

FROM: Kansas State FCCLA Advisor

SUBJECT: State Executive and Advisory Council Agreement

Three State Leadership Positions must be appointed for Kansas Family, Career and Community Leaders of America from your district.

### **Assistant District Advisor**

The newly appointed/elected Assistant District Advisor will begin a three year term on the State Executive and Advisory Council. This first year will serve as a year of preparation for serving on the council and for the position of District Advisor at the completion of the second year. The Assistant District Advisor will participate in all state and district meetings and events but will be a non-voting member of the Executive and Advisory Council.

### **State Executive and Advisory Council Advisor**

The newly appointed/elected State Advisory Council Member will begin a two year term on the State Executive and Advisory Council. This year will help prepare the advisor for the position of District Advisor the following year. The State Advisory Council Member will serve in an advisory capacity to the State Officers and in the work of the State. The State Advisory Council Member will be a voting member of the Executive and Advisory Council.

### **District Advisor**

The District Advisor will coordinate district planning, facilitate district events, and attend all district meetings, including District Officer meetings. The District Advisor will have experienced working with State Officers. Since they are in charge of the district, they are not required to attend State Executive and Advisory Council Meetings.

The District Advisor with the help of the Assistant District Advisor will participate in the state association in the following ways:

1. Provide leadership to chapters and encourage them to participate in FCCLA meetings and activities at the state, district and local levels.
2. Communicate FCCLA activities, purposes and goals, to the school, community, and district.
3. Know FCCLA deadlines, decisions, and Bylaws and Policies made by the Executive Council and Advisory Council, share information with the officers, advisors, parents and administrators within the represented district and see that decisions and policies are implemented in the represented district.
4. Assist District Officers in fulfilling responsibilities. Help them prepare, complete and evaluate assignments.
5. Keep the State Advisor informed of district activities, decisions and concerns.
6. Give local administration advance notice of meeting dates and possible financial responsibilities

The Advisory Council Member and Assistant District Advisor will participate in the state association in the following ways:

1. Attend all scheduled State Executive and Advisory Council Meetings

2. Serve in an advisory capacity to the State Officers. The duties are as follows:
  - a. Consult with the State Advisor on the work of the organization.
  - b. Determine with the State Officers the time, place and type of meetings to be held each year.
  - c. Assist the state officers in fulfilling responsibilities. Help them prepare, complete and evaluate assignments.
  - d. Be responsible for the health, safety, and well being of the State Officers during their participation in FCCLA meetings and activities.
  - e. Coordinate transportation for State Officers and/or District Presidents. See that travel plans are submitted by deadline dates.
3. Provide leadership to chapters and encourage them to participate in FCCLA meetings and activities at the state, district and local levels.
4. Communicate FCCLA activities, purposes and goals to the school, community, and district.
5. Know FCCLA deadlines decisions and Bylaws and Policies made by the State Officers, State Executive and Advisory Council and the FCCLA State Board.
6. Serve as a liaison between the State Association and local chapters. Encourage advisors and members in districts to communicate their ideas to the State Association. Keep the local level informed of State Association concerns and decisions.
7. Keep the State Advisor informed of district activities, decisions and concerns.
8. Give local administration advance notice of meeting dates and possible financial responsibilities.
9. Council members will not be appointed to two consecutive terms.

Please sign and return the enclosed State Executive and Advisory Council Agreement by May 15. I look forward to working with you. Please call or e-mail if you have any questions or difficulty meeting the requested deadline.

KANSAS FCCLA  
STATE EXECUTIVE AND ADVISORY COUNCIL AGREEMENT  
KANSAS FAMILY, CAREER & COMMUNITY LEADERS OF AMERICA

As a member of the State Executive and Advisory Council for Kansas Family, Career, and Community Leaders of America representing District \_\_\_\_\_ as the Assistant District Advisor for the term of \_\_\_\_\_ to \_\_\_\_\_, State Executive and Advisory Council Member for the term of \_\_\_\_\_ to \_\_\_\_\_, District Advisor for the term of \_\_\_\_\_ to \_\_\_\_\_, I, \_\_\_\_\_ from \_\_\_\_\_ will:  
(name) (School)

Work as a team with the District Advisor and State Executive and Advisory Council Member to insure that the work of the State and District FCCLA are completed.

