



FCCLA Officer Duties

All FCCLA officers are required to:

- ☐ Be a dues-paying member
- ☐ Be cooperative and dependable
- ☐ Understand and communicate the mission and purposes of FCCLA
 - ☐ Be respectful and open-minded
 - ☐ Meet local, state, and national membership deadlines
 - ☐ Attend and participate in all chapter meetings
 - ☐ Be organized and on time
 - ☐ Follow through with the responsibilities of the elected office
- ☐ Participate in all Chapter Fundraisers, Projects, Community Service & National Programs
 - ☐ Compete in a STAR event
- ☐ Keep current with local, state, and national updates (www.fcclainc.org)

All officers are also encouraged to participate in the Regional Fall Conference and State Leadership Conference.

President

- ☐ Work with the Advisor to develop an agenda for each meeting.
- ☐ Preside over chapter meetings
- ☐ Keep meetings lively and organized
- ☐ Start meetings on time
- ☐ Represent the chapter responsible and professional manner
- ☐ Attend all chapter meetings, District Fall Conference (Oct. or Nov.), Regional STAR Events (Jan.), and State Leadership Conference (March)

First Vice President

- ☐ Assume presidency in the president's absence
- ☐ Work with the Advisor to develop an agenda for each meeting.
- ☐ Assist the president as needed
- ☐ Help keep meetings organized
- ☐ Work with other VPs to carry out projects, responsibilities
- ☐ Represent the chapter responsible and professional manner
- ☐ Attend all chapter meetings, District Fall Conference (Oct. or Nov.), Regional STAR Events (Jan.), and State Leadership Conference (March)

Secretary

- ☐ Keep accurate meeting minutes and email meeting minutes to the president and adviser following each meeting
- ☐ Keep attendance records
- ☐ Remind officers of unfinished business
- ☐ Count and record chapter votes
- ☐ Keep an updated spreadsheet of members including contact information/email addresses

- ☐ Work with chapter officers to develop a membership campaign
- ☐ Recruit new members
- ☐ Distribute t-shirts to dues-paying members
- ☐ Work with the chapter adviser to complete membership forms

Treasurer/VP of Fundraising

- ☐ Keep accurate financial records
- ☐ Prepare a treasurer's report for each business meeting
- ☐ Assist in collecting dues and any other transactions
- ☐ Write receipts
- ☐ Work with fundraising and finding new fundraisers to complete- make contact with local businesses

Vice President of Public Relations/Historian

- ☐ Work with advisor to highlight FCCLA in the Yearbook and social media
- ☐ Post to Instagram once a week
- ☐ Gather information for Press Releases after events
- ☐ Write Press Releases and submit them in a timely manner (with the advisor's approval)
- ☐ Take photos at events
- ☐ Record information of events
- ☐ Keep the FCCLA bulletin board up-to-date
- ☐ Send adviser items to post on the school website
- ☐ Make announcements
- ☐ Compile yearly activities, photos, and program of work in an end-of-the-year scrapbook

Vice President of Community Service/Freshman Officer Position

- ☐ Promote chapter community service projects
- ☐ Coordinate committee chairs of various community service projects
- ☐ Organize and supervise community service-related projects
- ☐ Contact other organizations who might assist the organization in achieving our project goals
- ☐ Become familiar with state and national FCCLA Outreach projects (www.fcclainc.org)

The Vice President of Community Service will also have the first choice of competing in the Chapter Service Project event at the state meeting in April

There is a possibility of adding Head Chair Members to certain committees if there is enough interest and applicants for officer positions. Chair members will have the same expectations as officers but will lead different committees and assist officers when needed.