

FCCLA Officer Duties

All FCCLA officers are required to:

- Attend and participate in all chapter meetings
- Be organized and on time
- Be respectful, open-minded, and have a positive attitude
- Understand the mission and purposes of FCCLA
- Be an active participant in ALL fundraisers, leadership meetings, Community Service Projects, and National Programs
- Be a good representative of Sullivan FCCLA and Sullivan High School
- Attend Officer Training(s) and Officer Retreats
- Attend Fall and Winter Leadership Trainings
- Attend State Conference
- Assist the advisor(s) with planning and execution of fundraisers and community service projects

All officers are encouraged to participate in a STAR Event or State Proficiency Event.

Executive Board Positions:

President:

1. Works with the executive council and adviser(s) to develop an agenda for each meeting.
2. Presides at chapter and executive council meetings using the adviser-approved agenda and basic parliamentary procedures. Starts meetings on time and keeps them moving.
3. Assists in group decision-making through member participation.
4. Sees that necessary committees and subcommittees are formed and committee chairs are selected. May serve as an ex-officio member on committees.
5. Knows the responsibilities of all officers and committee chairs and keeps them informed of all chapter business.
6. Confers frequently with the executive council, adviser(s), advisory committee and other program stakeholders.
7. Check all plans with the adviser(s) and school administrators before taking action.
8. Represents chapter at school events, chapter/section/state and national events.
9. Provides opportunities for all members to express ideas and share responsibilities.

Vice President:

1. Assumes the duties of the president in the president's absence.
2. Assists the president as needed.
3. Works with the Social/Program Committee Chair to help members develop and plan a chapter program of work that will meet the needs and interests of the chapter, school and community.
4. Assists the STAR & Proficiency Chair to make sure all competitors are fully supported and prepared for events.
5. Head of Fundraising activities.

Secretary:

1. Keeps accurate and complete minutes of all chapter and executive council meetings and activities.
2. Makes minutes and other chapter resources (committee lists, activity calendars, bylaws, etc.) available to the membership by reading, posting and or circulating as determined by the chapter bylaws.
3. Keeps attendance at chapter and executive council meetings. Keeps current list of affiliated members.
4. Reminds the President of any unfinished business prior to the next meeting.
5. Counts and records chapter votes.
6. Assists adviser(s) in processing chapter affiliation forms.
7. Helps create and distributes membership cards to affiliated members.

Treasurer:

1. Keeps an accurate record of all chapter income noting dates received, source, and amount. Gives and receives receipts from chapter adviser(s).
2. Assists adviser(s) in collecting and submitting state and national dues in advance of deadlines.
3. Records dues (local/state/national) when paid out, to whom it was paid and the amount.
4. Keeps accurate records of receipts for all money paid out, to whom it was paid and the amount.

5. Prepares and presents a Treasurer's Report for each business meeting.
6. Works closely with the chapter adviser(s) to manage chapter funds.
7. Works closely with the executive council and adviser(s) to prepare a chapter budget. Presents tentative budget and fundraising plans for chapter approval.

Parliamentarian (Vice President of Parliamentary Law/Membership):

1. Assists and advises the president on parliamentary law.
2. Submits all forms related to membership recognition by the assigned deadlines.
3. Promotes membership, works closely with the Social/Program chair to develop activities to aid in membership retention.
4. Updates chapter bylaws annual.
5. Serves as a voting delegate at Section and State Meetings.

Committee Chair Positions:

Social/Programs Chair:

1. Plans and organizes monthly activities to promote leadership and team building.
2. Recruits volunteers for events.

Historian:

1. Responsible for taking photos and documenting all chapter activities and events throughout the year.
2. Creates a review in review presentation for the end of the year banquet.

Public Relations Chair:

1. Maintains the bulletin board and keeps it up to date on a monthly basis.
2. Creates flyers and email blasts for events.

3. Shares photos and stories with local media outlets.

Community Service Chair:

1. Spearheads monthly community service events.
2. Works alongside the Social/Program Chair to ensure volunteers are secured for events.

STAR & Proficiency Event Chair:

1. Works closely with adviser(s) to create a calendar of deadlines for all competitors to stay on track with selected projects.
2. Prints and shares guidelines for each competitor.
3. Creates and maintains a list of all competitors.
4. Helps prepare and pack for competitions.
5. Assists with fundraising activities to help ensure funds are available for competition fees.