



## **Duties of the State Executive Council**

It shall be the duty of all officers to attend all meetings called by the state president and adviser, serve as a member of at least one committee, share concerns in the region, assist in the development of the state publication, promote and encourage membership throughout the state, assist local chapters when called upon, may elect a state theme to meet the changing needs of the state association, and serve as a member of the State executive Council.

### **President--It shall be the duty of the President to:**

- Preside at state meetings and at meetings of the State Executive Council;
- Call special meetings of the association or of the State Executive Council when requested to do so by a majority vote of the executive council or the state adviser;
- Report his/her activities during an association year to the state conference and file a copy of his/her report with the First Vice President;
- Represent the state association and speak on occasions when requested;
- Prepare agendas with the cooperation of the state adviser;
- Conduct all meetings according to Robert's Rules of Order Newly Revised with direction from the Vice President of Parliamentary Law as needed;
- Serve as a voting delegate at the National Leadership Meeting;
- Appoint committees to carry out the business of the organization, as deemed necessary; and
- Promote using the Planning Process in the National Program-Power of One

### **First Vice President--It shall be the duty of the First Vice President to:**

- Assist the president and other statewide officers;
- Be prepared to assume the position of the president if for some reason the president cannot carry on the responsibilities of the office;
- Keep an accurate record of sessions of the State Leadership Conference, meetings of the State Executive Council, and other state meetings;
- Prepare and read the minutes of meetings; and attend to official correspondence; and
- Promote the Program of Work and the National Program-Dynamic Leadership

### **Vice President of Finance --It shall be the duty of the Vice President of Finance to:**

- Make a report to delegates assembled at State Leadership Conference on the financial status of the association;
- Investigate potential sponsors for the state association with assistance from the state adviser;
- Serve as liaison between all sponsors of the state association and the State Executive Council; and
- Promote the National Program-Financial Fitness

### **Vice President of Parliamentary Law --It shall be the duty of the Vice President of Parliamentary Law to:**

- Have on hand for each meeting copies of the state bylaws, national bylaws, and Robert's Rules of Order Newly Revised;
- Be familiar with parliamentary procedures and serve as consultant during general business meetings and executive council meetings;
- Keep bylaws up-to-date;
- Assist in preparing and presenting the proposed amendments/changes to the bylaws at the annual business meeting; and
- Promote the National Program-STOP the Violence

### **Vice President of Competitive Events--It shall be the duty of the Vice President of Competitive Events to:**

- Read and understand the state and national STAR Events manuals;
- Provide leadership in planning and coordinating the recognition events and leadership activities for FCCLA members throughout the state;
- Prepare and train all Regional Representatives; and
- Promote the National Program-Competitive Events

## **Duties of the State Executive Council, continued**

### **Vice President of Public Relations--It shall be the duty of the Vice President of Public Relations to:**

- Promote FCCLA through all forms of the news media;
- Help chapters with ideas for observing FCCLA Week and with interpreting FCCLA to others;
- Represent the state association as a National Connection Team member;
- Prepare and distribute the state publication to all affiliated chapters; and
- Promote the National Program-Families First.

### **Vice President of Leadership in Action--It shall be the duty of the Vice President of Leadership in Action to:**

- Promote and encourage the state and national community service projects;
- Work in cooperation with the State Executive Council to determine the state's community service focus(es);
- Keep the State Executive Council updated as to the progress of the state and national community service projects; and
- Promote the National Program Leadership in Action.

### **Vice President of Career Development--It shall be the duty of the Vice President of Career Development to:**

- Promote Occupational chapter membership and activities;
- Promote the interests of Occupational chapters in state association meetings and activities;
- Make suggestions for any other programs of interest to Occupational members;
- Compile ideas and provide assistance to local members of Occupational chapters;
- Promote the integration of Family and Consumer Sciences with FCCLA; and
- Promote the National Program-Career Connections.

### **Vice President of National Programs --It shall be the duty of the Vice President of National Programs to:**

- Promote and encourage the participation and utilization of the National Programs; and
- Inform members throughout the state on the National Programs; and
- Promote peer education and National Programs-Student Body.