**Assistant District Advisor and State Executive and Advisory Council Member:**

1. Attend all scheduled State Executive and Advisory Council Meetings.
2. Serve in an advisory capacity to the State Officers. My duties are as follows:
  - a. Consult with the State Advisor on the work of the organization.
  - b. Determine with the State Officers, the time, place, and type of meetings to be held each year.
  - c. Serve on standing committees.
  - d. Assist the state officers in fulfilling responsibilities. Help them prepare, complete and evaluate assignments.
  - e. Be responsible for the health, safety, and well being of the State Officers during their participation in FCCLA meetings and activities.
  - f. Coordinate transportation for State Officers. See that travel plans are submitted by deadline dates.
3. Serve for a three-year term.
4. Provide leadership to chapters and encourage them to participate in FCCLA meetings and activities at the state, district and local levels.
5. Encourage each member to be an active member of FCCLA and gain personal leadership skills.
6. Communicate FCCLA activities, purposes and goals to the school, community and district.
7. Know FCCLA deadlines, Bylaws and Policies and decisions made by the State Officers, State Leadership Council and FCCLA State Board; translate them to officers, advisors, parents and administrators; and see that they are implemented at the district level.
8. Keep the State Advisor informed of district activities, decisions and concerns.
9. Serve as a liaison between the State Association and local chapters. Encourage advisors and members in districts to communicate their ideas to the State Association. Keep the local level informed of State Association concerns, decisions, etc.
10. Keep the State Advisor informed of district activities, decisions, and concerns.
11. Give local administration advanced notice of meeting dates and possible financial responsibilities.
12. The newly elected Chairperson and Secretary of the State Executive and Advisory Council will be required to attend National Leadership Conference as the Adviser to Adviser. They will also be expected to present this information at the August Adviser Workshop. If the aforementioned cannot be fulfilled, they will be required to find a suitable replacement from within the State Executive and

Advisory Council. Any expenses not covered by Kansas FCCLA, will be the responsibility of their local school district.

**District Advisor** (third year of term)

1. Be the contact person for the state regarding district business (example: questions for district elections and STAR Events)
2. Be the advisor in charge of all district meetings. Work directly with the district president and other officers to insure district business is completed.
3. Provide leadership to chapters and encourage them to participate in FCCLA meetings and activities at the state, district and local levels.
4. Communicate FCCLA activities, purposes and goals to the school, community, and district.
5. Know FCCLA deadlines, decisions, and Bylaws and Policies made by the Executive Council and Advisory Council, share information with the officers, advisors, parents and administrators within the represented district and see that decisions and policies are implemented in the represented district.
6. Assist District Officers in fulfilling responsibilities. Help them prepare, complete and evaluate assignments.
7. Keep the State Advisor informed of district activities, decisions and concerns.
8. Give local administration advance notice of meeting dates and possible financial responsibilities.

The school administration gives approval and supports the above advisor to participate on the Kansas Family, Career and community Leaders of America State Executive and Advisory Council.

\_\_\_\_\_  
(Signature of School Board President)

\_\_\_\_\_  
(Signature of Superintendent of Schools)

\_\_\_\_\_  
(Signature of Building Principal)

\_\_\_\_\_  
(Signature of Executive and Advisory Council Member)

\_\_\_\_\_  
(Complete Home Mailing Address)

Home phone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Return by May 15 to:  
Pam Lamb  
Kansas FCCLA Advisor  
900 Jackson, Ste. 653  
Topeka, KS 66612-1182