



# 2021-2022 NATIONAL EXECUTIVE COUNCIL/ADVISER Handbook

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# Chapter 1

## Running for National Office

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**Congratulations on pursuing the challenge of running for national office!** Being a national officer candidate is an accomplishment in itself and a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you are elected or not, you've accomplished a great deal. Be yourself and do your very best. If you feel good about what you've done, that's success that can't be measured by titles, ribbons, or medals!

### Get Ready!

Before you jump in with both feet, there are a few things you need to consider. Being a national officer involves a tremendous time commitment and responsibility to the organization. Please be sure you have an understanding of this commitment before you agree to run for national office. As a national officer, you will have responsibility for more than 182,000 other members of the organization. **FCCLA must be your top priority for an entire year.** There will be times when other activities and interests may conflict with FCCLA, and you will have to miss that special game or important performance. It is sometimes a sacrifice, but if you ask other past national officers, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating your commitments for the coming year that FCCLA must be your first priority.

- Read this document as well as all other election documents published on the FCCLA website.
- Read and learn as much about FCCLA and FCS education as possible. Utilize the information published on the national website, [www.fcclainc.org](http://www.fcclainc.org), as tool to study and learn.
- Contact past national officers and candidates for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead. Please note, current national officers are voting members and are instructed not to offer advice. They may only speak about their experiences as candidates and national officers.
- Before the election process, sit down with your school administrators, state adviser, chapter adviser, and parents to discuss the commitments and activities of national officers. It is important to have their support from the beginning.
- Make sure you are committed. Once you begin the election process, a decision to drop out or not accept an office would affect many people, including several that you do not even know yet. Be sure that you are ready for the responsibility of a National Executive Council member and that all of your supporters also are committed to your success as both a candidate and an officer.
- If you are elected as a national officer, you will be required to relinquish all other local, regional, and state offices that you might hold in FCCLA and other CTSOs. Although you are encouraged to serve on your State Executive Council as a resource, liaison, and link between the state and national levels, you should not take on, or be expected to perform, the same responsibilities as your State Executive Council.
- Ask your adviser or family to help you practice thinking quickly, answering questions, and expressing your thoughts and ideas effectively.
- Check your wardrobe and grooming. A neat, professional appearance is important.
- Practice, practice, practice, and ask questions!

### Get Set!

Throughout the election process, you will work with the 2020-2021 National Executive Council, other National Officer Candidates, the NOC Nominating Committee, and voting delegates. Check your emails regularly and refer to the information you receive from national headquarters regarding the schedule of events, responsibilities, and deadlines.

### Qualifications

National Executive Council members shall have the following qualifications:

- currently an active member in an affiliated chapter and have been an active member in good standing for at least one year.
- a minimum of one year of comprehensive or occupational Family and Consumer Sciences classes.
- approval of his/her state association.
- not a present or former member of the National Executive Council.
- minimum 3.0 GPA (non-weighted), cumulative for the past three semesters (Fall 2019, Spring 2020, Fall 2020).

## **Nomination, Election, and Responsibilities**

### **Campaigning** (updated February 2018)

#### **The campaign policy reads:**

Campaigning, Distribution of Paraphernalia, Use of Electronic Devices and Campaign Violations

#### **Campaigning**

National Officer Candidates and/or their supporters may openly share that the candidate is running for a national office and may address the candidate's qualifications both verbally and in writing (e.g. social media). National Officer Candidates and/or their supporters must never make disparaging statements about another candidate.

#### **Distribution of Paraphernalia**

National Officer Candidates and/or their supporters must not purchase, create, or distribute any paraphernalia supporting the candidate, including but not limited to: business cards, brochures, stickers, etc. In order to avoid the appearance of distribution of paraphernalia, candidates may not trade state pins with any participants at the National Leadership Conference until the election is over.

#### **Use of Electronic Devices**

National Officer Candidates are prohibited from using electronic devices (cell phones, tablets, etc.) during National Officer Candidate election sessions at the National Leadership Conference. Nominating committee members and all voting delegates are prohibited from using electronic devices (cell phones, tablets, etc.) during election sessions.

The purpose of this policy is to prohibit communication or the sharing of resources between officer candidates, spectators, and/or voting delegates, which might give the candidate an unfair advantage during the election process.

#### **Campaign Violations**

If a member or adviser of Family, Career and Community Leaders of America has evidence that a National Officer Candidate and/or their supporters, Nominating Committee Member, or Voting Delegate has violated these policies; such violation must be reported, in writing, via email to [leadership@fclinc.org](mailto:leadership@fclinc.org) prior to the close of the voting process.

The chapter and state adviser of the member will be notified that a panel of five consisting of the Officers of the Board of Directors (past chair, chair, and vice chair), immediate past president, and immediate past Vice President of Finance will jointly investigate the allegation(s) and allow the candidate, Nominating Committee member or Voting Delegate a hearing to address the allegations if further action is deemed necessary. If the review panel determines the National Officer Candidate and/or their supporter(s), a Nominating Committee Member, or a Voting Delegate has violated this policy, that individual may be removed from the election process and/or the candidate may be disqualified from election. The decision of the review panel is final.

## **Election Process**

Each state may run two national officer candidates annually.

### **NOC Test**

- All candidates will take a 50-question test comprised of various types of questions (multiple choice, true/false, and/or fill-in-the-blank/short answer) regarding facts about FCCLA. If there are more than 65 candidates, the test will cut the number to 65 based on the highest test scores of all candidates.

### **Phase 1: Nominating Committee**

- There will be a nominating committee composed of three representatives from each region, provided the state is able to provide a representative, to be selected on a rotating basis by states within the region. It will be chaired by the immediate past National Executive Council President.
- The nominating committee will evaluate up to 65 officer candidates and select 20 for consideration by the voting delegates. They will come to a group decision based upon rubric scores and a discussion of committee members' opinions of the candidates' applications, test scores, interviews, and the NOC Fishbowl (in person meetings only).
- Each candidate will deliver a three-minute speech and answer three questions for the nominating committee. Questions will consist of two situation questions and one FCCLA fact question.
- For in person elections only, candidates will participate in the NOC Fishbowl; a team activity in groups of approximately 10 which takes place in front of the committee members so they can see how each candidate works in a group environment.
- Unless precluded by lack of candidates from a region, the final 20 candidates will include at least one candidate from each region.

## **Phase 2: Voting Delegates**

- The voting delegates will evaluate the 20 officer candidates as presented by the nominating committee by reviewing their resumes and essays and evaluating candidates in their participation in networking and speech presentation prior to voting.
- Each of the 20 candidates will give their speech presentation and answer to one situation question to demonstrate their public speaking skills and ability to think on their feet.
- All voting delegates will be invited to meet each of the 20 candidates through either an in person meet and greet or virtual networking session to help understand each candidate's personality, professionalism, and ability to make acquaintances and talk about the organization.
- Each election voting delegate will cast a vote for each of the 10 candidates of their choice. The four candidates with the most votes from each region represented will be elected with the remaining positions being filled with the candidates who get the highest number of votes regardless of region.

## **Go!**

Once a candidate is elected to a national office, the following activities can be expected whether virtually or in person at the National Leadership Conference:

- getting acquainted and meeting with incoming and outgoing national officers
- working with new national officers to understand your role as a National Executive Council member
- voting for designated office positions
- meeting with National Staff
- participating in photography sessions (in person only)
- rehearsing for installation (in person only)
- preliminary planning for the August National Executive Council meeting and activities for the year
- attending the FCCLA Gala together as a council (in person only if gala is planned)

After the election, you will want to make your accomplishments known and share your excitement with family, friends, media, school, and the community. A press release template will be available on the FCCLA website.

## **What's Next for National Officer Candidates?**

Following the election, all National Officer Candidates and Advisers may be asked to complete a survey about their experience to help improve the process. Additionally, all **candidates** not elected to a position on the National Executive Council may be invited to participate in a special session with the Executive Director, whether in person or virtually. Candidates may choose not to be part of the event, but are highly encouraged to participate.

## **A Final Note**

Work with your adviser to discuss what things will be like if you are elected and if you are not. Make sure you understand that being elected isn't everything! You can play a big role at the chapter, state, and national levels no matter what happens. Do your best and appreciate the accomplishments you have achieved by becoming a national officer candidate.

