

OF COURSE YOU CAN BE A FCCLA STATE OFFICER

It's a great way to make a difference in your chapter, in your school, and maybe even in you too. The steps are not hard. Just put your best foot forward.



1. Don't be shy...you know you have what it takes. Take a look at the duties for each office. Remember you either run for President or as a Vice President. The specific vice president office will be chosen later. The first step is always the toughest one.

2. Fill out a candidate form and give it to your advisor. Now your official.

3. Ask for help and support. Appoint a candidate manager. Two or three heads are better than one and chapter members can keep all the important details in order with you.

4. Plan your strategy and don't hold back on tooting your horn. Write your newsletter paragraph. Make your poster. Study your FCCLA facts.



5. Write your candidate speech. Be sure to spell out your qualifications, what your being an officer would mean to the association, and ask the voters for their support.

6. Prepare for the voting delegate meeting. Don't forget the "no campaign" rule.

7. And now for the moment we've all been waiting for...be on time for installation practice or congratulate the winner and pledge your support.



STATE OFFICE CANDIDATES WANTED

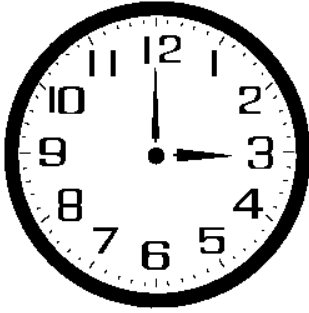
QUALIFICATION:

1. Maintain current active membership in an affiliated chapter. Membership must be postmarked by March 1st.
2. Has been a member in good standing during the year preceding the year they serve.
3. Be enrolled for at least one semester in a Family and Consumer Sciences course and/or Family and Consumer Sciences Related Occupations course during the year in which they serve as state officer.
4. Be enrolled in grade six to nine to serve as the junior comprehensive officer, be in grade ten to twelve to serve as the senior comprehensive officer, or be in a Family and Consumer Sciences Related Occupations course to serve as the occupational officer.
5. Candidates will run for either the office of president or for the offices of vice presidents. The candidate with the most number of votes in each of the divisions (junior comprehensive, senior comprehensive, occupational) will be one of the vice president. The other four of the seven vice president positions will be chosen by the candidates with the most votes.
6. Be a student in good scholastic standing.
7. Have held a responsible position at one time in the local or state organization which demonstrates skills in assuming responsibility, completing assignments, and leadership capabilities in home, school, community or career activities.
8. Have the approval and recommendations of Family and Consumer Sciences and/or Family and Consumer Sciences Related Occupations teacher, local chapter, administrators, and parent/guardian.
9. State officers shall follow the regular procedure for declaring their candidacy for a new office for the following year.
10. State officers may not be President of their local chapter during their term as State Officer.
11. State Officers may not be local President or Vice President of another vocational youth group during their term as an FCCLA State Officer. State Officers may not be state officers of another school youth group during the term as an FCCLA State Officer.

EXAMPLE OF SCHEDULE FROM PREVIOUS YEARS

- May -Combined executive meeting – 1 day
July -OPTIONAL national Meeting
Aug. -Summer training – 3 days – Required
Sept. -Executive meeting – 1 day – afternoon/evening
Oct. -OPTIONAL Cluster Meeting
Nov. -Fall Rally – 2 days (only F.R. day for Advisors)
Feb. -Friday & Saturday or Sunday & Monday – Preparation for Spring Conference – Required
March -Executive meeting – 1 day
April -Spring Conference – 3 days – Wednesday (no adv.), Thursday & Friday

CANDIDATE COMMITMENTS



Time Responsibility

- ❖ Attend all scheduled meetings.
- ❖ Meet all deadlines for project reports and meeting reports.

Financial Responsibilities

- ❖ Buy uniform - Female = Blazer, skirt & blouse or dress.
- Male = Jacket, pants, shirt & tie.
- Newly elected officers may purchase former officer uniforms if available.



