

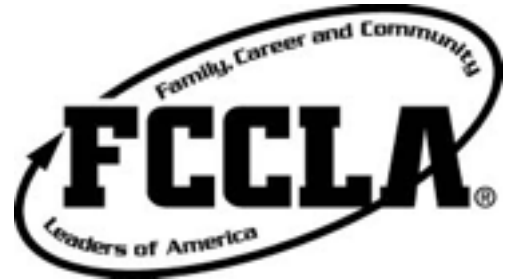
Platteview FCCLA Leadership Duties and Descriptions*

*may change at any time to reflect current years needs.

Chapter Officers:

President:

1. Works with the executive council and adviser to develop an agenda for each meeting.
2. Presides at chapter and executive council meetings using basic parliamentary procedure.
3. Assists in group decision-making through member participation.
4. Sees the necessary committees and subcommittees are formed and committee chairs are selected.
5. Knows the responsibilities of all officers and committee chairs, and other program stakeholders.
6. Confers frequently with the executive council, adviser, advisory committee, and program stakeholders.
7. Checks all plans with adviser and school administration before taking action.
8. Represents chapter at special school events and district, state and national meetings.
9. Provides opportunities for all members to express ideas and share responsibilities.
10. Supports Family and Consumer Sciences education and works as an advocate to support family, careers, community and life skill topics in the school and community.



1st Vice President:

1. Assumes the duties of the president in the president's absence.
2. Assists the president as needed.
3. Works with the the program planning committee to help members develop a plan a chapter program of work that will meet the needs and interests of the chapter, school and community.

Secretary:

1. Keeps accurate and complete minutes of all chapter and executive council meetings and activities.
2. Makes minutes and other chapter resources available to the membership by reading, posting or circulating as determining by the chapter by-laws.
3. Keeps attendance at chapter and executive council meetings. Keeps a current list of affiliated members.
4. Reminds president of any unfinished business prior to the next meeting.
5. Counts and records chapter votes.
6. Assists adviser in processing chapter affiliation forms.

Treasurer:

1. Keeps an accurate record of all chapter income noting date received, source and amount. Gives receipts to chapter adviser.
2. Assists adviser in collecting and submitting state and national dues in advance of deadlines.
3. Records dues, (local, district, state, and national) when paid by each member. Communicates records to secretary.
4. Keeps an accurate record 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 to manage chapter funds.
7. Works with the fundraising and program committees to prepare a chapter budget. Presents tentative budget and fundraising plans for chapter approval.

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Parliamentarian:

1. Using Robert's Rules of Order, knows the rules, of simple parliamentary procedure to help meetings run smoothly.
2. Works with the bylaws committee to keep chapter bylaws up-to date.

VP of Public Relations:

1. Develops plans for publicizing chapter events.
2. Coordinates plans for National FCCLA week.
3. Submits project activities to Teen Times and the state newsletter.
4. Promotes a positive, up-to-date image of the chapter and the organization.
5. Serves as a news source for local media.

VP of Community Service:

1. Plans time, energy talents and skills to improve quality of life for individuals and families in the community.
2. Assists and guides others in improving their own quality of life by building self-esteem and helping others feel good about themselves.
3. Coordinates events and service projects in the chapter, school and community.
4. Serves as community service project contact person.

VP of Membership: (student body)

1. Develops and promotes plans for FCCLA year and recruiting members.
2. Works to qualify the chapter for national membership recognition.
3. Coordinates plans for awarding honorary memberships and chapter and state awards.

VP of Programs:

1. Educates members about national program opportunities and competitive events.
2. Assists participating members with STAR Events projects including planning, publicizing and recognition.
3. Assists members completing the Power of 1 program.
4. Provide assistance in formulating National Program events at the chapter level.
5. Sets up meeting arrangements for competition(s).
6. Greets guests and new members at competitions and meetings.

VP of Recreation:

1. Plans and organize chapter recreation and entertainment at meetings and other FCCLA gatherings.
2. References appropriate team building activities to build strong relationships.

District Officer:

1. Represents Platteview FCCLA at district meetings.
2. Represents District 1 at state meetings.
3. Attends and participates in pre-planning meetings and resides and presents if necessary at district meetings.
4. Communicates district information to all chapter members.
5. Fulfills elected office duties as outlined in the District 1 Bylaws.

Committee Chairs:

1. Investigation--gather information and report findings to the chapter.
2. Planning--make recommendations to the group based on information gathered.
3. Action--take action based on the group's recommendations.
4. Evaluation--assess the outcome of actions taken and determine further action if necessary.

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Program Planning Committee:

1. Assists and works with the executive council.
2. Assists in planning the Program of Work (POW), community service, recreation, and meetings.
3. Creates and organizes a plan to follow for the FCCLA year in terms of events.

Membership Committee:

1. Assists and works with the VP of Membership.

Fundraising Committee:

1. Assists and works with the Treasurer.

Advisory Council:

1. Work with all officers and committee chair persons to generate focus on Family and Consumer Sciences education.
2. Help guide and assist FCCLA focus throughout the planning and facilitation process.