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**CHAPTER 3**

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# CHAPTER 3:

## Leadership Opportunities

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## *Leadership Opportunities*

### *Providing Leadership Training*

For students previously or currently enrolled in Family and Consumer Sciences programs, FCCLA provides opportunities for leadership development by allowing members to assume roles of responsibility at four levels of the organization: chapter, region, state, and national. At the chapter level, members can serve on committees, participate in Competitive Recognition Events, and run for chapter office. Once students have gained basic leadership skills, they can develop them further by participating in lead roles at the region, state, and national levels.

Leadership development in California FCCLA begins at the chapter level. Advisors who provide leadership training for their members will find that chapter projects/activities are more successful as students have the ability to assume key roles in planning, conducting, and evaluating the event.

The Chapter Advisor provides the foundation for the development of the members' leadership skills. Once members and officers are trained, the advisor can assume his/her role of "advising" the group.

### **Active Members and Leaders**

Being an active member of FCCLA requires interest in the program, dependability, cooperation, and above all, enthusiasm.

Members can contribute to the long-term success of FCCLA through their chapter participation, personal example, and dedication as a member. In return, students will be able to take advantage of the numerous benefits FCCLA offers.

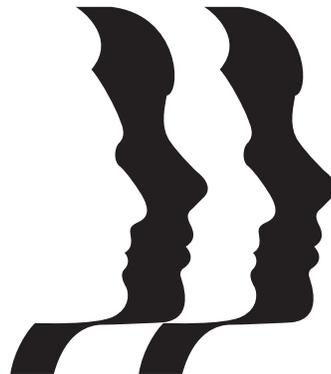
An active, enthusiastic member or officer of FCCLA demonstrates numerous leadership characteristics. A strong FCCLA member and leader:

- Knows the organization's goal and purposes, helps establish yearlong objectives, projects, and activities and can relate these to the total Family and Consumer Sciences program;

- ∞ Can explain FCCLA to new members, parents, school, community, and legislative representatives;
- ∞ Contributes knowledge, skills, and talents toward planning a chapter program of work and assists in carrying out the plans;
- ∞ Helps evaluate the chapter's progress and makes suggestions for improvement;
- ∞ Volunteers to serve on committees and carries out assigned tasks;
- ∞ Attends meetings regularly and is always punctual;
- ∞ Wears official uniform when participating in FCCLA activities and representing the organization;
- ∞ Has a working knowledge of democratic group processes and basic parliamentary procedure;
- ∞ Serves as a role model that lives up to the ideals of the organization;
- ∞ Assumes leadership roles to gain new skills and help strengthen the organization; and
- ∞ Serves as an officer, as qualified, at various levels of the association.

## Profile of an FHA-HERO Member

- ◆ *Cooperative*
- ◆ *Democratic*
- ◆ *Dependable*
- ◆ *Enthusiastic*
- ◆ *Knowledgeable*
- ◆ *Understanding*



## Leadership: What Is It?

All members of the association are potential leaders. When members contribute ideas, assist in planning group projects, or guide others in carrying out an activity, they are serving as leaders. As members contribute to the achievement of group goals, they are assuming leadership positions.

Democratic groups provide for sharing leadership roles as all members are encouraged to make real contributions based on their talents and abilities. Since leadership is a learned behavior, informed members with determination can develop the qualities essential in leaders. The key to developing leadership skills is to stress that leaders serve others and must often be followers themselves.

The best way to learn leadership is to lead. That doesn't mean to dominate a group; it means to have the ability to anticipate the direction in which a group is moving and simply get there more quickly. Leaders are most successful when they have a strong desire to serve, to achieve goals, and to reach their full potential.

The following are five steps to assist students in becoming effective leaders. Students should:

1. Study the qualities of recognized leaders.
2. Study themselves. Honestly evaluate their weaknesses as well as their strong points.
3. Become a good follower. (People who cannot follow often cannot command).
4. Learn as much as they can about groups in general to find out how they effectively operate.
5. Develop and follow a definite plan of training to improve their leadership skills.

An important aspect of leadership is teaching others. It may be easier at times to simply do the job rather than teach others how to do it. However effective leaders are unique in that they help others develop their skills.

