet the qualifications as stated in the FCCLA By-laws, Article VIII, section B, and become familiar with the duties of that office as stated in the Policies and Procedures Manual
2. Be neat, well-groomed and have good manners
3. Display emotional maturity and high moral standards
4. Display leadership abilities and initiatives
5. Assume and carry through with responsibilities
6. Be tactful, cooperative and considerate of others
7. Display a good command of high English language
8. Have no record of school suspension/expulsion or law violations
9. Complete officer candidate checklist (see chapter officer section)
10. Complete State Officer Application Form
11. Must have and maintain a minimum 3.0 GPA

## Required Executive Council Meeting

1. Close of state Conference: Approximately 3 hours
2. Summer Council: Approximately 3 days in June
3. Script Writing: Approximately 2 days in the Fall
4. Winter Council: Approximately 3 days in January
5. State Conference: Approximately 6 days in either April or May
6. National Conference: Approximately 5 days in July (see 2b below)
7. All district meetings and activities
8. Invitations from other chapters or local, state and civic organization when approved by state, district, or local adviser. When the State Office requests the presence of a state officer at a particular function, these expenses will be paid by the association upon presentation of receipts for travel by the state officer.
9. Other meetings as designated by the State Executive Director

## Financial Responsibilities to be assumed by:

1. The State Association:
  - a. Expenses for room and meals while attending executive council meetings and state conference. Transportation to and from these meetings when approved by FCCLA State Executive Director.
  - b. Expenses to attend meetings of other state organizations when approved by FCCLA State Executive Director
  - c. Expenses for ½ of the basis monies needed for National Leadership Conferences for state officers provided these dollars are available.
2. The State Officers:
  - a. Each Officer will purchase the official uniform selected by the Executive Council. Approximate cost is \$400.
  - b. Each officer attending the National Leadership Conference will be expected to provide for at least ½ of his/her national meeting basic expenses. All other expenses (ex; film, souvenir, tours, snacks) will be the responsibility of the individual.
3. The Local Chapter:
  - a. Chapter inviting state officers to appear on program will be responsible for any expenses incurred for travel, room and/or meals.

## **DUTIES OF STATE OFFICERS**

The **President** shall preside over the state meeting of the Association, over meetings of the State Executive Council, appoint committees, and serve as an ex-officio member of all committees. This officer may also prepare and present presentations dealing with leadership skill development.

The **President-Elect** shall learn the duties and responsibilities of the presidency in order to be prepared to assume the office of President the following year, shall preside at state conference sessions as assigned by State Executive Council, shall promote membership by encouraging the organization of new chapters and increasing membership within affiliated chapters and shall serve as the National Membership Committee Member from Florida. This officer may prepare and present presentations dealing with leadership skill development. This may be in conjunction with the current president.

The **Vice President of Junior Relations** shall serve as liaison for the middle level members. Shall be responsible for promoting the National Project and Power of One, shall post a newsletter on the Florida FCCLA website with an e-mail link and shall assist with membership growth while encouraging participation with the state project.

The **Vice-President of Parliamentary Law** shall assist in conducting meetings in a businesslike way, shall be the recipient of proposed bylaw change from affiliated chapters, shall serve on the State By-Law Committee, shall preside at State Leadership Conference as assigned by State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Stop the Violence.

The **Secretary** shall keep an accurate record of the business meetings of the state conference and of the State Executive Council, submitting them to the state office within two (2) weeks following adjournment of said meetings, shall preside at state conference sessions as assigned by State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Leaders at Work.

The **Vice-President of Finance** shall make a report of the financial status of the Association at State Executive Council and state meetings, shall preside at state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Financial Fitness.

The **Vice President of Careers and Alumni** shall be responsible for encouraging and educating members to consider opportunities in Family and Consumer Science careers as well as actively pursue professionals that represent those careers. He/she shall also be responsible for encouraging active members to move into alumni status after graduation. Vice-President of Careers and Alumni may be asked to prepare and present presentations

dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Career Connections.

The **Vice-President for Chapter Achievements** shall be responsible for promoting chapter involvement, shall preside at the state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected, shall promote the National Program-Competitive Events and assist the State Competitive Event Coordinator at the State Leadership Conference.

The **Vice President of Community Service** shall be responsible for creating interest in and promoting the National Outreach Project, shall be responsible for planning and distributing information related to the State Project, shall preside at state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Community Service.

The **Vice President of Program of Work** shall be responsible for planning and promoting the Program of Work of the Association by maintaining a monthly calendar of district, state and national activities, shall preside at state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meeting of the district in which elected and shall promote the National Program-Dynamic Leadership.

The **Vice President of Public Relations** shall maintain the state newsletter, *The Rose Petal*, shall encourage chapters to contribute materials for the publication, shall preside at state leadership conference as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Families First.

The **Vice President of Recreation** shall be responsible for compiling suggestions for wholesome recreation activities for the members of the Association, shall plan the recreational programs for all state meetings, shall preside at state leadership conference as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Student Body.

The **Historian** shall serve as the chairperson of the Chapter in Action Scrapbook Committee, shall be responsible for compiling the state scrapbook from chapter entries for Chapter in Action Scrapbook Event, shall display the state scrapbook at state conference, shall preside at State Leadership Conference as assigned by the State Executive Council, shall serve as assistant to the secretary at business meetings, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-FACT.



## APPROVAL FORM:

I hereby certify that \_\_\_\_\_ meets all of the qualifications, and in my opinion would make a worthy officer of the Florida Association, Family, Career and Community Leaders of America. If the candidate is elected to the office, I shall assist him/her in performing all assigned duties and responsibilities. **I have discussed the financial and time obligations with the candidate and parent.**

\_\_\_\_\_  
Signature of Chapter Adviser

\_\_\_\_\_ has my approval to be a candidate for a state office of the Florida Association, Family, Career and Community Leaders of America. If he/she is elected to that office, I will give my permission for attendance at state and national meetings, executive council meetings and district meetings. I will assist him/her in the performance of other duties, which may arise during the term of office. I will support the candidate's efforts in securing financial assistance required to carry out the duties, which will include the purchase of the official uniform and various travel expenses not covered by the state organization.

\_\_\_\_\_  
Signature of School Administrator

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

Pledge of the Candidate:

If elected, I will perform all the duties pertaining to my office unless an emergency such as illness or death should occur. I understand that I shall have to relinquish my office if I do not attend all required meetings, fail to perform my duties and responsibilities, or in anyway violate the governing articles of the constitution.

\_\_\_\_\_  
Signature of the Candidate

### **IMPORTANT!**

**Publicity:** On many occasions, the state and district advisers need information for publicity purposes. On this page, write a statement in 25 words or less on "What FCCLA Means To Me". **(Parts of this statement may be used in the State Conference Program)**

**\*\*\*\*\*The local adviser of the middle school state officer agrees to become the official chaperone of the elected student. He/she must commit to attending all official functions with the officer. He/she will be non-voting participant at all official functions, unless he/she is a district advisor or member of the board of directors.**

**Important:** Candidate **MUST** enclose an *official signed* transcript and a black and white photograph of yourself (head and shoulder pose). Attach by placing a circle of tape on the back of the picture. **DO NOT** tape across the front of the picture, as these will be used for publicity, printing programs, etc. **A photograph and transcript is required to complete this application. An incomplete application will not be accepted.**