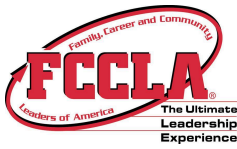


Kearney High FCCLA

General Officer Expectations

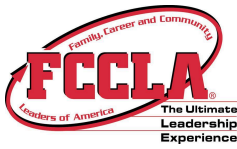
Officer's Expectations for Officers:

- ☐ Must attend all officer meetings which are held, unless prior notice is given.
- ☐ Must attend Nebraska FCCLA sponsored conferences and leadership trainings with the financial support through KHS sponsored fundraising, which include: Fall Leadership Workshop (1 day in Kearney), District 6 Leadership Conference (1 day in Kearney), Peer Education Conference (1 day in Kearney) and State Leadership Conference (3 days in Lincoln).
- ☐ Required to do a STAR project and Power of One
- ☐ At least one officer leads a knowledge bowl team-- especially if you do not qualify for State
- ☐ Actively participate and provide contributions to the KHS Chapter Officer Team through consistent involvement, communication, and responsibility.
- ☐ Be cooperative and dependable
- ☐ Understand and communicate the mission and purposes of FCCLA
- ☐ Be respectful and open-minded
- ☐ Attend and participate in all chapter meetings unless notification is given one week in advance
- ☐ Be organized and on time
- ☐ Follow through with the responsibilities of the elected office
- ☐ Everyone will be expected to help fill out their assigned chapter award applications
- ☐ Everyone will be expected to discuss their own topic at chapter meetings
- ☐ Weekly checkups with advisor



President

- ☐ Make agendas for chapter meetings (make together)
- ☐ Make agendas for officer meetings (make together)
- ☐ Make slideshow for chapter meetings
- ☐ Attend all chapter and officers meetings
- ☐ Serve on all committees as ex-officio (unless assigned to another officer)
- ☐ Knows the responsibilities of all officers and committee chairs and keeps them informed of all chapter business
- ☐ Delegate tasks to the officer team based on their responsibilities
- ☐ Checks all plans with the adviser and school administrator before taking action
- ☐ Keep meetings lively and organized
- ☐ Represents chapter at special school events and district/region, state, and national meetings
- ☐ Provides opportunities for all members to express ideas and share responsibilities
- ☐ Must attend all officer meetings which are held bimonthly, unless prior notice is given



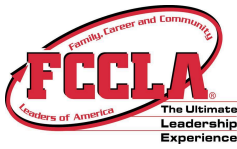
1st Vice-President

- ☐ Assume president's responsibilities in president's absence
- ☐ Assist president as needed
- ☐ Help keep meetings organized
- ☐ Attend all chapter and officer meetings
- ☐ Minutes/ recap document for officer and chapter meetings through Canvas
 - ☐ Update members bimonthly via email or Canvas (recap)
- ☐ Actively campaign for chapter and promote FCCLA
- ☐ Complete the Fuel Your Passion state award
- ☐ Work alongside VP of Public Relations to bring local awareness to FCCLA



VP of Public Relations

- ☐ Keep the website updated as needed [Kearney High School FCCLA](#)
- ☐ Actively campaign for chapter and promote FCCLA
- ☐ Bring local awareness to FCCLA events at least once a month -- work alongside vice president
 - ☐ Prepare news releases for television/newspaper
 - ☐ Give to Adviser so it can be passed on to the District Communications
 - ☐ Sending articles out to the Kearney Hub
 - ☐ Sending articles/ info out through the ECHO or the Kearney High website
- ☐ Update bulletin board (FCCLA room)
- ☐ Update activity board monthly-- set up as you see fit
- ☐ Update display case
- ☐ Regularly update social media (Facebook, Instagram)
- ☐ Make Big Board Announcements & send to adviser each month (must be in Google Slides)
- ☐ Take photos at all events (Don't Be Afraid!)
- ☐ Keep an updated folder of pictures on google photos
- ☐ Complete the State and National Public Relations Awards
- ☐ Keep advisors in the loop-- have them review articles/emails/posts before posting/sending



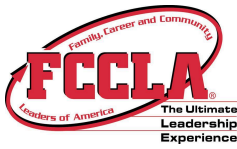
VP of Competitive Events

- ☐ Attend all competitive event work nights/meetings
- ☐ Prepare a presentation by October to inform members about STAR
- ☐ Be familiar with all competitive events
- ☐ Organize member involvement in STAR events
- ☐ Recruit members to participate in STAR events
- ☐ Recruit members to participate in Power of One
- ☐ Organize member involvement in Power of One
- ☐ Discuss all competitive event opportunities: including skills demonstrations (all kinds)
- ☐ Keep chapter members informed of updated STAR Event information (check www.fcclainc.org regularly)
- ☐ Assist chapter adviser in completing STAR events forms and submitting by the local, state and national deadlines



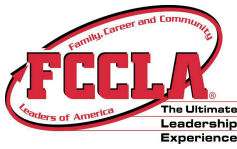
VP of Community Service

- ☐ Brainstorm events that will support community and nonprofit organizations
- ☐ Plan and go through an **interactive** community service event at least bimonthly -- every other month.
- ☐ Contact any outside community members who might assist the organization in achieving our project goals
 - ☐ Main contact person
- ☐ Organize supplies for events (Food, supplies, donations)
- ☐ Promote chapter community service projects
- ☐ Coordinate committee chairs of various community service projects
- ☐ Organize and supervise community service-related projects
- ☐ Become familiar with state and national FCCLA Outreach projects (www.fcclainc.org)
- ☐ Complete the Community ServUS State Award



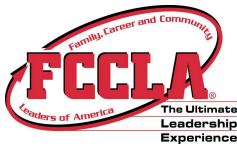
VP of National Programs

- ☐ Be familiar with the FCCLA National programs
 - ☐ <https://fcclainc.org/engage/national-programs>
- ☐ Advocate for national program-related events at officer meetings
 - ☐ Keep in mind state activities that coincide
 - ☐ Provide ideas at officer meetings for National Programs
- ☐ Educate members on the various National Programs
- ☐ Encourage members to participate in the program of work
- ☐ Assist chapter in meeting National Program requirements
 - ☐ National Program Events
- ☐ Complete National Program award applications and submit by the required due date
- ☐ Notify members of individual program awards and scholarships
- ☐ Complete an event for every National Program
 - ☐ Note: you can have others help you take the lead and they do not all need to be huge projects



Vice President Membership

- ☐ Actively campaign to new and potential members
- ☐ Keep an updated list of members
- ☐ Update attendance using the points system
- ☐ Assist in collecting chapter dues related to membership and complete membership forms
- ☐ Meet local, state and national membership deadlines
- ☐ Distribute membership cards and t-shirts to due paying members
- ☐ Work with chapter officers to plan monthly socials that will increase membership
- ☐ Consistently implement plans to increase membership and involvement (rewards, points teams, etc.)
- ☐ Work with chapter officers to develop membership campaign
- ☐ Complete the National Award Application for Membership



Vice President Development

- ☐ Brainstorm and develop new fundraising projects, serving as committee head
- ☐ Create advertisements for fundraisers and turn them into VP of Public Relations to post on social media
- ☐ Recruit members to help with concession stand
- ☐ Obtain sponsorships for the chapter
- ☐ Actively campaign for chapter and promote FCCLA