## You – A Leader

To be an effective leader, you must genuinely like working with others. As you strive to develop your leadership skills, concentrate on being well-prepared and group minded. Become poised, but remember to exhibit humility and sincerity. Be known as a hard worker and do not assign someone a task that you would not do yourself. Since others will be looking to you for direction, show that you are responsible, cooperative, and clear in expressing yourself. Learn to think ahead and set realistic goals. In addition to these traits, you will be a more successful leader if you are always courteous, neat, and proud of your accomplishments. Give 100% of yourself, 100% of the time.

Unfortunately, some people confuse leadership with bossiness. There is a difference as this poem illustrates.

### The Boss

*The boss drives people;  
the leader guides them.*

*The boss depends on authority;  
the leader depends on goodwill.*

*The boss creates fear;  
the leader develops confidence.*

*The boss assigns tasks;  
the leader sets the pace.*

*The boss says "I";  
the leader says "WE".*

*The boss says "Go";  
the leader says "LET'S GO!"*

# Leadership Opportunities In FCCLA

Members begin developing leadership skills at the chapter level by serving on committees, volunteering to lead chapter projects and activities, and/or holding a chapter office. They can also strengthen their leadership skills at the chapter level by participating in Competitive Recognition Events and attending meetings beyond the local level such as Region Meetings, the Annual FCCLA State Leadership Conference and, if possible, the Leadership Conference.

To gain experience beyond the chapter level, members can run for a Region Office and then a State Office. In order to run for an office at these levels, members must meet certain qualifications and follow the guidelines for election procedures. Running for a national office is also an opportunity available to members.

## Electing Chapter Officers

Nominations and elections for chapter officers are conducted by the members under the guidance of the advisor. Members will need to secure, complete, and submit an application to the advisor or designated officer.

For effective chapter management and operation chapter officers should be elected in the spring or before the close of school. This practice enables the officers and advisor(s) to complete their planning activities, as well as develop a membership strategy plan, to start off the new school year.

A formalized process for electing chapter officers should be identified and implemented. The following are some suggestions for electing chapter officers:

1. Establish qualifications for officer candidates. A written description of the duties of each officer should be provided to prevent misunderstandings about the responsibilities.
2. Review officer qualifications with school administrators and/or activities director/counselor for any rules concerning minimum grade point average, use of campaign materials, etc.
3. Require written applications for each position. Individuals exert more effort if they consciously seek an office, rather than gain it by default.
4. Make sure each applicant is willing to devote time to the office and has support from his/her parents to participate at all levels of the organization.
5. Conduct officer elections. This can be accomplished by:
  - a. Nominations from the floor;
  - b. Nominations from a committee in addition to nominations from the floor;
  - c. Sign-up lists for interested members who may want to compete for an office;
  - d. Identification of candidates based on officer applications submitted.

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6. Allow defeated candidates to be nominated for another office.
  7. Ask candidates to make posters and present two minute speeches to acquaint the members with their plans. Remind students to remove the posters promptly after the elections.
  8. Make the election process as equitable as possible by using secret ballots, etc. Written ballots are recommended for voting on the candidates to give members the experience of the democratic process.
  9. Follow parliamentary procedure in all elections.

## **Application for FCCLA Chapter Officer Candidates**

A reproducible FCCLA chapter officer application form can be found on the FCCLA Web site.

# Chapter Leadership Training Program

Although leadership training is an ongoing process, a chapter leadership training program should be developed to orientate the new officers and prepare them for guiding the chapter members. Each chapter officer has clearly defined responsibilities. Once elected, officers must receive training in order to effectively carry out their duties.

The manner in which a chapter trains its officers for their positions can take many forms such as an officer camp-out, summer workshop, etc. If chapters elect their officers in the spring for the following year, the members currently serving as officers can take the lead in training their successors.

It is recommended that a leadership training session be held with all chapter officers participating at least once during the school year. Although the topics discussed during a chapter leadership training program will vary, several items should be considered:

1. General responsibilities of all officers and their relationship to each other;
2. Specific responsibilities of each officer;
3. Public speaking;
4. Public relations; and
5. Parliamentary procedure.

Chapters can extend their training programs by having officers attend region and state workshops specifically designed to further the participants' leadership skills. The officers may attend the Annual State Leadership Meeting sponsored by the State Association and can even participate in national leadership training sessions if time and funds permit.