## **Reminders**

- Please complete the Intent to Run Form by May 1 upon receiving the support of your state association so National Staff knows to expect your application. The Intent to Run Form requires basic information along with the candidate's headshot, electronically submitted to national headquarters. Note: this headshot photo is used to share about your candidacy, so be sure your photo is current and you are in official FCCLA dress.
- Please save a copy of your application for your records before you submit it to national headquarters. If, as a national officer, you are not allowed to travel alone due to a school regulation, a letter must be attached to the National Officer Candidate application stating that the school or state association will be responsible for covering the adviser's expenses to travel with the officer. Please note, FCCLA does not guarantee there will be availability for the chaperone at the hotel where the officers are staying. Candidates who are unable to acquire permission to travel alone are strongly discouraged from running for office.
- A National Officer Candidate will not be able to participate as a conference presenter or in any competitive events, including FCCLA/LifeSmarts Knowledge Bowl and STAR Events, nor should they be assigned to serve as a session leader, usher, etc.

# If Elected to the National Executive Council

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Once elected to the National Executive Council, you must remember you have been elected by your peers to serve in FCCLA's highest youth leadership position. Serving as a member of the National Executive Council is a tremendous responsibility and an exciting, rewarding challenge. A year of new experiences and opportunities awaits you. Your year as a national officer will include many new responsibilities. The National Executive Council serves these functions.

### **Planning:**

National Executive Council members will plan and implement their participation in the National Leadership Conference and the National Fall Conference, and other meeting(s) as requested. National Executive Council members will also set up visits to meet with legislators, identify other areas of special interest and input, and correspond with state officers through National Network Teams. The National Executive Council will prepare articles for *Teen Times*, State Officer Update and other publications/vlogs as assigned, to be distributed to state officers, advisers, members, and/or partners.

### **Program Development:**

National Executive Council members will participate in meetings of the National Board of Directors committees and serve on other special committees as appointed.

### **Public Relations:**

National Executive Council members *may* be involved in representing FCCLA at selected state meetings upon request and if approved by national headquarters, meeting national legislators, making resource development visits to partners to explain our organization, and attending meetings of other youth and professional organizations. As a national officer, it is imperative that you have a comprehensive understanding of Family and Consumer Sciences (FCS) Education, Career and Technical Education (CTE), and FCCLA.

Each national officer role offers unique opportunities and incorporates specific responsibilities to FCCLA, your school, state, family, and yourself.

### **Composition**

According to the *Bylaws* (revised 2020) of the national organization, the National Executive Council is composed of 10 elected officers. Such officers shall be members of the National Executive Council. The offices shall be President, First Vice President, Vice President of Community Service, Vice President of Competitive Events, Vice President of Development, Vice President of Finance, Vice President of Membership, Vice President of Parliamentary Law, Vice President of Programs, and Vice President of Public Relations. The designation of each National Executive Council member's office shall be determined by the incoming National Executive Council.

### **General Responsibilities and Conduct**

- National Executive Council members have many responsibilities. These responsibilities take priority over other school and community activities. In order to honor these priorities, sacrifices sometimes have to be made, so be prepared to manage them positively.
- As a national officer, you are an extremely visible role model. Your behavior should be an example for the entire membership. It is important to be aware of this visibility at all times, not only when wearing your uniform. You reflect the image of Family, Career and Community Leaders of America, so dress and act appropriately. Jeans and shorts are not appropriate dress for meetings and workshops. The official uniform makes a strong and proud statement about the organization and should be worn whenever you are representing the organization.
- Communication is extremely important in order to work effectively. You are a link between the national, state, and local levels, so keeping your chapter and state advisers informed of your activities and national responsibilities is essential.

- Throughout the year, many chapter advisers and members will have questions about STAR Events. National FCCLA has an established policy that National Staff and the National Executive Council do not answer questions concerning STAR Events. Instead, we direct their STAR Events questions to their state adviser. This helps states to monitor questions and be assured that the answer given matches their state's guidelines for their state's STAR Events. All questions to National FCCLA regarding STAR Events must be emailed from the state adviser to the Competitive Events Manager on National Staff. As a member of the National Executive Council, you should **NOT** answer questions regarding STAR Events (even regarding your state's policy) or serve as a STAR Events evaluator or room consultant on any level.
- You will be incredibly busy throughout the year. In order to accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills. You should be punctual and follow up with requests. Don't forget to budget time for yourself!
- You should set up a time at least once a week to meet with your chapter adviser to keep each other informed and up-to-date. You can use this time to share ideas and plan for upcoming meetings or activities or just to keep in touch. Also make a special effort to keep your state adviser informed about all of your activities.
- National Executive Council members should set up time to meet with the school principal, superintendent, and school administrator once a month to keep them informed and up-to-date. You can use this time to inform them of upcoming meetings, and activities, develop and maintain a supportive working relationship, and positively represent FCCLA and FCS. The National Executive Council member should report back to their adviser and the Director of Leadership on National Staff after meeting with the principal, superintendent, and/or school administrator.
- National Executive Council members' behavior reflects upon the image of Family, Career and Community Leaders of America. Student conduct should make a positive contribution to the excellent reputation already established.
- The National President and Vice President of Finance shall act as a liaison between the National Board of Directors and the National Executive Council.
- National Executive Council members shall become familiar with the responsibilities of all council members.
- National Executive Council members will each be responsible to raise a minimum of \$1,000 for the national organization.

### **National Executive Council Meetings**

The National Executive Council meets weekly via Zoom and in person, up to four or five times during the year, depending on the conference schedule and organizational needs. These meetings usually take place in two National Executive Council planning meetings; at Capitol Leadership; at the National Fall Conference; and at the National Leadership Conference. Council members also meet in person or virtually throughout the year with other National Staff members, Board of Director members, partners, and stakeholders. At these meetings, National Executive Council members shall

- be on time and prepared
- share and express ideas and provide input during the meeting.
- report results of Board of Directors committee meetings to National Executive Council members.
- be oriented on the organization, its functions, and its projects.
- develop good communication techniques.
- work with appropriate staff to develop membership recruitment/development planning activities.
- set up public relations and legislative visits.
- be involved in meeting planning activities.
- be involved in activities to generate ideas for National FCCLA.
- be involved in teamwork, leadership skill-building, and development activities.

### **At National Board of Directors Meetings NEC Members Shall**

- be appointed to one of the standing committees. The President and Vice President of Finance serve as voting members on the Board of Directors.
- prepare for concerns to be addressed by becoming informed and reading board committee materials prior to the meetings.

### **Election of Designated Offices**

Following the election of officers, the new National Executive Council will meet to elect members for their designated offices. An officer must complete an officer preference form signed by the parent, listing the position(s) of interest included in the national officer candidate application.

Candidates for designated offices will participate in hands-on skill practices facilitated by an outside consultant(s). The national officers will discuss and agree upon the process to choose positions and vote by secret ballot for the person they feel would be best qualified for each office.

## **Designated Officer Positions**

Please note the following officer positions are a generalization of the roles and responsibilities you will be fulfilling during your term. Depending upon the year some responsibilities may change or not be applicable.

### ***President shall***

- preside over all business meetings of the organization and of the National Executive Council; be a member of the National Board of Directors; appoint, after consultation with the chair of the National Board of Directors and Executive Director, the chairperson and members of all executive council committees; and be a member ex officio of all National Executive Council committees;
- serve as a member of the National Board of Directors for a two-year term, the Executive Committee, and other board committees by appointment. In addition to the full Board of Directors meetings, the President will participate in Executive Committee meetings bi-monthly as needed;
- work with the First Vice President to provide reports on work of the council to the Executive Committee, as requested;
- report results of Board of Directors meetings to National Executive Council members as allowable;
- meet with Executive Director in the late-summer/early fall to discuss plans for the year; participate virtually in department meetings throughout the year as available;
- preside at all general sessions during the National Leadership Conference and the National Fall Conference;
- preside at the installation at the National Leadership Conference;
- deliver address at installation at the National Leadership Conference;
- participate in national advocacy efforts throughout the year;
- prepare content for *Teen Times*, State Officer Update, social media and other correspondence upon request;
- attend meetings with partners upon request;
- manage the Nominating Committee activities at NLC following their term.
- raise a minimum of \$1,000 financial support for the national organization

### ***First Vice President shall***

- assume responsibility in the absence of the President and keep the minutes of all national meetings and meetings of the National Executive Council;
- meet with the Leadership Department in the late- summer/early fall to discuss plans for the year; participate virtually in department meetings throughout the year as available;
- call the meeting to order in the absence of the President and serve as the temporary chair;
- review minutes of the previous meeting and call President's attention to any unfinished business;
- read correspondence directed to the council;
- submit minutes to National Staff within **5 days** of the meeting;
- track NEC Program of Work progress and provide reports monthly and as requested;
- prepare reports of the National Executive Council activities for board meetings;
- have the following items on hand for business meetings: (1) minutes of previous meeting, (2) list of committees previously appointed, (3) *National Executive Council/Adviser Handbook*;
- participate in national advocacy efforts throughout the year;
- attend meetings with partners upon request;
- prepare content for *Teen Times*, State Officer Update, social media and other correspondence upon request.
- raise a minimum of \$1,000 financial support for the national organization