- ❖ Business meetings = pay for food.
- ❖ Fall Rally & Spring Conference: Partial scholarships have been available in the past, but only officers who complete their project on time are eligible; other officers must pay the same rate as regular members attending.
- ❖ Summer and Winter Training: Officers must pay for one dinner and one lunch. Scholarships for the other expenses at Winter Training (housing and other meals) have been available when funding permits, but the project deadline rules mentioned above apply.
- ❖ Cluster and National Meeting are optional and the cost is the responsibility of the officer. Officers receive fundraising training and are encouraged to seek sponsors. Small scholarships (\$100.00) are often available from the state, but only for officers who choose to participate in the State Officer scholarship campaign. This campaign is optional.

NEWSLETTER DECLARATION NEEDED FROM ALL CANDIDATES DUE MARCH 1ST

Write a 60 to 75 word paragraph describing yourself, your goals, your activities, why you are running for a state office and why you are qualified for the position.

Type here.

DUTIES OF THE STATE OFFICER

All state officers are expected to attend Executive Meetings of the Association. The State Advisor(s) in consultation with the Executive Council and the State Advisory Committee will determine the number of Executive Meetings. State Officers may at the discretion of the State Advisor(s) be asked to assume the duties of National Team Members.

A. The President shall:

1. Preside over the state Executive Council meetings.
2. Prepare the agenda for each meeting in consultation with the State Advisor(s).
3. Preside over state – wide meetings of the association.
4. Appoint all committees.
5. Be responsible for keeping the state association bylaws up-to-date and serve as a chairperson of the state by-laws committee, to be appointed as needed.
6. Assist local chapters in the training of parliamentary procedure and in the development of chapter by-laws.

B. 1st Vice President shall:

1. Assume responsibility in the absence of the president.
2. Keep an accurate and detailed record of the business meetings of the State Association and the Executive Council.
3. Submit typed minutes to the State Advisor(s) within one week following adjournment of said meeting.
4. Enforce parliamentary procedure during all official meetings of the association.

C. The Vice President of Community Service shall:

Provide leadership in planning and implementing the association's community service program.

D. The Vice President of Individual Programs shall:

Provide leadership in planning and implementing programs for the individual development and recognition of the association's members.

E. The Vice President of Membership shall:

Provide leadership in planning and implementing programs for membership promotion and development.

F. The Vice President of Peer Education shall:

. Provide leadership in planning and implementing the association's peer education program

G. The Vice President of Public Relations shall:

Provide leadership in planning and implementing the association's public relations program.

H. The Vice President of STAR Events shall:

Provide leadership in planning and implementing the association's STAR Events program.

All officers must submit and accomplish a personal in-depth project relating to his/her office the year he/she serves as a State Officer.

STATE FCCLA ADVISORY COMMITTEE

Members – The State Advisory Committee shall be composed of:

- A. State FCCLA Advisor(s)
- B. The local advisor(s) of present State Executive Council Officers.
- C. Others appointed as necessary.

The duties of the advisor(s) to the State Executive Council Officers are:

- A. Serve as official advisor(s) to the Council
- B. Accompany the State Executive Officers to all Executive Council meetings and State meetings.
- C. Serve as Advisory Committee Members.

Make a copy for your file. Mail to: Elaine Connary, RFD 1 Box 111, Groveton, NH 03582

MUST BE RECEIVED BY MARCH 1

OFFICER CANDIDATE FORM

NEW HAMPSHIRE FCCLA EXECUTIVE COUNCIL

Type of membership Comprehensive Occupational

Candidate for President Vice President (The specific office will be decided at a later date.)

Name of Candidate _____

Mailing Address _____
Street City State Zip

Name of Parent/Guardian _____ Home tel. # _____
Father Mother

Name of Parent/Guardian _____ Home tel. # _____
Stepfather Stepmother

Birth date _____
month – day – year

Name of Chapter _____

School Name _____ School Address _____

School Telephone # _____ Fax # _____

Name of Principal _____ Name of Voc. Director _____

Advisor's Name _____ Home Tel # _____

Advisor's Home Address _____
Street City State Zip

Grade in School (current) _____ Scholastic Average A B C (check one)

Are you presently employed? Yes No

Total years of Family and Consumer Sciences education instruction _____

What Comprehensive or Occupational Family and Consumer Sciences courses have you previously taken and /or are currently enrolled in?