## Chapter Officer Job Analysis

One of the first things a newly elected chairperson or officer needs to discover is what responsibilities does his/her job entail? How do his/her responsibilities correlate with the work of the other officers or committee chairpersons?

The organization, structure and responsibilities of each person varies from group to group according to the constitution. Although members may have held similar positions in other organizations, the job may not be exactly the same in FCCLA. To assist the Executive Council in reviewing FCCLA chapter officer duties, a resource entitled "Chapter Officer Job Analysis Exercise" is included in the appendix. (See page 3AP-3).

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## Chapter Officer Duties

In FCCLA, there are (6) offices: President, Vice President, Secretary, Treasurer, Historian, and Reporter. These six officers make up the Chapter Executive Council which meets regularly with the advisor to plan chapter meetings and activities. General responsibilities of all Chapter Executive Council members include:

1. Become familiar with the chapter, state, and national bylaws.
2. Become familiar with state and national publications and programs.
3. Review all information in the Chapter Guide.
4. Develop a chapter program of work that will meet the needs, interests, and concerns of the chapter, school, and community.
5. Work with standing and special committees to coordinate and encourage progress toward chapter objectives.
6. Know the types of decisions that should be made in consultation with your school administrators or that should be approved by them.
7. Provide information to help chapter members make wise decisions and take appropriate actions.
8. Understand and use group democratic processes such as parliamentary procedure to conduct effective meetings.
9. Attend regular Chapter Executive Council meetings to make plans, coordinate chapter work, and handle any business of concern to the council.
10. Help the chapter members evaluate progress and plan improvements.
11. Keep complete records of the council's work and of each officer's accomplishments to leave in chapter files for future use.
12. Plan for the participation of chapter members and officers in FCCLA activities above the local level.

In addition to the duties as an Executive Council member, each chapter officer has specific duties related to his or her position. Chapters have the authority to modify these suggested duties to fit the chapter's unique situation; however, these should be the basic responsibilities inherent to the respective positions.

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## **CHAPTER PRESIDENT**

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1. Presides over chapter and executive council meetings.
2. Plans the agendas for chapter meetings.
3. Appoints committees, after consultation with the advisor.
4. Serves as an ex-officio member to all committees.
5. Coordinates the chapter program of work with region and state programs and activities.

## **CHAPTER VICE PRESIDENT**

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1. Assists the president in all ways possible.
2. Presides over the chapter meetings in the absence of the president.
3. Encourages the chapter to plan and conduct activities focusing on the State Project Thrusts selected by the State Executive Council.
4. Works cooperatively with the region Vice President to plan and lead quality programs and projects.
5. Conducts chapter elections under the guidance of the chapter advisor.
6. Assists with the preparation of the chapter's Honor Chapter application.
7. Reviews the chapter bylaws for necessary revisions.

## **CHAPTER SECRETARY**

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1. Keeps accurate minutes of chapter and executive council meetings.
2. Serves as chairperson of the membership committee.
3. Keeps a current and accurate membership roster.
4. Assists the advisor in preparing affiliation materials and other appropriate materials to submit to the state office.
5. Develops evaluation forms for chapter activities, compiles results and prepares a written report.
6. Prepares nominations for deserving individuals to receive recognition.
7. Assists with the election of new officers.

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## **CHAPTER TREASURER**

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1. Prepares a budget in cooperation with the advisor.
2. Keeps current and accurate financial records.
3. Prepares a financial report for each meeting.
4. Establishes a procedure to collect funds and issue receipts, deposit funds and complete payment of chapter expenditures.
5. Develops and conducts fund raising activities which will provide learning experiences for chapter members.
6. Plans and coordinates recreational activities.
7. Promotes the Competitive Recognition Events program.

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## **CHAPTER HISTORIAN**

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1. Keeps an accurate written history of chapter activities.
2. Maintains a scrapbook of chapter activities.
3. Prepares exhibits for display at school and in the community.
4. Coordinates activities to observe California FCCLA Week during the second full week in February.

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## **CHAPTER REPORTER**

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1. Submits articles to the region reporter for the region newsletter.
2. Works cooperatively with region reporter to collect and submit articles for statewide communication and photos.
3. Prepares news releases and spot announcements to publicize chapter projects and activities through local newspapers and other media.