### ***Vice President of Community Service shall***

- provide leadership in planning and implementing the organization's community service programs;
- meet with the Programs Department in the late- summer/early fall to discuss plans for the year; participate virtually in department meetings throughout the year as available;
- provide input in the current National Outreach Project;
- research and promote the National Outreach Project as decided by the National Executive Council;
- report on the National Executive Council members' service hours;
- participate in national advocacy efforts throughout the year;
- attend meetings with partners upon request;
- prepare content for *Teen Times*, State Officer Update, social media and other correspondence upon request.
- raise a minimum of \$1,000 financial support for the national organization

### ***Vice President of Competitive Events shall***

- provide leadership in planning and implementing the organization's competitive events;
- meet with the Competitive Events Manager in the late-summer/early fall to discuss plans for the year; participate virtually in department meetings throughout the year as available; read and understand the *2021-2022 Competitive Events Guide*;
- serve a two-year term on the national Competitive Events Advisory Team;

- actively participate in Competitive Events Advisory Team (CEAT) meetings and conference calls;
- preside at the 2021 STAR Events Recognition Sessions, as available;
- preside at the 2021 STAR Events Scholarship Reception if one is being hosted;
- participate in national advocacy efforts throughout the year;
- attend meetings with partners upon request;
- prepare content for *Teen Times*, State Officer Update, social media and other correspondence upon request.
- raise a minimum of \$1,000 financial support for the national organization

***Vice President of Development shall***

- provide leadership in planning and implementing the organization's fundraising and financial development;
- meet with the partnership manager in the late-summer/early fall to discuss plans the year; participate virtually in department meetings throughout the year as available;
- seek potential leads for corporate sponsorships and partnership;
- work with National Executive Council members to include partnerships in their communications;
- write thank you notes to FCCLA partners on behalf of the National Executive Council;
- participate in national advocacy efforts throughout the year;
- attend meetings with partners upon request;
- prepare content for *Teen Times*, State Officer Update, social media and other correspondence upon request.
- raise a minimum of \$1,000 financial support for the national organization

***Vice President of Finance shall***

- provide leadership by serving as a two-year member of the National Board of Directors and the Finance Committee;
- attend National Board of Directors committee meetings;
- be knowledgeable about the finances of the national organization, including how dues are spent and why;
- become acquainted with the national organization's budget for the current year; meet with the Director of Operations in the late-summer/early fall for an explanation of the budget; participate virtually in department meetings throughout the year as available;
- review financial records as presented to the Finance Committee;
- make a financial report to the delegates assembled at the National Leadership Conference business session;
- participate in national advocacy efforts throughout the year;
- participate as the lead for the IMPACT Fund;
- attend meetings with partners upon request;
- prepare content for *Teen Times*, State Officer Update, social media and other correspondence upon request.
- raise a minimum of \$1,000 financial support for the national organization

***Vice President of Membership shall***

- provide leadership in planning and implementing programs for membership promotion and development;
- provide input on FCCLA Alumni & Associates;
- prepare membership development articles for *Teen Times*;
- provide input in updating and modifying the organization's membership campaign;
- meet with membership staff in the late-summer/early fall to discuss plans for the year; participate virtually in department meetings throughout the year as available; participate in national advocacy efforts throughout the year;
- attend meetings with partners upon request;
- prepare content for *Teen Times*, State Officer Update, social media and other correspondence upon request.
- raise a minimum of \$1,000 financial support for the national organization

***Vice President of Parliamentary Law shall***

- provide leadership in assuring that the business sessions for the national organization and meetings of the National Executive Council are conducted in accordance with acceptable parliamentary law;
- have the following items on hand for business meetings: (1) current *Bylaws*, (2) *Robert's Rules of Order, Newly Revised*, and (3) motion cards;
- meet with assigned staff in the late-summer/early fall to discuss plans for the year; participate virtually in department meetings throughout the year as available;
- attend National Association of Parliamentarians meeting upon request;
- participate in national advocacy efforts throughout the year;
- attend meetings with partners upon request;
- prepare content for *Teen Times*, State Officer Update, social media and other correspondence upon request.
- raise a minimum of \$1,000 financial support for the national organization

### ***Vice President of Programs shall***

- provide leadership in planning and implementing programs for the organization's members;
- provide input in updating and modifying the national programs when necessary;
- meet with Program Department staff in the late-summer/early fall to discuss plans for the year; participate virtually in department meetings throughout the year as available; review program award and scholarship applications;
- participate in national advocacy efforts throughout the year;
- attend meetings with partners upon request;
- prepare content for *Teen Times*, State Officer Update, social media and other correspondence upon request.
- raise a minimum of \$1,000 financial support for the national organization

### ***Vice President of Public Relations shall***

- provide leadership in planning and implementing the organization's and National Executive Councils public relations efforts;
- prepare a schedule for the NEC social media Instagram account;
- provide input in the *Teen Times* planning;
- provide input in the organization's publicity efforts;
- provide input in updating and modifying *The FCCLA Branding and Promotional Guide as requested*;
- provide input in the organization's social media efforts;
- oversee the National Executive Council's Instagram account
- review social media accounts of the National Executive Council to ensure accounts are clean and responsibilities are met;
- meet with Communication Department staff in the late-summer/early fall to discuss plans for the year; participate virtually in department meetings throughout the year as available;
- participate in national advocacy efforts throughout the year;
- attend meetings with partners upon request;
- prepare content for *Teen Times*, State Officer Update, social media and other correspondence upon request.
- raise a minimum of \$1,000 financial support for the national organization

### **Term of Office**

- Officers shall serve for one year on the National Executive Council or until their successors are elected.
- The President and Vice President of Finance will each serve a two-year term on the Board of Directors.
- The Vice President of Competitive Events will serve a two-year term on the Competitive Events Advisory Team.

### **Vacancies**

- If the office of President should become vacant, the First Vice President shall automatically assume the office and duties of the President.
- Appointments for vacancies in offices, other than the President, that occur before half of the officer's term has been completed may be considered by the President in consultation with the Executive Director. Appointments will be made by the President and Executive Director as deemed necessary.
- With the exception of the office of President, if a vacancy occurs after half of the officer's term has been completed, the other members of the National Executive Council assume responsibilities of that office. The President, in consultation with the Executive Director, shall make such assignments.

### **Code of Conduct/National Officer Agreement**

**All national officers will be expected to sign and abide by the FCCLA Code of Conduct/National Officer Agreement found in the National Officer Candidate Application.** In signing these forms, you are showing that you have read, understand, and are willing to abide by the entire *2021-2022 National Executive Council/Adviser Handbook*.

**The following code of conduct applies to all National Executive Council members.**

General Guidelines:

1. Behavior at all times should be such that it reflects credit to you, your family, your school, your state, and the national organization.
2. Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring, and citizenship.
3. National Executive Council members' conduct is the responsibility of the local chapter adviser. Officers shall keep their adviser informed of their activities and whereabouts at all times.
4. Smoking or use of any form of tobacco, including vaping, is not allowed.
5. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages.
6. Any accidents, injuries, or illnesses should be reported to the local adviser and the Director of Leadership immediately.

7. Officers who take a trip to include both personal and official business must submit a release of liability form prior to FCCLA booking travel arrangements.
8. Inappropriate physical contact is not acceptable.
9. National Executive Council members must have their dues paid to National Headquarters by November 1.
10. Officers will sign a Social Media Contract guiding their online presence and adhere to its specifications while in office.

**Any violation of Rules 1 through 10 will subject an officer to probation or letter of reprimand. The disciplinary process will be followed.**

11. If a National Executive Council member chooses to not communicate or abstains from the betterment of the team for an extended period of time, discipline including, but not limited to: revoking attendance to meetings, not publishing articles, taking away assigned responsibilities, etc., will be established as determined by the FCCLA Director of Leadership.
12. All National Executive Council members will observe the conference curfew. Staff may set an earlier curfew as needed.
13. Officers are not allowed in hotel sleeping rooms with other members, officers, or visitors unless they are a designated roommate.
14. National Executive Council members may not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. Drinking mock cocktails is prohibited.

**A violation of Rules 11 through 14 may subject an officer to immediate suspension\*; therefore, the officer may be sent home from the event. Transportation home will be arranged at the officer's expense. The disciplinary process will be followed at a later time.**

**\*Suspension** – shall be interpreted to mean a warning to the individual and may eliminate the officer from participating in state or national activities or events for a determined period.

15. National Executive Council members are required to attend the entirety of all assigned meetings, including, but not limited to, the August and February National Executive Council Meetings, Capitol Leadership/National Fall Conference, and the National Leadership Conference.