FCCLA CONTRIBUTION AND OFFICES HELD

Local or State FCCLA offices held _____

Local FCCLA committees served on _____

Most important contributions:

1. _____

2. _____

3. _____

4. _____

Number of years that you have been an affiliated (pd.) FCCLA member _____

Participation in Non-FCCLA school and community activities. List any office held in these organizations.
(Examples: 4-H, church, club, sports, etc.)

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PLEDGE OF CANDIDATE

If elected, I will perform all the duties pertaining to my office unless an emergency such as illness or death should arise. I understand that I shall have to relinquish my office if I fail to perform my duties and responsibilities.

I understand that only major illnesses, death of a close family member and/or a major emergency are considered acceptable reasons for failing to fulfill the duties listed below.

If elected to a state office, I will: (Please check each)

- Perform all duties of my office.
- Affiliate with the state & national organization Family, Career & Community Leaders of America before March 1st.
- Enroll in a Comprehensive or Occupational Family & Consumer Sciences class during at least one semester of my term of office.
- Attend all Executive Council Meetings. (Unless granted **pre-meeting permission** to miss because of a major emergency.)
- Attend FCCLA workshops.
- Attend all state meetings. (Unless granted **pre-meeting permission** to miss because of a major emergency.)
- Attend National Meeting if possible.
- Attend Officer Training. (Unless granted **pre-meeting permission** to miss because of a major emergency.)
- Plan, carry out, and report my project as a State Officer.
- Accept adult guidance at any time when representing the NH FCCLA Association.
- Assist and share ideas with local neighboring FCCLA groups.
- Be willing to resign from office if I am unable to assume my responsibilities.
- Follow the code of conduct for members and officers.

I hereby certify that all statements made on this form are true.

Candidate's Signature _____

RECOMMENDATIONS

All candidates must be recommended to office by their chapter President, chapter Advisor, and a school administrator.

1. TO BE COMPLETED BY CHAPTER PRESIDENT.

I hereby certify that _____ meets all of the qualifications for a State Office of the New Hampshire FCCLA Association, and in my opinion, would make a worthy officer of the association.

Signature of Chapter President

2. TO BE COMPLETED BY CHAPTER ADVISOR.

I hereby certify that _____ meets all of the qualifications for a State Office of the New Hampshire FCCLA Association, and in my opinion, would make a worthy officer of the association. As the Advisor to a State Officer, I agree to fulfill the following responsibilities: a) Supervise and assist the said Office in the preparation and performance of his or her duties. b) Accompany the officer to State Executive Council Meetings and workshops and workshops, summer leadership training and state meetings. c) With other advisors to state officers, serve as a member of the FCCLA State Advisory Committee.

Signature of present Chapter Advisor

Signature of next year's Chapter Advisor

3. TO BE COMPLETED BY SCHOOL PRINCIPAL(S).

_____ has my approval to be a candidate for a State Office of the New Hampshire FCCLA Association. If elected to that office, this student has my permission to attend state, national and Executive Council meetings (which could be held during school hours) and to perform other duties for which he/she may be responsible. I also hereby give permission to the local advisor to fulfill his or her responsibilities as stated in Part 2 of this document. In the event that the advisor whose signature appears above resigns her teaching position, a new advisor will be appointed to fulfill the duties previously mentioned.

Signature of present Principal

Signature of next year's Principal

4. TO BE COMPLETED BY CHAPTER VOCATIONAL DIRECTOR.

_____ has my approval to be a candidate for a State Office of the New Hampshire FCCLA Association. If elected to that office, this student has my permission to attend state, national and Executive Council meetings (which could be held during school hours) and to perform other duties for which he/she may be responsible. I also hereby give permission to the local advisor to fulfill his or her responsibilities as stated in Part 2 of this document. In the event that the advisor whose signature appears above resigns her teaching position, a new advisor will be appointed to fulfill the duties previously mentioned.

Signature of Vocational Director

5. TO BE COMPLETED BY PARENT OR GUARDIAN.

_____ has my approval to be a candidate for a State Office of the New Hampshire FCCLA Association. If elected to that office, this student has my permission to attend state, national and Executive Council meetings (which could be held during school hours) and to perform other duties for which he/she may be responsible. I understand that he/she is responsible for all expenses incurred during the term of office, unless otherwise notified.

Signature of Parent/Guardian