## Holding Office Above the Local Level

After members have served as chapter officers, they may feel ready to assume the responsibilities of a region, state or national office. Before tackling a higher position within the organization, members are encouraged to consider the following questions:

1. Have you given serious thought to the duties of the office you are qualified to hold?
2. Can you manage your time to include the new responsibilities?
3. As a leader, have you considered the kind of impression your actions or appearance conveys to others?
4. Do you thoroughly understand FCCLA as a Career Technical Student Organization (CTSO) that is integral to the Family and Consumer Sciences instruction?
5. Can you explain FCCLA to others with confidence?

The Chapter Advisor, State Advisor, Region Advisor, Region Coordinator, and past officers are just a few of the individuals that members can tap for suggestions on becoming a successful state or region officer. Members at all levels of the organization will also have suggestions.

If members intend to run for a region or state office, they must have complete approval and support of their advisors, parents and school officials. In addition, members must be honest with themselves in terms of their dedication to FHA-HERO. Members must be willing to commit their time and energy to doing the best possible job if they wish to serve the organization beyond the chapter level. Only members who are willing to work should consider running for region and state offices.

Each chapter should be encouraged to annually run candidates for region office. This practice will ensure an adequate number of qualified candidates.

### Points of Responsibilities

- ◆ *Serious thought to the duties of office.*
- ◆ *Manage time to include new responsibilities.*
- ◆ *Consider actions and appearance.*
- ◆ *Understand how FCCLA is integral to HECT.*
- ◆ *Articulate FCCLA to others.*

# Region Officers

## Qualifications for Region Officer Candidates

Candidates for region officer must meet the following qualifications:

1. Be a member in good standing with the Association for at least one school year, or the equivalent, prior to the time of nomination;
2. Be a member of an affiliated FCCLA chapter in good standing with the California Association;
3. Be listed on the chapter membership roster on file in the state office;
4. Obtain the written consent of the FCCLA advisor and the principal at the school he or she will be attending during the term of office prior to filing an application for region office;
5. Submit an application for region officer candidate to the region coordinator by the deadline date, January 15;
6. Be enrolled in grades 7 through 11 at the time of nomination;
7. Maintain a grade point average of 2.5 (C+) or higher;
8. Have the following knowledge of the organization:
  - a. Officer duties
  - b. Goals, purposes and creed
  - c. Relationship of FCCLA to the Family and Consumer Sciences instructional program
  - d. FCCLA materials and resources;
9. Possess the following personal characteristics:
  - a. Reliability, dependability and willingness to carry out the responsibilities of the office
  - b. Ability to express ideas in written and verbal forms
  - c. Ability to work cooperatively with others;
10. Have participated in chapter activities and projects;
11. Be willing to attend all region meetings to which his or her chapter belongs, the State Leadership Conference, and, if possible, the National Leadership Conference;
12. Possess the official California FCCLA uniform.

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## Region Officer Responsibilities and Duties

### REGION PRESIDENT

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1. Works directly with the Region Advisor and Coordinator in carrying out duties;
2. Presides over all business meetings of the Region and Executive Council;
3. Assists with planning the agenda for the Region Executive Council and other region meetings;
4. Appoints, after consultation with the Region Advisor and Region Coordinator, the chairperson and members of all special committees not otherwise designated;
5. Serves as an ex-officio member of all committees;
6. Coordinates the work of the region with the State Association including the visits of the state officers;
7. Serves as a member of the State Executive Council.

### REGION VICE PRESIDENT

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1. Assists the president in all ways possible;
2. Presides at all meetings of the organization in the president's absence;
3. Promotes state programs and projects;
4. Promotes region programs and projects;
5. Encourages chapters to work toward quality programs and projects by applying for the Honor Chapter Award;
6. Reviews region bylaws for necessary revisions;
7. Prepares ballots and conducts region elections.

### REGION SECRETARY

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1. Keeps an accurate record of all region meetings and Region Executive Council meetings;
2. Keeps all Region Officers, Region Advisor and the Region Coordinator informed of the business transacted;
3. Encourages chapters to keep accurate records of their meetings and activities;

4. Serves as chairperson of the region membership committee;
5. Encourages chapters to submit initial affiliation material before October 15 and to submit additional dues by May 1;
6. Assists with the promotion of new chapters within the region;
7. Develops evaluation forms for region activities, compiles results, and prepares a written report to be submitted to the executive council, Region Advisor, Region Coordinator, and State Office.