**A violation of Rule 15 may subject an officer to review of his/her duties and may result in removal from office.**

#### **Removal:**

**The FCCLA Executive Director, in consultation with the National President, reserves the right to relieve a national officer of responsibilities or dismiss him/her from office at the executive director's discretion.**

#### **Disciplinary Process Defined:**

1. The officer who has committed the offense will be notified immediately and then in written form via email within 10 working days following the verbal notification. This information also will be sent to the officer's parent/guardian, local adviser, state adviser, and local principal.
2. National headquarters may then
  - a. send a letter of reprimand to the officer and place the letter into the officer's file
  - b. suspend the officer
  - c. remove the officer from office
3. The national officer, local adviser, state adviser, principal, and parent/guardian shall be notified via email within 10 working days of the decision.

Note: All written correspondence will be sent by email.

## **Relationships**

### **National Executive Council Members**

In working with other council members, it is important to be supportive of one another and respect individual viewpoints and opinions.

**Being a national officer means being a team member.** Throughout the year, the team will have many decisions to make and tasks to complete. In working together, it is important to be understanding and patient when others are expressing their viewpoints. Sometimes the best ideas and plans are the ones that result from total group input.

Effective teamwork requires a constant effort on everyone's part. Keep in mind that working with so many people -- with unique personalities from different backgrounds, representing a variety of ideas -- can be challenging. The key tools needed to deal with these challenges successfully are a positive attitude, flexibility, and the willingness to be supportive of others' ideas.

You must be on time and prepared for all meetings. Members' dues support these meetings. In addition, many people have invested time and energy to make this time together productive. Be sure to check your email once a day and get back to your fellow officers promptly, should they need work from you. Communication is the key to good teamwork. During the August Planning Meeting, officers will review and sign a Code of Professionalism agreement which outlines communication expectations and timeliness.

### **National Executive Council Adviser**

You should maintain regular communication with your adviser and keep your adviser informed of your schedule and activities as a national officer. You are still an active member of your chapter and your adviser also serves as a great support to you throughout your term.

The NECA will:

- receive a *2021-2022 National Executive Council/Adviser Handbook* containing specific adviser responsibilities;
- be certified in Family and Consumer Sciences education and/or related occupations as determined by the state Department of Education;
- serve as a mentor and help you fulfill your responsibilities as a national officer;
- provide support at the National Leadership Conference;
- support you in all of your assignments and activities and help keep communication lines open within your state;
- keep school administrators and teachers informed about your key activities and provide guidance if questions or issues arise;
- monitor National Executive Council member's academic progress;
- monitor National Executive Council member's behavior.

The national *Bylaws (revised 2020)* state that teachers certified in Family and Consumer Sciences education, as determined by the state department of education, shall serve as chapter advisers. State or chapter advisers accompanying council members to meetings shall serve as consultants to the National Executive Council. Ideally, the person designated as adviser should be one who has frequent contact with the officer -- either in class or during planning periods. Occasionally, a teacher from another school in the same school system may serve as the adviser, particularly in cases where that person acts as the principal adviser for the school district. In any event, it should be the person who can fulfill the obligation of this important advisory role.

### **State Executive Council and State Adviser**

You represent the national organization within your own state and region. It is important that you work closely with your state executive council and state adviser by:

- acting as liaison between the state executive council and the national organization;
- reporting your national participation and updating your state association with national happenings on a regular basis;
- working with state officers in a supporting role to help to plan state activities, such as state and district meetings, workshops, conferences, and leadership trainings;
- keeping your state adviser informed of your participation in Family, Career and Community Leaders of America activities at all times;
- consulting with your chapter and state adviser when you have received an invitation to participate in meetings held within your own state or another state.

**Please note that National Executive Council members should not be asked to or expected to take on the same responsibilities and workload as State Officers** and may not be available for state meetings or state activities during nationally sponsored events, such as the National Executive Council August and Winter Planning Meetings, the National Fall Conference, and the National Leadership Conference. National Executive Council responsibilities will take priority at these events. Additionally, officers may be made aware of confidential information that they should not share with others and should ask their national staff liaison if there is any question about what/if they can share confidential information.

### **School Administrators**

Be sure to talk with administrators as soon as possible to inform them of your accomplishment. Explain the educational benefits of your office to the school and community and share some of your responsibilities and activities.

- Spend some time together discussing the educational experiences you'll have as a national officer. Point out specific activities that will strengthen your academic skills -- like letter writing (language), handling a budget (math), public speaking (language), meeting with legislators (social studies), seeing professionals at work (career exploration), etc. Also emphasize the personal and leadership skills that will prepare you for the future.
- Discuss the possibility of earning school credit for your national officer experience. As an integral part of the Family and Consumer Sciences education curriculum, your office provides important experiences. Work with administrators to decide what kind of feedback they would like in order to grant school credit.
- Keep administrators informed about your activities throughout the year. Show them articles, social media, and correspondence that demonstrate your participation in different events.
- Share meeting timelines and present an invitation to school administrators prior to meetings you will be attending when appropriate.
- Investigate your school's absentee policy as soon as possible in order to resolve conflicts before they arise. Your adviser can provide guidance in dealing with questions or problems. Before you leave school for a meeting or a Family, Career and Community Leaders of America activity, share your involvement with administrators. The more involved and informed they are, the more supportive they are likely to be.
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**Teachers**

Discuss the possibility of receiving class credit for your experience. Keep teachers informed about travel plans far enough in advance to make up work. Investigate the possibility of dovetailing schoolwork with national officer experiences (e.g., English - letter writing, public policy; History - experiences in Washington, D.C.).

**National Staff**

As a national officer, you will work closely with National Staff members as they keep you informed about the organization and its programs. The Executive Director serves as the official adviser to the National Executive Council. The Director of Leadership is a member of the staff who works directly with the national officers and assists them in coordinating national officer responsibilities. This person will serve as primary point of contact for National Staff. The Director of Leadership should always be aware of your activities and should be copied on any and all correspondence that relates to your role as a national officer.

Other staff members will involve you in their departments work to gather opinions and input on an idea or to participate in a special project. You will have many opportunities to get acquainted with staff throughout the year. Feel free to call on the Director of Leadership for any assistance you might need.

**Family**

Throughout the year, your family will provide many different kinds of support. They are probably enthusiastic and proud; chances are they are more than willing to lend a helping hand. It is very important to keep all of your family informed well in advance of your activities and responsibilities.

During the National Fall Conference and National Leadership Conference, officers receive complimentary general session passes for immediate family members and grandparents who are not participating in the event otherwise. FCCLA will only comp the general session portion; family members are responsible for any extra expenses, (i.e. FCCLA Gala, special event, tours, travel, lodging, meals, etc.). Family members must provide payment for any extra expenses they choose to take part in. Siblings who are members of FCCLA and plan to participate in the meeting through Competitive Events or other programmatic offerings must purchase the appropriate registration. Family members are also welcome to attend these meetings and will have seating reserved up front for the general sessions, regardless of whether their registration is complimentary or not.

**Friends**

It is important to have the support and encouragement of your friends. Sometimes it's hard for them to understand your national officer experiences, so be patient with them. Let friends know what you are doing and try to include them when you can, but be careful not to focus on your activities only.



## Chapter 3

# National Executive Council Meetings

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### **August Planning Meeting**

August 5-9, 2021 (Tentative)  
Reston, VA

National Executive Council members and their advisers are required to attend this meeting with expenses provided by the national organization. Officers will receive an extensive overview of roles and responsibilities, officer training, development training, be updated by National Staff, participate in team-building exercises, establish goals and a Program of Work for the year, provide input on the National Fall Conference (NFC), plan the Capitol Leadership and NFC general sessions, plan the NEC workshop for the NFC, conduct initial planning for the National Leadership Conference.

### **Board of Directors Orientation and Meetings**

VIRTUAL Meeting, Date: TBD

A virtual orientation meeting will be held for new board members.

All NEC Members will attend a counsel review meeting and participate in Board Committee Meetings virtually, with the exception of the President and VP of Finance who will participate in the full Board Meeting in person.

### **Capitol Leadership/National Fall Conference**

November 4-7, 2021 (tentative arrival date Wednesday, November 3, 2021)  
Washington, D.C.

National Executive Council members will participate in the Capitol Leadership Training with fellow FCCLA members in the Washington, D.C., metro area. Officers will meet with congressional representatives and federal agencies in addition to participating and assisting in the execution of leadership training.

The National Fall Conference (NFC) will take place immediately following Capitol Leadership. NFC is designed to expand leadership training to both students and adults with the main emphasis on reaching chapter leaders and involving them in a nationally sponsored leadership experience. Members have an opportunity to focus on national programs and advisers have an opportunity to attend sessions that address their needs.

