

Kansas FCCLA State Officer Selection Procedure

The selection committee will be composed of:

- 2 FCCLA Advisors
- 1 FCCLA Alumni and Associates
- 1 FCCLA past state officer
- 1 FCCLA district president
- 2 FCCLA at-large members

PROCESS

The procedure will focus on trends that are used in business and industry to find the “right people for the right job. There are web sites available (go to search and type in “interview”) for background resources on the interview process. For the selection process, the selection committee will include the following components:

- Interview
- Written Exam and activity
- Officer Presentation
- Committee Involvement

The selection process for the candidates will begin on February 28 at 7:00 am at the Cross Wind Conference Center, Hesston, Kansas.

Sunday

- The selection committee will meet with Mary Kane, facilitator, for training on the selection process at 6:00 pm.

Monday

- The candidates, advisers and selection committee will have an orientation session at 7:00 am before the selection process begins.
- The candidates will be divided into two groups. One group will begin the Interview Selection Process while the other group begins the written part of the process.

Interview and Officer Presentation Selection Process

Each candidate will have a set amount of time with the selection committee. In the time allowed the candidate will give a 3-minute presentation and respond to behavioral interview questions. The interview questions will be based around the **themes of Gestalt, Responsibility, Empathy, and Integrity**. These themes relate to qualities necessary for being a state officer. Points will be given for each question answered. If the allotted time runs out before all of the questions can be asked the candidate will receive no points for the questions not asked.

Example:

#1. Candidate gives 3-minute presentation. Candidate answers all of the questions in the remaining time. Candidate will receive points for all questions and presentation.

#2. Candidate gives 3-minute presentation. Candidate answers 8 of 10 questions as the candidate gave a lengthy answer to one question. Candidate will receive points for the presentation, points for 8 of 10 questions responded to and 0 points for each of the 2 questions that were not asked.

It is very important that the candidate considers the question and answers it in as concise and complete manner. The selection committee members' scores will be influenced by a candidate's conduct/performance during the informal interaction.

Written Selection Process

The written selection process will consist of two parts. One part will be an objective test. The questions will be over FCCLA knowledge and parliamentary procedure. The written exam portion of the state officer selection process is designed to measure the candidates' knowledge of FCCLA and related topics. Attempts will be made to use questions that a State FCCLA Officer would be expected to know. Candidates must pass the written exam with **at least a 50% score**.

The other part of the written section will be a situation that candidates will be asked to respond to in writing. FCCLA State Officers receive a variety of correspondence, participate in many conferences and meet and interact with a wide variety of individuals and companies on a formal and informal basis. Successful state officers are able to respond to correspondence and send appropriate follow up correspondence in a prompt, clear, and effective manner.

Candidates will compose a letter/email concerning a typical situation that a state officer might face such as declining an invitation to a chapter banquet, sending a thank you to a sponsor that they just visited, sending a congratulatory note to a member who achieved an honor, etc. The candidates will be provided a detailed written description of the subject. Each candidate will bring their own laptop computer to use to compose the letter/email.

A holding room will be available for candidates that have completed the interview process. Candidates may wish to bring a book to read or other materials to work on.

Committee Involvement

Breakfast and Lunch will be a time for officer candidates and selection committee members to visit in a relaxed setting. It will be a time for officer candidates to learn more about members of the committee and for the committee members to get to know about your interests, hobbies, and goals. Be relaxed, friendly and interested in the other candidates' comments as well as the members of the committee.

- After the Selection Committee has met with all of the candidates the State Officer Candidates will meet to reflect on candidate successes and opportunities with the state adviser.
- State Officer Selection Committee will work to identify the State Officers and the office they will hold.

TIPS

The following tips may help to prepare for a state FCCLA leadership position.

- Be knowledgeable about FCCLA.
- Practice Behavioral Interviewing.
- Look the part. Dress in a dignified and professional manner. To be your best you must look your best. **Business-Professional attire.**
- Give careful thought to the questions of “Why I am running?” “What do I have to offer the organization?” and “How can I improve and provide assistance to the organization?”
- BE YOURSELF! A false front does no one any good, most of all you.
- If there is any part of the selection process that you have questions about, please feel free to call the state office about your concerns. The email address is plamb@ksde.org or 785-296-2164.

DATES for 2022-2023 FCCLA State Officers

Required attendance dates. Failure to attend the required meetings may result in removal from state office.

- March 23, 2022 Current and new state officer briefcase exchange
- April 3-5, 2022 FCCLA State Leadership Conference and STAR events in Wichita
- June 6-8, 2022 CTSO State Officer Training
- June 29-July 3, 2022 National Leadership Conference in San Diego, CA
- August 28-29, 2022 Take AIM Conference, Hilton Garden Inn, Manhattan
- September 21-22, 2022 State Executive and Advisory Council Meeting
- Dec. 7-8, 2022 State Executive and Advisory Council Meeting
- January 11, 2023 Citizenship Day, Topeka
- March 29, 2023 Current and new state officer briefcase exchange
- April 16-18, 2023 FCCLA State Leadership Showcase and STAR Events, Wichita
- State Board meetings President and First Vice-President only.
- Optional: United Conference, K-ACTE, NFC and Capitol Leadership
- Other dates as set by the FCCLA State Adviser, State Officers or SEAC