## **REGION TREASURER**

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1. Prepares a budget with the assistance of the Region Advisor and presents the proposed budget to the executive council for approval;
2. Keeps up-to-date and accurate financial records on file and prepares a report of the region financial status for the executive council and chapters;
3. Collects funds, issues receipts, and deposits region funds;
4. Approves and completes payment of region expense claims with approval of the region advisor;
5. Prepares end-of-the-fiscal year (July 1-June 30) statement and submits to the region advisor and the state office;
6. Develops ideas for chapter fund raising;
7. Coordinates recreational activities at region meetings and activities.

## **REGION HISTORIAN**

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1. Keeps and accurate written annual history of the region in the Region's Activities Manual;
2. Provides the Region Advisor with a written copy of the annual history prior to the Spring Region Meeting;
3. Compiles and maintains an activities manual to be presented at the Spring Region Meeting, Annual State Leadership Meeting and other appropriate places;
4. Prepares and presents a year-in-review of the region activities that will be presented at the region meeting held during the Annual State Leadership Meeting;
5. Encourages chapters to prepare project exhibits for display at school and in the community;
6. Encourages chapters to observe California FHA-HERO Week;
7. Sends articles and pictures from the region to the State Historian for the State Activities Manual.

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## REGION REPORTER

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1. Works with chapter reporters to prepare a region newsletter distribution to chapters and the 3( Web site;

Works cooperatively with chapter reporters to collect and submit information, stories, and pictures for *Teen Times* to the state office;

Submits news articles for *Teen Times* magazine, to the state office;

Submits news articles to local papers where region activities are held;

Supplies chapters with sample news releases and other public relations information pertaining to region activities and meetings;

Encourages chapters to make use of all community resources for interpreting and utilizing the 3( program and activities.

## Guidelines for Nominating and Electing Region Officers

### Nominating Region Officer Candidates

Only affiliated 3( chapters in good standing with the State Association may nominate a candidate(s) for region office.

Each chapter is allowed to nominate only two candidates for region office.

All candidates must submit an application to the Region Coordinator by the deadline date, January 15.

Candidates will run for region office. Specific offices will be decided upon immediately following the announcement of election results. The decision will be made jointly by the newly elected officers, Region Coordinator and Region Advisor.

Each candidate will be presented and interviewed at the Spring Region Meeting prior to the election of officers.

Candidates will be asked to prepare and give a two minute speech and answer questions about 3( in front of a general assembly at the Spring Region Meeting.

### Election Procedures

Campaigning will be limited to a two minute speech and answering questions on- 3( and other related topics.

Each chapter will be allowed one voting delegate.

Each candidate will be introduced by name only. No reference shall be made to the school or chapter the candidate attends and the town in which he/she lives.

4. No more than three elected officers may be members of middle school or junior high school chapters (grades 7-9). There is no limit on the number of offices which can be held by members of senior high school chapters.
5. The officer designated as president must be in at least grade 10 during the term of office.
6. The advisor to the president will serve as Region Coordinator. No school can have the President more than two years in a row.

## Region Officer Obligations and Responsibilities

An FHA-HERO member filing a region officer candidate application should realize that he/she is committed, if elected, to ALL of the following obligations and responsibilities:

1. Be a member of an affiliated chapter for at least one school year prior to nomination.
2. To attend ALL of the following meetings which include:
  - a. Region Executive Council meetings  
(Region presidents must also attend all State Executive Council meetings).
  - b. Region Officers Leadership Training Conference for one week in August. (Note: Expenses to attend the conference are paid by the State Association).
  - c. Region Meetings
  - d. Two State Leadership Meetings – one as an incoming officer and one as a retiring officer.
3. To schedule a time to meet regularly with the local advisor.  
(Preferably the member would be enrolled in a Home Economics Careers and Technology class or a study period if elected).
4. To purchase or borrow an official FHA-HERO blazer. (Chapters may wish to assist the officer with the purchase of a blazer or purchase one to be kept in the chapter).
5. To have and wear the official region officer uniform at all meetings and activities where official business is being conducted.  
Girls: Navy skirt and white blouse with a collar, official tie, official blazer and navy pumps.  
Boys: Navy slacks, white shirt, navy tie, official blazer and black dress shoes.
6. To be responsible for the paraphernalia of the office, keep it up-to-date and organized, and return it at the last Region Meeting of the term of office. The paraphernalia includes briefcase, and other materials. (NOTE: The offices of President, Treasurer, and Historian have additional items for which they are responsible).