The meetings consist of general sessions, workshops emphasizing chapter and individual leadership, and activities to build cooperation and teamwork skills. Your responsibilities for the National Fall Conference include planning and presiding at the general sessions, helping plan and possibly present leadership workshops, and participating in state officer training and team trainings.

### **Winter Planning Meeting**

During FCCLA Week February 14-18, 2022

Officers will discuss responsibilities, identify challenges of National Executive Council roles, obtain input to strengthen national resources and publications, receive National Leadership Conference orientation, provide input and plan the National Leadership Conference, share workshop plans, review and evaluate the Program of Work, and plan the National Leadership Conference general sessions. Travel may require arriving at a different location other than national headquarters.

### **National Leadership Conference**

June 29- July 3, 2022  
San Diego, California

Note: Officers tentatively arrive on Saturday, June 25, 2022.

As a team, you and your fellow national officers will be responsible for planning and carrying out the focus and content of the National Leadership Conference. Officers are responsible for arriving before the meeting to prepare and rehearse, participating in all general sessions and other meetings as assigned, becoming acquainted with the national officer candidates and their qualifications, planning and carrying out activities to acquaint new national officers with their responsibilities and roles, representing the organization and supporting programs inside and outside of formal sessions, and serving as a role model for all participants.

### **National Leadership Conference Tips**

- Keep an up-to-date list of all your responsibilities.
- Arrive at the National Leadership Conference with all responsibilities completed.
- **Memorize scripts for general sessions and any other activities in which you have a part.**
- Work closely with other council members to divide responsibilities.
- Before the meeting, inform your adviser of your responsibilities, activities, and schedule.
- Bring several white shirts and other necessary uniform needs, being sure your uniforms fit appropriately, are pressed and cleaned, and shoes are in good condition.
- Do your best and enjoy the experience.

### **National Staff Responsibilities**

Members of the National Staff are employed to manage the meeting and help you carry out your plans. The staff handles actual management of the meeting including:

- pulling together general session plans and helping produce scripts
- contacting speakers, workshop leaders, and program participants
- arranging for the production of audio-visual materials
- developing promotional materials to send to state associations and chapters
- processing registration
- working with the hotel and convention center on room assignments and equipment needs
- contacting national and local media for press coverage



## Chapter 4

# Travel and Expenses

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Your year as a national officer will be a very busy one, but, if you are organized and try to stay one step ahead, you should be able to balance everything with great success.

### Calendar Year - Overview

Although the future of our in-person meetings is uncertain, we anticipate requiring travel to participate in some or all of the following meetings -

- National Executive Council meetings (generally two each year, August and February)
- National Board of Directors meetings (President and Vice President of Finance)
- Board Committee meetings
- Capitol Leadership Meeting/National Fall Conference
- National Leadership Conference

In addition, council members are asked by National Staff to represent the national organization at meetings of other organizations and at other events. You also may receive invitations to state, district, and chapter meetings, as well as those for community and civic groups. Your participation in these meetings is encouraged, but will depend on your time limitations.

If you are participating in a meeting at the request of national headquarters, your travel and expenses are usually reimbursable, however, some fundraising may be necessary. You will be covered by an FCCLA insurance policy while traveling on nationally sponsored official business. When participating in a meeting or activity at the request of anyone other than national headquarters, expenses are the responsibility of that group. It is always a good idea to inquire about financial arrangements beforehand. If the group does not cover expenses, you should consider the expense before making your final decision. Never abuse the privilege of being a national officer. Be a servant leader and help in every way possible at the meetings. Do not leave incidental expenses on your hotel room account, for example, snacks, phone calls, movies, laundry, etc. Do not use room service. Not only does this type of behavior reflect badly on you and the national organization, it tends to decrease invitations for national officers in years to come.

National Officers must keep their school administration informed of all travel once elected to office. Over the summer and as soon as you return to school, remind administrators and potential teachers of scheduled travel dates for required FCCLA meetings. Additional meeting dates will be provided to the national officers throughout the year. Please provide the school administrators with these dates as well. We understand school administrators may require approval prior to travel and FCCLA will try to provide as many dates as possible. However, at times sudden dates become available for meetings for a national officer to attend, which is out of our control, but we will work with the officer to ensure all information is provided as quickly as possible. Some national officers will also be invited to attend a state meeting(s), which is requested through National FCCLA. We will provide that officer with the dates as soon the information is received, so the officer can check with his/her school and family before accepting the request.

### Travel

Before a meeting, the Director of Leadership will communicate travel needs with the national officer. The officer will research flight options and book travel through Concur Website based on schedule and travel costs. Officers should discuss the option(s) with their NECA and parents to determine which arrangements will work best for them. Once approved by the Director of Leadership, the officer will receive his/her confirmed travel information.

### Traveling Alone

Throughout your year as a national officer, you will be required to travel alone to some meetings. Traveling alone can be a fun and exciting experience. Listed below are a few tips to make traveling alone a little easier.

- Relax! Airport personnel, ticket agents, skycaps, and flight attendants are sympathetic to the needs of teenagers traveling alone. Don't be afraid to ask questions!

- If you have a flight cancelled or you become aware that you will miss a connection, go directly to the gate agent or airline customer service desk and ask to be put on the next available flight and contact the Director of Leadership and/or your staff contact for that particular trip. The FCCLA Director of Leadership is available to walk you through this process and make calls on your behalf when necessary. After receiving the new flight information, contact your family to notify them of the situation.
- Make sure you carry a credit card or enough additional money to pay for a room in case a flight cancellation or delay causes you to spend the night in a hotel. Keep all receipts for purchases so you may be reimbursed.
- When changing planes in an airport, check monitors or other posted flight schedules for gate and flight information. If you can't locate these, ask the nearest available gate agent.
- Remember, most airlines prefer and may provide discounts for checking in online within 24 hours before your scheduled flight.
- Upon arrival at your destination, proceed to the baggage claim area in the airport. Once you have your bags, you'll find ground transportation (limos, taxis, and buses) located nearby. Ask skycaps for information if you need it.
- If instructed to use a taxi service for ground transportation, look for cars with clearly marked company information on the outside and make note of the cab number and/or driver's name in case any problems occur or you accidentally leave something behind. Download the Uber or Lyft app prior to traveling so it is set up and ready to go prior to traveling.

#### **Additional Tips for National Officer Travel:**

- Inform school administrators, teachers, and family of plans. Give them flight numbers and times, your schedule and emergency contact information. Emergency contact information will be provided for required travel.
- **Always** carry your identification, National Staff and headquarters phone numbers, and one copy of the notarized parental consent form and medical card or information in case of an emergency.
- Anticipate your financial needs and plan accordingly. It always is better to have too much money than not enough. Make sure you have a credit card, debit card, and/or enough additional cash in case of an emergency. Please inform the Director of Leadership if you have any financial limitations that prevent you from having enough spending money to cover necessary costs upfront.
- Pack wisely. When able, pack in carry-on luggage to help keep the organization's travel costs as low as possible. Officers will be given information about what clothing and materials are needed and rarely will have time or the opportunity to need more than what is listed.
- When traveling on national organization business, the national organization assumes responsibility for your travel arrangements.
- When traveling on national organization business, you will have an adult contact. When you arrive at the hotel, contact the adult to announce your arrival. Do not leave the hotel without an adult.
- When another group or state association has requested your participation, the group extending the invitation is responsible for your travel arrangements.

#### **Hotel Safety:**

- Officer name tags should be worn when attending meetings. Remove name tags when outside the hotel unless you are participating in a meeting activity.
- Never travel outside the hotel alone. An adult should accompany you. Use good judgment when talking to people not connected with FCCLA.
- Never give your room number to anyone you don't know and do not discuss your lodging details in public spaces.
- Lock and bolt your hotel room doors. Open only when you know who is on the other side. All hotel personnel will be in uniform and have an identification badge. If in doubt, call the hotel operator and ask that security come and verify the employee's identity.
- Don't leave valuables or money unlocked in hotel rooms. Keep them in the room safe or a hotel safety deposit box. Such boxes are generally available at the hotel registration desk and/or in your room at no charge.
- Note the fire escape exits on your floor. As an added precaution, count the number of doors from your room to the nearest exit in case smoke-filled hallways block your vision.
- Be considerate of all hotel guests when using the elevators.
- Do not use room service laundry services, pay-per-view, high-speed Internet, etc.
- Be considerate of sleeping hours and the privacy of other hotel guests and FCCLA members. Talk in hushed tones in the hallway and do not let your door slam when entering or exiting your room.
- Double-check your room prior to departure to make sure all personal items have been removed, otherwise you assume responsibility for costs of shipping items to you.
- Males and females cannot be in the same hotel room together at any time for any reason. No other person should be in your room at any time except for your designated roommate.
- Keep your room organized and clean.

