

## **STATE OFFICER POSITIONS**

### ***GENERAL: FOR ALL STATE OFFICERS***

According to the state procedural manual, any state officer desiring to run for a second term of office must have completed their current term of office with honors and met the two semester FACS requirement. If the current term of office was not completed with honors the student may run after a one year waiting period.

State officer advisers are encouraged to attend all required meetings for state officers.

The following guidelines must be followed to receive the state officer award with honors:

- Required to attend the following meetings: State Leadership Conference for two years, State Officer CTSO training, two State Executive Advisory Council meetings, National Leadership Conference, State Officer meetings, Take AIM conference, Citizenship Day, State BOD meetings for President and First Vice-President.
- Optional meetings include advisor update workshop, new advisor workshop, cluster meeting, United Conference, Capitol Leadership
- Jointly with the state executive council members determine plans for the State Leadership Conference
- Consult and communicate with your parents, advisers and school administration about your responsibilities
- Participate in local and district FCCLA activities as schedule permits
- Assist with membership recruitment and chapter development for area chapters
- Give leadership to chapters and members
- Develop state officer workshop that will be presented at various activities.
- Submit at least one news article to a local paper related to your role as a state officer
- Make a presentation to at least one civic group or your school board about FCCLA
- Develop and implement state officer focus related to the duties of the office. Submit State Officer Focus Report Form at each SEC meeting (found elsewhere in notebook)
- Chair state committees as designated by officer position
- Practice parliamentary procedure, presiding, public speaking, and business writing
- Attend State Executive Council meetings and preside over assigned sessions
- Attend the National Leadership Conference and complete related duties as assigned
- Work closely with chapter adviser for approval of all written correspondence, oral presentations, and officer project ideas; get final approval from the state adviser
- Keep your SEC notebook up to date with copies of all designated information
- Adhere to state officer code of conduct
- Adhere to all deadline dates for special responsibilities
- Meet the required number of individual state officer goals as determined by the state officers while at spring CTSO training

### **PRESIDENT**

- Provide leadership to other state officers and delegate responsibilities
- Keep in close communication with state adviser and state officers
- Work closely with state adviser, State Executive/Advisory Council chairperson and State Board of Directors president
- Preside over all business meetings of the Kansas Association

- Prepare agendas for CTSO Training, NLC meetings, State Executive/Advisory Council meetings with help of state adviser
- Remain neutral while maintaining harmony during discussions
- Use parliamentary procedure at all state executive/advisory council meetings
- Lead the process for selection of the SEC goals and maintain an updated record of progress toward those goals
- Serve as an ex-officio member of all committees and check progress of committee work
- Serve as the official spokesperson for the state association

### **1<sup>st</sup> VICE-PRESIDENT**

- Assume the duties of the president in his/her absence
- Co-chair the Election, Bylaws and Policies Committee with a member of the Kansas FCCLA State Advisory Council
- Keep a written record of State Executive Council and Kansas Association meetings.
- Send minutes to the state adviser for approval within 7 days of all SEC meetings
- Review election rules annually with State Executive/Advisory Council
- Work with Election, Bylaws and Policies Committee to conduct the election of national officer candidate(s)
- Present information for consideration by voting delegates at State Leadership Conference
- Serve as parliamentarian at State Executive Council meetings and State Leadership Conference
- Assist with training in parliamentary procedure

### **VICE PRESIDENT OF INDIVIDUAL PROGRAMS**

- Co-chair the STAR events committee with a member of the Kansas FCCLA State Advisory Council
- Coordinate STAR events with state STAR events committee
- Assist the Kansas FCCLA state STAR events coordinator with conducting STAR events at Kansas FCCLA State Leadership Conference.
- Greet room consultants, evaluators and student helpers before STAR events begin
- Assist with medal awards for STAR event recognition ceremony
- Promote STAR events and individual programs at the district and chapter level at FLC
- Promote other individual programs including, Japanese Exchange, Career Connection and Power of One.
- Provide individual program project and STAR event project ideas at FLC
- Serve as the Kansas representative on the National STAR Events Network

### **VICE PRESIDENT OF RECOGNITION**

- Co-chair the Recognition committee with a member of the Kansas FCCLA State Advisory Council
- Review recognition forms annually and plan new ones, if necessary
- Recommend changes in current recognition awards or addition of new ones
- Using established committee, conduct a review of completed recognition forms in June and March
- Plan and coordinate presentation of all recognition awards
- Promote opportunities for recognition for the general membership

## **VICE PRESIDENT OF PEER EDUCATION PROGRAMS**

- Co-chair the Kansas FCCLA Leadership Service in Action Committee with a member of the Kansas FCCLA State Executive Advisory Council
- Act as the communication liaison between the state officer team and peer education officers and coordinator
- Plan and promote the Kansas FCCLA leadership service in action project throughout term of office at chapter and district levels at various FLC's
- Promote FCCLA's Peer Education programs including Families First, FACTS, Financial Fitness, STOP the Violence and Student Body.
- Promote Peer Education programs at chapter and district levels at various FLC's
- Serve as a Kansas voting delegate at the National Leadership Conference

## **VICE PRESIDENT OF PUBLIC RELATIONS**

- Co-chair the Public Relations Committee with a member of the Kansas FCCLA State Advisory Council
- Be responsible for the publicity of the association, including news releases for state-sponsored FCCLA activities
- Arrange for coverage of the State Leadership Conference by newspaper and TV
- Serve as the Kansas National Connection Team member
- Prepare NLC presentation for use at Fall Leadership Conferences
- Send invitations to and introduce special guests at state leadership conference
- Prepare monthly e-newsletter
- Develop new publications as needed for Kansas FCCLA
- Become familiar with Brand FCCLA and how it can be used effectively

## **VICE PRESIDENT OF MEMBERSHIP**

- Co-chair the Membership committee with a member of the Kansas FCCLA State Advisory Council
- Recognize chapters with increased membership and new chapters
- Promote increased membership for chapters across the state
- Contact chapters who were affiliated the previous year but not this year
- Serve as the Kansas representative on the National Membership Network committee

## **VICE PRESIDENT OF CORPORATE RELATIONS/FINANCE**

- Co-chair the Corporate Relations/Finance committee with a member of the Kansas FCCLA State Advisory Council
- Coordinate corporate contacts with state executive council
- Identify corporate financial support
- Develop annual plan for corporate relations
- Identify budget priorities
- Recommend financing plan for participation at national leadership conference
- Serve on the Kansas FCCLA Foundation Board of Trustees as a non-voting member.