## Application for Region Officer Candidates

The FHA-HERO region officer application form can be found on the FHA-HERO Web site.

# State Officers

## Serving as a State Officer

Members who wish to continue their leadership development beyond the local level, may consider running for a State Office in the California Association. Members can look forward to many exciting opportunities as a State Officer because it truly is a learning experience.

### State Officers Have the Opportunity To:

- ◆ *Conduct business of the State Association by serving as a member of the State Executive Council;*
- ◆ *Develop and conduct a training program for region officers at the annual Region Officers Training Conference;*
- ◆ *Participate in the Capitol Leadership Experience;*
- ◆ *Plan and conduct the Annual State Leadership Meeting;*
- ◆ *Work with students and teachers from throughout the state in promoting FHA-HERO programs and activities;*
- ◆ *Meet other FHA-HERO members from throughout the nation while attending the National Meeting;*
- ◆ *Serve as a spokesperson for Home Economics Careers and Technology Education programs and FHA-HERO;*
- ◆ *Travel throughout the state representing the organization; and*
- ◆ *Promote specific state programs and activities as designated in the respective officer duties.*

Before running for a state office, members should consider the following questions:

1. Are you well organized so that you can complete the duties of your office and the responsibilities of your school work?
2. Do you have good communication skills both written and oral?
3. Can you work effectively under pressure when challenges arise?
4. Can you work cooperatively with your teachers at school to make up homework when you are absent?
5. Are you comfortable traveling by various modes of transportation (bus, train, plane, etc.)?
6. Do you have the support of your parents to hold a position on a statewide level?
7. Can you follow directions and complete tasks as requested?
8. Are you able to conduct yourself in a professional manner and adhere to Association rules and guidelines?
9. Do you take pride in yourself and your work?

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## Qualifications for State Officer Candidates

Candidates for state officer must meet the following qualifications. The candidate shall:

1. Be a member, in good standing, with the Association for at least two full years prior to the time of nomination.
2. Be a member of an affiliated FHA-HERO chapter in good standing with the Association.
3. Be listed on the chapter's membership roster on file in the State Office.
4. Obtain the written consent of the FHA-HERO advisor and the principal at the school he/she will be attending during the term of office prior to filing an application for state officer candidate.
5. Submit an application for State Officer Candidate to the State Office by March 1.
6. Be enrolled in grades 10-11 at the time of nomination.
7. Have a grade point average of 3.0 (B) or higher.
8. Have held an office for at least one term at the region level.
9. Have attended a State Leadership Meeting prior to the one at which he/she is nominated for state officer.
10. Have the following knowledge of the organization:
  - a. Officer duties
  - b. Goals, purposes, creed, and opening and closing ceremonies
  - c. Relationship of FHA-HERO to the Home Economics Careers and Technology instructional program
  - d. FHA-HERO materials and resources
11. Possess the following personal characteristics:
  - a. Reliability, dependability and willingness to carry out the responsibilities of the elected office
  - b. Ability to express ideas verbally and in written form
  - c. Ability to work cooperatively with others
  - d. Sincere interest in the development and promotion of FHA-HERO
12. Have participated in chapter and region activities and projects.
13. Be willing to attend all Region Meetings to which his/her chapter belongs, Executive Council and leadership training meetings, the State Leadership Meeting, and, if possible, the National Meeting.

14. Be willing to meet on a weekly basis with his/her FHA-HERO advisor regarding duties, responsibilities, and assignments. It is recommended that the elected officer be enrolled in a Home Economics Careers and Technology class or have an unscheduled period with his/her advisor.
15. Comply with all guidelines for the nomination and election of State Officers.
16. Have the California FHA-HERO State Officer official uniform.

## **State Officer Responsibilities and Duties**

### **RESPONSIBILITIES OF A STATE OFFICER**

1. Attend and participate in all State Executive Council meetings, the State Meeting, and other meetings as assigned by the FHA-HERO State Office.
2. Be familiar with the State Bylaws.
3. Be familiar with all State resources.
4. Serve as a public relations representative for the State Association.
5. Be knowledgeable about the financial structure, philosophy, and policies of the State Association.
6. Keep a file of materials relating to your work as a state officer.
7. Maintain regular contact with FHA-HERO State Office/State Advisor.
8. Submit all reports and assignments as directed/agreed upon.
9. Perform other responsibilities as assigned and needed.