## **Travel Reimbursement**

### **Payment of expenses**

As a member of the National Executive Council, your expenses will be covered for:

- National Executive Council meetings
- National Fall Conferences
- National Leadership Conference
- any other meeting National Staff asks you to attend as a representative of the national organization.

Whenever possible, you will be notified by National Staff of meetings that you are to attend in ample time for you to make plans with your family, school administrators, and chapter adviser. You will be reimbursed for the following items relating to travel:

### ***Transportation***

- By train: a first-class round-trip ticket including an upper berth, if the trip involves night travel; or a round-trip economy ticket if the trip can be made in one day.
- By plane: economy-class or lowest available fare, round-trip ticket. Discount/super saver fares must be used whenever possible. **National officers will be responsible for additional expenses incurred as a result of scheduling flights too close to departure date or itinerary changes after the ticket has been issued.** An exception to this is last-minute or itinerary changes requested by the sponsoring party. National officers are responsible for additional expenses incurred for personal travel attached to nationally sponsored travel.
- By bus: a round-trip ticket.
- By car: mileage. (The total allowance authorized, including cost of meals and housing, will be limited to the cost of economy-class airfare [baggage fees will not be included to the airfare cost] unless travel by private automobile is determined to be advantageous to the organization and is authorized in advance by national staff. Only one person per car can claim mileage reimbursement. Check with national staff for the current rate per mile allowed. The rate allowable for mileage also applies to car mileage from your home to point of departure and return home, amounting to one round trip).
- Taxi, Uber/Lyft, or shuttle service: from point of arrival to meeting location. Airport or hotel shuttles/limo service should be used if more economical than taxi services.

### ***Meals***

A maximum allowance per day will be granted for meals while attending the meeting and traveling to and from the meeting based on the U.S. General Services Administration's current CONUS rates. Itemized receipts must be attached to the expense reimbursement form. This amount includes tips. When some meals are provided, the full daily allowance does not apply. A breakdown of allowances for specific meals that correlates to the destination's CONUS rate will be provided to help guide officers' meal decisions. Check with national staff for the current rate and with any questions pertaining to the meal allowance.

### ***Lodging***

Rooms at rates arranged by the National Staff and lodging while traveling to and from the meeting, if necessary, are reimbursable. Please get approval for lodging to and from meetings from national staff well in advance. In most cases, the national organization will secure accommodations for officers, so that they are not burdened with large personal expenses.

### ***Tips***

- 15-20% for meals
- 15% for taxis
- \$1-\$2 per day for housekeeping service
- \$1 per bag for handling in and out of hotel or airport

### ***Other reimbursable items***

- airline baggage fees for one regular bag. Depending on the length of the conference or meeting, the Director of Leadership will advise NEC on how many bags they can check or if they need to use carry-on bags only.
- registration fees
- special events in connection with the meetings, such as bus fare to special events or any other such activity that is planned as a part of the regular National Leadership Conference or National Fall Conference program
- parking fees for car when essential for travel to and from point of departure. Reimbursable parking charges are at the lowest available rate (i.e. economy, long-term, etc.).
- tolls on highways and bridges.

### **You will not be reimbursed for the following travel items:**

- personal telephone calls
- room service charges
- between-meal snacks or drinks
- overweight baggage fees
- entertainment expenses or TV movies
- taxi fare to restaurants, unless no food service is available at or near the hotel
- automobile rental

## **Travel Expense Forms**

### ***Claiming reimbursement for travel expenses***

- Submit a travel expense report within 30 days after each meeting.
- Payment for expenses will be made directly to you unless you indicate otherwise.
- Refer to travel and reimbursement policies written on the Travel Expense Report.
- Use a separate expense form for each trip.
- Use two forms for meetings lasting longer than a week.
- Record the actual cost of each meal, including the tip under the correct heading on the form.
- Remember that the daily allowable amount is adjusted for each meal already provided.
- List tips for baggage separately; list each taxi or limousine fare and indicate between what points you traveled. Don't forget receipts.
- Attach receipts for all expenses except tips to the expense report form. *Reimbursement cannot be made for purchases over \$25 if required receipts are missing*, Include dates and name of meeting on expense form.
- Sign the expense form or it cannot be processed.

Reimbursement should reach you within 30 days from the time the Travel Expense Report is received at national headquarters.

### **\$100 Reimbursement**

You will have expenses as a result of carrying out responsibilities as a council member. Each officer will have \$100 budgeted to cover expenses such as postage and supplies. Please note, dry cleaning and alteration expenses are not covered. You will need to plan carefully in order to stay within the allotted amount. The Director of Leadership must approve expenses in excess of this amount before being spent or you will not be reimbursed. Save receipts for all costs. Reimbursement cannot be made without them. Included in your expenses may be such items as:

- postage, post cards, or stamped envelopes (these may be more economical than buying stamps and envelopes separately)
- paper and envelopes
- workshop supplies

### ***Claiming \$100 reimbursement***

- Use the appropriate form provided to claim reimbursement for your budgeted expenses.
- Be sure items you include on the claim form are valid ones. (Review section on expenses.)
- Receipts must be attached for items on the claim form.
- Send claim form to the Director of Leadership at national headquarters immediately following your term of office.
- Forms received after August 15 will not be honored.



## Chapter 5

# Public Relations & Networking

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Public Relations are the constant process of building a positive image of FCCLA. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FCCLA chapter, state, and national organization. Your actions should show others you are a proud and well-informed representative of the national organization. You also should reflect a clear understanding of the goals, projects, and ideals of FCCLA and the ability to express them clearly and accurately in your own words. **All correspondence that you send as a national officer should be approved by the Director of Leadership before sending.** If you have any questions or need help regarding Public Relations, please contact the Director of Leadership.

### **Public Relations Basics**

The official name of the organization is Family, Career and Community Leaders of America, Inc., and you should use this name and the tagline, The Ultimate Leadership Experience, or FCCLA when referring to it. (In many situations, especially when speaking, you may omit "Inc.")

The [FCCLA Branding and Promotion Guide](#) has been created to help you and other FCCLA members and advisers promote FCCLA in the same way. Use it to help you when talking about and promoting FCCLA. Additional information is available on the FCCLA website in the [Communications](#) section.

Think of public relations as sophisticated "show and tell." It can be as simple as being excited about a project and transferring this to friends, making them excited, too. Or, it can be as complex as a television interview explaining the structure of our organization. Whether simple or complex, in order to tell your story effectively, you must have a plan.

Your basic plan needs to cover the following:

- Who: the audience
- What: the message
- When: the timing
- Where: the location
- Why: the purpose
- How: method or tools used

### **Telling the story**

As occurrences take place, National Staff will provide press releases about your National Executive Council participation. You are responsible for delivering these to your local media. Please email links of any published articles to the Director of Leadership.

Other public relations tools include interviews, telephone calls, letters, and speeches. Each method requires you to think on your feet and be prepared. You want to make a good impression, so make sure you know your facts.

### **Attending Meetings**

Throughout the year, you will have many opportunities to spread the word about FCCLA. Be prepared to make the most of each opportunity.

### **Before Attending a Meeting**

- Become informed by carefully reviewing FCCLA publications.
- Analyze the group and prepare presentations accordingly. If the group is not familiar with the organization, they may want to know about our mission, goals, programs, and how a chapter works.

- If you are asked to make a speech, make sure your facts are accurate. Review current information from the national organization. Ask your adviser and the Director of Leadership to review your speech with you. Use varied techniques for involving the audience.
- Use visuals if they will help illustrate points you wish to make. To explain FCCLA to some groups, it might be helpful to distribute program information sheets or other current publications. You also may want to utilize the membership kit and membership video, or some of the resources located on the FCCLA national website.
- Use *The FCCLA Branding and Promotion Guide* to review information about the media and how to address the media.

### **Networking**

Networking is like public relations work within the organization. Throughout your year in office, you will have the opportunity to work with many different groups of people in order to carry out responsibilities and complete tasks. As a national officer, you are in a key position to keep FCCLA's network alive. State and local officers and members look to you to keep them informed.

One of the groups you will be working with throughout the year are the National Networks/State Officers. You should work with them to help unify national, state, and chapter action to strengthen and publicize FCCLA nationwide.

Use *The FCCLA Branding and Promotion Guide* to help you so that everyone is saying the same thing about FCCLA to develop and maintain a unified brand and you are the key to promoting that and setting the example.

### **National Meetings of Other Organizations**

FCCLA frequently is invited to send representatives to participate in national and/or regional meetings of other national organizations and groups.