## **Qualifications of State Officer Candidates:**

- currently an active member in an affiliated chapter that has been in existence for at least one year
- a minimum of one year of comprehensive or occupational Family and Consumer Sciences classes
- minimum 2.50 GPA
- approval of the Screening Committee
- *Presidential Candidates ONLY:* must have served at least one year on the State Executive Council

### **FCCLA Resources for SOC Test**

*The Guide to Promoting FCCLA*

*FCCLA At-A-Glance*

*Teen Times*

[www.wifccla.org](http://www.wifccla.org)

[www.dpi.wi.gov/fccla](http://www.dpi.wi.gov/fccla)

[www.fcclainc.org](http://www.fcclainc.org)

### **Election Process Glossary**

SOC: State Officer Candidate

SOCA: State Officer Candidate Adviser

SEC: State Executive Council

SECA: State Executive Council Adviser

SLC: State Leadership Conference

# Steps of the Election Process

## Pre-Screening

### **Step 1: Gain Parental, Adviser, and School Support**

**Goal:**

- Develop a strong support system for the election process and potential year as a member of the State Executive Council.

**Process:**

- Talk with parents, the chapter adviser, school administration about the opportunity of running for a state office. Candidates should explain why it is important to them, how they feel they will benefit from this opportunity, and their plan to maintain a good standing in their family, school, and community while balancing this added responsibility. Candidates should go over the details of the election process.

### **Step 2: The Application**

**Goals:**

- Officially become a State Officer Candidate.
- Verify qualifications and proof of support.
- Provide information on experiences, qualifications, and ideas.

**Process:**

- Candidates will preview the application early so they are familiar with what is required and can plan to make adequate time to complete a high quality application. The SOC Application will be available on the WI FCCLA website sometime in November.
- Complete the application according to the directions provided. Check the document for completeness to make sure it is done correctly and ask others to proof it as well.
- Compile the required recommendations and signatures. Make a copy of the final documents for your records.
- Mail the application to the State Office. It must be postmarked by the posted deadline.

### **Step 3: Preparation 1**

**Goals:**

- Ensure candidates understand the expectations of State Officer Candidates for the SOC Screening Committee Process.
- Acquire a comprehensive understanding of FCCLA history, structure, and current opportunities at the national and state levels.

**Process:**

- Candidates should review and fully understand all aspects of the organization to be prepared for the SOC Test.
- Review professional interview behavior and practice answering questions in an interview setting.

## Step 4: SOC Test

### Goals:

- Discover how much candidates know about the organization.
- Identify how well candidates can advocate for the organization.

### Process:

- The test will be given in two parts. Part A will be comprised of 25 questions about FCCLA. *\*\*The test will be comprised of 50 questions about FCCLA for the Presidential Candidates ONLY.* The questions may be true/false, multiple choice, fill-in-the-blank, or short answer.
- In Part B, candidates will be given a writing prompt and instructed to compose a business letter.
- The SOC Test score and the SOC Interview score will be combined to calculate the SOC Screening Committee Score.

## Step 5: SOC Interview

### Goals:

- Narrow the pool of candidates down to the individuals who are most qualified.
- Narrow the pool of Presidential Candidates down to the two (2) individuals who are most qualified.
- Practice and develop skills necessary for a successful interview.

### Process:

- The candidate will be escorted into a room and will be directed to a seat opposite the Screening Committee members. Candidates will be instructed to give a 1 minute introduction followed by an interview.
- Candidates will be asked situational questions for 10 minutes. *\*\*Presidential Candidates will be asked situational questions for 15 minutes.*
- The candidate will exit the room after finishing their answer to the last question asked within the time limit.
- Screening Committee members will spend a few minutes completing the candidate's evaluation form before the next candidate is presented.

## Step 6: Preparation 2

### Goals:

- Ensure candidates understand the expectations of State Officer Candidates for the State Leadership Conference.
- Develop a speech that illustrates the candidate's personality, professionalism, and public speaking abilities.
- Create a poster displaying the candidate's qualifications.
- Acquire a comprehensive understanding of FCCLA history, structure, and current opportunities at the national and state levels.