### **DUTIES OF INDIVIDUAL STATE OFFICERS**

#### **STATE PRESIDENT**

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1. Preside over all business meetings of the State Association and the State Executive Council.
2. Assist with planning the agenda for the State Executive Council and the State Leadership Meeting.
3. After consultation with the State Advisor, appoint the chairperson and members of all special committees not otherwise designated.
4. Serve as an ex-officio member of all committees except the Nominating Committee.
5. Coordinate the work of the State Association with the presidents and/or chairpersons of the regions.
6. Appoint tellers from each region and designate the State Vice President to tally ballots and report the election results to the President.
7. Declare the officers who are elected during the Annual State Leadership Meeting.

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## STATE VICE PRESIDENT

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1. Assist the President in all ways possible.
2. Preside at all meetings of the organization in the absence of the President.
3. Be responsible for promoting state programs and projects.
4. Encourage chapters to work toward quality programs by applying for the Honor Chapter Award and serve on the selection committee for the award.
5. Serve as a member advisor to state staff.
6. Be familiar with the bylaws governing FHA-HERO.
7. Be responsible for reviewing and revising the State Bylaws.
8. Rule on points of question concerning parliamentary procedure.
9. Conduct elections during the Annual State Leadership Meeting.

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## STATE SECRETARY

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1. Keep an accurate record of the Annual State Leadership Meeting and all meetings of the State Executive Council and keep all state and region officers informed of the business transacted.
2. Encourage regions and chapters to keep accurate records of their meetings and activities.
3. Keep records of state membership and chapter affiliation.
4. Remind chapters to affiliate before between July 1 and May 1 each program year.
5. Serve on recognition and scholarship selection committees.
6. Assist with the promotion of new chapters in the state.
7. Assist with the Nominating Committee during the Annual State Leadership Meeting.

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## STATE TREASURER

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1. Report the financial status of the Association to the State Executive Council.
2. Serve as the student member on the FHA-HERO Board of Directors.
3. Encourage regions and chapters to keep accurate financial accounts.
4. Present the proposed budget for the coming year to the delegate body for approval.
5. Develop and promote fund raising activities which could provide new learning experiences for chapter members.
6. Assure that accurate financial records are maintained.

7. Serve as an alternate for the Vice President as student member advisor to State Staff.
8. Coordinate recreational activities at the State Leadership Meetings and other state sponsored activities.
9. Encourage regions and chapters to provide recreational activities at meetings.
10. Serve on the committee to develop, implement, and promote Competitive Recognition Events.

## **STATE HISTORIAN**

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1. Prepare and include a narrative annual history of the Association in the State Activities Manual.
2. Provide the State Advisor with a written copy of the annual history prior to the Annual State Leadership Meeting.
3. Compile and maintain a State Activities Manual to be presented at the Annual State Leadership Meeting and other appropriate places.
4. Encourage regions and chapters to maintain an activities manual and prepare project exhibits for display at school, in the community, and in other appropriate places.
5. Encourage regions and chapters to observe California FHA-HERO Week.

## **STATE REPORTER**

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1. Work cooperatively with region reporters to collect information, stories, and pictures which are to be included in *HERO Happenings*.
2. Submit news articles for *Teen Times*, the national magazine.
3. Supply regions and chapters with sample news releases pertaining to state activities and meetings.
4. Encourage regions and chapters to make use of all community resources for interpreting and publicizing the FHA-HERO program and activities.
5. Plan and conduct a public relations program to interpret FHA-HERO to the public.

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# Guidelines for Nominating and Electing State Officers

## NOMINATION OF STATE OFFICER CANDIDATES

1. A qualified member of an affiliated FHA-HERO chapter in good standing with the State Association may be nominated by their chapter and submit an application for state officer candidate by completing the appropriate application form. Chapters must give their approval for candidacy.
2. Chapters wishing to submit a candidate must have fees paid prior to March 1, and have a membership roster on file at the State Office. The name of the candidate must be listed on the chapter's membership roster.
3. A chapter may have only ONE candidate application for state officer during any school year.