#### **Participation**

To determine who participates in these meetings, national staff uses the following guidelines:

- involvement of council members in other activities
- emphasis of the meeting and its relationship to council members' talents, responsibilities, and interests
- location of the meeting
- national headquarters' budget

Invitations to these meetings are issued through national staff. Council members will be notified far in advance to inform school administrators, ask permission, plan schedules, and make travel arrangements.

### **State, Regional, District, and Chapter Meetings**

The decision to attend a meeting within the officer's home state is to be determined by the Director of Leadership, state adviser and the officer involved.

In determining whether to accept any invitation, base your decision on:

- whether or not you can accept this responsibility in addition to your schoolwork
- willingness of school administrators and teachers for you to miss school
- whether or not the group issuing the invitation will pay your expenses
- the distance of the meeting from your home and the number of days involved to travel and attend the meeting
- number of invitations you have received. (If invitations are numerous, you may want to decline some requests, especially for district or chapter meetings where distance is great. In declining an invitation, you might refer meeting organizers to your state adviser, who may be able to suggest a state officer nearby.)
- whether or not the amount of time and money spent is in proportion to your level of participation in the meeting
- special interest

#### **Within your own state, you may receive invitations to:**

- state, district, or chapter meetings
- meetings of other Career and Technical Student Organizations: Technology Student Association (TSA), DECA, Future Business Leaders of America - Phi Beta Lambda (FBLA-PBL), FFA, Health Occupations Students of America (HOSA), Business Professionals of America (BPA), and Skills USA
- governor's or mayor's commissions or committees
- state or local civic group meetings

#### **From other states, you may receive invitations to:**

- state association meetings
- region, district, or chapter meetings

### **Request for National Officer Form**

When a state adviser or any other person requests a National Executive Council member to attend their meeting in person or virtually, the National Executive Council member should provide the Request for National Office Form or National Officer Video Request Form. This form is submitted electronically to the Director of Leadership at national headquarters.

- **Note:** Please do not accept assignments at or make travel plans for state meetings without prior approval of the national office. **Also, note that National Officers may not serve as STAR Events evaluators or room consultants.**

### **Case Statement**

Use this statement for promoting the organization.

***FCCLA: The Ultimate Leadership Experience is a dynamic and effective national student organization that helps young men and women prepare for their future careers, become leaders, and address important personal, family, work, and societal issues through Family and Consumer Sciences education.***

### **What to Tell Others**

As you work with individuals and groups you need to help them see an overall picture of FCCLA.

- Explain your activities as a member of the National Executive Council and activities of your chapter.
- Help others understand how chapters operate as an integral part of the Family and Consumer Sciences education program.
- Tell what belonging to the organization means to you.
- Emphasize the ways in which chapters provide opportunities for all members to participate at state and national levels.
- Illustrate ways in which participation in the national organization's programs contributes to members, their families, communities, and employment.
- Point out ways the national organization helps prepare members to fulfill their multiple roles as leaders in their families, careers, and communities. Know the career pathways FCCLA supports and be ready to articulate various careers within each.
- Explain the importance of paying membership dues that support project and program development.
- Explain the opportunities members have to develop leadership skills.
- Be prepared to explain how involvement in FCCLA programs and activities help members become student leaders in families, careers, and communities.
- Explain how FCCLA is unique among student organizations because its programs are planned and run by members. It is the only intracurricular student organization with the family as its central focus. Participation in national programs and chapter activities helps members become strong leaders in their families, careers, and communities.
- Use *The FCCLA Branding and Promotion Guide* to gain the basic knowledge of what the national organization is saying about programs, ideas, and promotions.
- The key messages sheet in *The FCCLA Branding and Promotion Guide* gives you a precise description of the national programs and meetings to help you prepare.

### **Emblematic Materials**

The pin worn by National Executive Council members is a gold-plated pin with a guard. It is your privilege to wear this pin during your term of office. At the National Leadership Conference, you will present a pin to your successor as part of the installation ceremony. Should you lose the pin and guard, it will be your responsibility to replace the item.

Officers should only purchase and wear FCCLA items from the official manufacturer of emblematic supplies – Centricity. Twin Hill and Blazer Depot sell the official FCCLA blazers.

Officers must wear an official FCCLA uniform, including red blazer with FCCLA patch on left pocket, along with a white oxford shirt. Officers may wear black dress pants and black dress shoes along with the FCCLA tie given to them at the beginning of their office or wear knee length black skirts, pants, or a knee length sheath dress with neutral-colored stockings and 2-inch closed toe, plain black pumps. A list of more specific uniform pieces will be provided to candidates during the election process and the incoming council during training at the 2021 National Leadership Conference to ensure consistency in the image of the National Executive Council members. The cost of uniform pieces and their upkeep is the responsibility of the officer unless otherwise instructed.



## Organizational Structure & Policymaking

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### National Staff Structure

National Staff works to see that ideas and programs are researched, developed, and implemented to fit the needs of members. Specific responsibilities are listed below:

#### **Executive**

- determines, with National Board of Directors, organizational policies, programs, services, procedures, and strategic development plans
- administers fiscal planning and monetary expenditures
- directs activities of National Staff and determines staffing needs and employee roles
- establishes office and staff policies and procedures

#### **Partnerships**

- provides leadership for the exhibitor program at the National Leadership Conference and National Fall Conference
- identifies, cultivates, and manages partnerships that support the plan of work
- supports organization efforts to secure funding to support FCCLA's programs and conferences

#### **Communication**

- coordinates the publishing, promotion, and public relations functions of the organization
- produces *Teen Times*, *Fast Facts*, *State Adviser Update*, a wide variety of membership materials, chapter information kits, and general information/public relations materials for the organization
- maintains the organization's online presence, including the website and social media accounts

#### **Operations**

- Serves as liaison with state and chapter advisers for membership and/or affiliation information
- develops procedures for the maintenance of affiliation records and the preparation of membership statistical reports
- plans and implements strategies for membership recruitment, development, and recognition
- manages the national Alumni & Associates membership
- assists administration in planning both functional and building budgets
- maintains all financial records and prepares fiscal reports and inventory statements
- carries out all other fiscal operations such as banking, bill payments, invoicing and processing publications orders, IRS audits, payroll, and employee benefits
- manages computer operations
- manages building maintenance, operations, and security

#### **Leadership**

- oversees the activities of the National Executive Council
- oversees the activities of the Leadership Training Team
- directs development and administration of youth training at national meetings for state officers and FCCLA chapter members
- plans and conducts major training programs for national officers
- oversees and coordinates the communication between National FCCLA and State Officers
- designs and conducts adult professional development programs for chapter advisers and Family and Consumer Sciences education teacher educators
- oversees the activities of the National Executive Council Advisers and National Consultant Team

## **Conferences**

- coordinates event logistics for all national conferences and meetings
- designs and conducts event registration
- manages outside speaker contracts

## **Programs**

- maintains and updates national programs and program partnerships
- directs development and administration of national programs and develops related publications
- develops and manages national competitive events

## **National Staff's Relationship to Council**

National Executive Council members extend the reach of National Staff by assuming responsibility for promotion of all phases of the organization's work. Therefore, it is important that you understand the role of the staff and be supportive of the organization's policies.

Keep the Director of Leadership informed of meetings and activities in which you are participating as a national officer. Be especially careful to meet deadlines. Send plans and materials to the Director of Leadership for review prior to all events/meetings.

In addition to public relations and meeting planning functions, participation in policymaking is a responsibility of the National Executive Council. It is your job to consider the ideas and needs of the membership and form them into recommendations for the National Board of Directors.

Each change or development of policy or bylaw is not the decision of the council or board alone; rather, it is a joint decision that must be carefully planned and researched using the decision-making model. Decisions of the council and board should reflect the needs and wants of members and adult advisers that are in the best interest of the organization as a whole. Special committees made up of people representing all interests of the organization are often formed to evaluate specific suggestions.

## **National Board of Directors**

### **Structure**

The National Board of Directors consists of members elected by related organizations and groups, *ex officio* members, youth members, and members elected by the board. The number of board members may vary year to year, but the total will not exceed 19 members. Refer to the national *Bylaws (revised 2020)* for an exact description of the board's composition.

### **Function**

Responsibilities of the National Board of Directors include:

- authorizing and participating in an ongoing process of planning the organization's direction and determining major program and financial policies;
- assuming leadership in creating a healthy environment in which Family, Career and Community Leaders of America, Inc., may develop strong leaders in families, careers, and communities;
- effectively and competently managing Family, Career and Community Leaders of America, Inc., while delegating sufficient authority to the executive director to administer the organization successfully;
- securing and preserving financial resources sufficient to meet operating costs and maintain Family, Career and Community Leaders of America, Inc., in a condition consistent with its stated mission.