### Process:

- The speech topic will be sent to the candidate in March. Candidates should begin developing speech ideas early and practice as much as possible. Get feedback from others and tweak the presentation as needed.
- Candidates will be given instructions for creating their candidate poster in March.
- Information will be sent informing candidates what to bring to SLC and what needs to be done prior to. Make sure to follow these instructions carefully.
- Direct questions to the chapter adviser or state office. Understanding the details and feeling prepared will help candidates do their best during the election process.

## Step 7: SOC Orientation

### Goals:

- Meet the State Officer Candidates.
- Celebrate the accomplishment of becoming a State Officer Candidate.
- Provide a final opportunity to ask questions about the process.
- Encourage candidates as they begin a stressful process.

### Process:

- Show up for the orientation and have fun!
- Receive on-site materials for National Officer Candidates.
- Ask any remaining questions about the election process and potentially becoming a member of the State Executive Council.

## Step 8: Speeches

### Goals:

- Demonstrate candidates' public speaking skills and ability to think on their feet.
- Provide an opportunity for the general public to see the candidates.

### Process:

- The candidates will be introduced to the audience and then escorted to a sound proof holding room.
- One at a time, the candidates will be escorted back to give their speech. Candidates will be given a microphone and may begin to give their speech. They will be timed from when they start speaking, given a 10 second warning, and asked to stop when they reach one minute. *\*\*Presidential Candidates will be given a 10 second warning, and asked to stop when they reach two minutes.*
- Following their speech they will be asked one fact question and one situational question and candidates will give their response.
- The candidate will be escorted to a different sound proof holding area where they will be able to relax.

## Step 9: Letter Drop

### Goal:

- Inform candidates of who is selected to serve on the State Executive Council.

### Process:

- Candidates will be given a sealed envelope. The letter inside will indicate whether the candidate has been elected or not. The letter inside the Presidential Candidates' envelopes will indicate whether the candidate has been elected as State President or as First Vice President.

**"My best FCCLA memories were spending time with the State Executive Council and trying new things."**

*Joey Riedel, 2009-2010 State Officer*

**"Be bold and take a chance on your dreams, or you will never know if a 'could have been' would have been a 'yes'!"**

*Luke Klefstad, 2007-2010 State Officer*

## Step 10: SEC Meetings

### Goals:

- Determine the office each new state officer will hold.
- Allow officers to get to know each other better and build relationships with one another.

### Process:

- The new officers will designate the office each will hold on the SEC based on different factors.
- A facilitator will be present.

## Step 11: Recognition

Every single candidate deserves recognition for their accomplishments, whether they become a member of the State Executive Council, or not. Each candidate should celebrate the time and effort they put in to do their best during the election process. Candidates should plan to do something fun to relax and congratulate themselves after a stressful few days.

This is also an important time to recognize those who supported the candidate along the way. SOC should thank the many people who helped make the opportunity to be a State Officer Candidate possible. They would like to know what candidates learned through the process and how it has helped them become better leaders and more successful people. Candidates will have many experiences and they will be surprised by how much they have learned and grown since they started the journey as a State Officer Candidate. Candidates should take some time to reflect and be sure to let those around them know how their support has helped shape the experience.

### Important Dates

December 15 <sup>th</sup>	Presidential SOC Application Postmarked
February 1 <sup>st</sup>	SOC Application Postmarked
February	SOC Screening Process
March	SOC Speech Topic Revealed
April	State Leadership Conference

*"It was the most amazing experience of my life! I gained so many great friends and learned so much about myself and what challenges I am able to overcome. I would do it again in a heartbeat if I had the chance. There is no way I would be the person I am today if I hadn't become a state officer."*

*Kyle George, 2007-2008 State Officer*

*"My adviser definitely influenced my FCCLA career the most. She was the first to encourage me to run for state office. She saw something in me even before I did, and was with me every step of the way with encouragement, constructive criticism, and praise!"*

*Hannah Ness, 2008-2010 State Officer*

Questions?

Contact Diane Ryberg, FCCLA State Adviser  
[Diane.Ryberg@dpi.wi.gov](mailto:Diane.Ryberg@dpi.wi.gov)