## ELECTION PROCEDURE

1. State Officer Candidate Application must be submitted to the State Office by the deadline date, March 1.
2. Candidates will run for the office of State Officer.
3. All applications filed will be reviewed for eligibility by the State Office.
4. All candidate applicants and their advisors must attend an orientation meeting for State Officers Candidates.
5. All candidate applicants will be interviewed for screening by the Nominating Committee on the day before election. All candidates will be informed of the time and place.
6. A list of eligible candidates to run for office will be submitted to the Nominating Committee at the State Leadership Meeting.
7. A final slate of candidates will be identified by the Nominating Committee who will review the qualifications and conduct oral interviews with each candidate.
8. The final slate of candidates will be presented to the conference delegates at a general session.
9. Candidates will present a campaign speech no longer than two minutes in length and answer questions during a general session.
10. Campaigning will be limited to the candidate's prepared speech, response to questions, and one poster. Other handouts or campaigning by chapters will not be allowed. Failure to adhere to these policies will result in disqualification of the candidate.
11. One campaign poster may be displayed in the designated area and at the designated time. The dimensions of the posters shall be no more than 15" x 20". All posters must be signed and approved by the State President and a Home Economics Careers and Technology Education State Staff member prior to displaying them. Candidates are responsible for taking down posters.

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12. Chapters will hold a caucus to instruct their voting delegates on balloting.
  13. Only authorized voting delegates will be allowed to represent their chapter at the election polls.
  14. The six candidates receiving the most votes by secret ballot will be elected. If six or less candidates are running for office each one must receive a majority of the votes cast.
  15. After the election, the Nominating Committee will meet to determine who will assume the following offices: President, Vice President, Secretary, Treasurer, Historian and Reporter.
  16. Following the close of the Annual State Leadership Meeting the newly elected officer and his/her chapter advisor must attend the entire State Officer Orientation Meeting.

## **Application for State Officer Candidates**

A FHA-HERO State Officer application form can be found on the FHA-HERO Web site.

## ***Running for a National Office***

Part of official policy of the national organization is to encourage chapters to run qualified candidates for a national office. In California, a member must have served as a state officer prior to running for a national office. Members desiring to become a national officer candidate must be interviewed by a state selection committee. The State Advisor must give final approval in order for a member to submit an application for National Officer Candidacy.

Interested members should realize that each state is allowed to run a candidate for national office each year except when a member from that state is currently holding a national office. For further information on the procedure to become a national officer candidate from California, contact the State Advisor.

### **Qualifications for National Office**

In California, a national officer candidate must:

1. Be currently an active member in an affiliated chapter and have been an active member in good standing for at least three years;
2. Have been enrolled for a minimum of two years in a Home Economics Careers and Technology (Consumer and Family Studies or Home Economics Related Occupations Career Pathway Program);
3. Have a scholastic rating of at least a B (3.0);
4. Have made outstanding contributions that demonstrate leadership and responsibility related to the organization;
5. Have the support and approval of the local chapter advisor, school administration, parent(s) and/or guardian(s);
6. Have the approval of the State Advisor;
7. Have served and effectively completed the duties of a State Officer for the California Association;
8. Have attended at least one National Meeting prior to running for national office; and
9. Have not been elected as a State Officer for the same year running for National Officer.

# **C H A P T E R 3**

## *Appendix*



# Chapter Officer Job Analysis Exercise

## Officer Job Analysis Exercise

1. What are the main duties of my office?
2. What do the bylaws of the organization say about the office that I hold?  
(Additional duties, etc).
3. What is the stated purpose of this organization?
4. For what planning am I responsible?
5. For what regular work am I responsible?
6. What are the occasional tasks for which I am responsible?  
How often do they occur?
7. What are the records that I must keep?  
What are the deadlines for completing these records?
8. To whom do I report? Am I responsible only to the membership of this organization, or to a parent organization or to an officer or someone else?
9. At the chapter level, how does my job relate with the duties of the other officers:
  - A. President?
  - B. Vice President?
  - C. Secretary?
  - D. Treasurer?
  - E. Historian?
  - F. Reporter?
10. How does my job relate to committees in this organization?
11. How can I work closely and effectively with my advisor?
12. How do my elected duties relate to the region? The state?