### **Operation**

#### **Officers**

- Board members, upon nomination, elect the officers of the National Board of Directors (chairperson, vice-chairperson, secretary, and treasurer).

#### **Meetings**

- There shall be at least two regular meetings of the board each year. Special meetings may be called by the chair of the board of directors.

#### **Committees**

- Committees of the National Board of Directors are set up to carry out the functions of the board. They are as follows:
  - Executive Committee, which consists of the officers of the board, the chairpersons of all the standing committees, the president of the National Executive Council, and the Executive Director.
  - Standing Committees, whose functions include,
    - *Program Committee*: Recommend, review, and evaluate the programs and meetings of the organization and recommend direction or modifications to the board.

- *Communications/Membership Committee*: Make recommendations to the board regarding the communications, publications and public relations policies, and membership activities of the organization.
- *Finance Committee*: Make recommendations to the board for the overall direction and control of the finances of the organization.
- Special committees are appointed by the chairperson of the board with the approval of the board and are established when needed.

### **Working Relationship of the National Executive Council and Board of Directors**

The National Board of Directors and National Executive Council are the decision-making bodies of the national organization. The council has representation on the board that brings youth perspective into the decision-making process. The board is responsible for policy decisions. Voting delegates at the national meeting are responsible for approving bylaw changes.

The board and council work together to:

- keep each other informed of separate actions;
- exchange ideas and plans of mutual interest;
- determine some policies and procedures affecting the organization.

### **Committees**

Each standing committee of the board includes at least one council member, and each council member serves on a standing committee. Committee appointments are made by the chair of the board based on interests, involvement in other activities, and the officer's designated office. As a committee member you will have some additional responsibilities:

- providing input at the committee meetings;
- serving as a voting member of the committee.

### **Tips for Effective Participation in Board Committee Meetings**

- As a national officer, your input on the board is very important. You have a responsibility to represent the interests of the membership you serve but to ultimately make the decision that is best for the organization.
- It is essential that you speak up and express your views.
- Do your homework on the issues at hand so your views will be respected.
- Pay close attention to what is going on. Listen to everyone's comments and feel free to contribute to the discussion at the appropriate time.
- Make certain your comments are well thought out and pertain to the discussion.
- Your appearance and behavior say a lot about you. Check your wardrobe and grooming: You'll want to look neat, professional, and poised. (No chewing gum, falling asleep, or using your phone.)

## Who Makes the Decisions?

The following is an overview of how the most common decisions in Family, Career and Community Leaders of America, Inc., are processed. Not all decisions are handled in the same way. Formal bylaws and established policies as well as informal procedures, when appropriate, guide the process.

The legal governing body of FCCLA, Inc., is the National Board of Directors with the essential functions of policy making and the responsibility of sound management. The board determines general program and financial policies in accordance with the organization's goals and purposes.

### Planning Functions

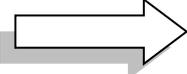
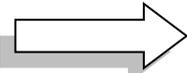
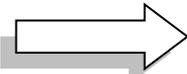
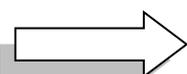
#### Board of Directors

- Authorize
- Provide direction
- Review/modify
- Approve
- Evaluate
- Assess

#### National Staff

- Research
- Recommend
- Develop
- Submit
- Implement

## WHO MAKES THE DECISIONS?

Type of Decision		Initiated / Recommended by	How Processed	Final Decision
Policies		Members, NEC, State Advisers, Staff, Others	Board of Directors Committees	Board of Directors (Voting Delegates for Bylaws)
Budget		Staff	Board of Directors Finance Committee	Board of Directors
Dues Rate		Finance Committee	Finance Committee, NEC, Board of Directors	Voting Delegates
Honorary Membership, Alumni Achievement, and Distinguished Service Awards		Chapters, State Associations, Staff, NEC, Board of Directors, Alumni & Associates Members	Board of Directors Committees	Board of Directors
National Leadership Conference and National Fall Conference Sites		Staff	Board of Directors Program Committee	Board of Directors
Meeting Content		NEC, Staff, Others	NEC, Staff	Staff



## National Executive Council Advisers

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### **Before Running for Office...**

You play a very important role in the national officer candidate's experience. It is important for you to be supportive and encouraging. This can be a stressful time for the candidates, so helping relieve the stress by listening, talking, and just being there is a great help.

Encourage your candidate to practice presentations with you and help prepare him or her for networking and question-and-answer sessions. This practice in "thinking on your feet" and expressing facts, thoughts, and ideas will be extremely beneficial and will help relax nerves when the real situation rolls around.

You will be informed of your national officer candidate's specific meeting times and locations both prior to and at the National Leadership Conference during the National Officer Candidate Adviser orientation.

### **Deciding to Run for a National Office**

All national officer candidates should be given a *2021-2022 National Executive Council/Adviser Handbook* prior to deciding to run for office. These documents are available on the FCCLA national [website](#). National Officer Candidates and their parents should be made aware of the extent of their responsibilities. **In particular, they should be made aware that National Executive Council members often travel without an adult chaperone throughout the year.** It also is important that national officer candidates understand the responsibilities of serving as a national officer and are willing to make FCCLA their top priority after health, family, and school during their term.

National Officer Candidates and their parents should be informed of the liability incurred by members of the Board of Directors, which includes the newly elected President and Vice President of Finance. When the member is a minor, the parent or guardian assumes legal liability. Members of the Board of Directors may be sued individually, although it is highly unlikely. Advisedly, the national organization carries liability insurance to cover board members as individuals.

### **Who is the National Executive Council Adviser?**

The national *Bylaws (revised 2020)* state that teachers certified in Family and Consumer Sciences education and/or related occupations as determined by the Department of Education, shall serve as chapter advisers. State or chapter advisers accompanying a national officer to meetings shall serve as a consultant to their respective officer. Ideally, the person designated as adviser should be the one who has frequent contact with the officer either in class or during planning periods. Occasionally, a teacher from another school in the same school system may serve as the adviser, particularly in cases where that person acts as the principle adviser for the school district. In any event, it should be the person who can fulfill the obligation of this important advisory role.

### **Expectations as a National Executive Council Adviser**

Advisers of students elected to serve as national officers will be expected to attend the National Executive Council Advisers (NECA) Meeting, held in conjunction with the August National Executive Council Meeting, at national headquarters in the Washington D.C. Metro Area. The primary objective of this meeting is to prepare for their roles in the coming year and at the 2022 National Leadership Conference. Potential time commitments should be discussed with administrators before having a national officer candidate, especially with more schools limiting teacher's time away from school.

The designated National Executive Council Adviser (NECA) must attend **both** the August Planning meeting, August 5-8, 2021 **and** the 2022 National Leadership Conference, June 29 - July 3, 2022. Substitutions at meetings are not permitted unless arranged prior to elections.

National FCCLA does not cover expenses for adviser travel to any other meeting the officer attends. If an officer is not permitted to travel alone, the school or state association will be responsible for covering the adviser's expenses. In addition, if an adviser substitution must be made at the August meeting, or the 2022 National Leadership Conference, the school or state association will be responsible for covering the adviser's expenses. If this is a problem, the student should not make plans to run for a national officer position.

### **After a Candidate's Application is Submitted**

Information on the election process can be found in the first chapter of this handbook. National Officer Candidates, National Officer Candidate Advisers, and their state advisers will receive additional information regarding national officer candidate responsibilities following the application deadline. This information will include a schedule for national officer candidates, a letter detailing responsibility, and additional details. Local and state advisers will receive a copy of the information via email. National Officer Candidates are expected to complete various forms prior to arriving at the 2021 National Leadership Conference.

**Communication between national FCCLA and advisers is done primarily by email.** Please provide the best email address to receive information over the summer. A webinar for National Officer Candidate Advisers will be held in June to help orient advisers on 2021 NLC expectations.

### **Activities at the National Leadership Conference for 2021-2022 National Executive Council Advisers**

- National Executive Council Meet & Greet
- Official NECA photographs
- Breakfast or Lunch for current and incoming National Executive Council Advisers
- Reserved seating at the Recognition Session and Closing General Session

### **If Your Officer is Elected**

**Congratulations!** It is a tribute to you that your chapter member has been elected to be a national officer. You play a very important role in the officer's experience. Your key roles of listening, supporting, encouraging, and guiding will allow your officer to grow as a distinguished leader and young adult.

National Executive Council Advisers have many roles and responsibilities. You will serve as a consultant to help officers prepare for their specific responsibilities throughout the year. Please familiarize yourself with the National Executive Council Code of Conduct, Code of Ethics, and your national officer's specific duties found in Chapter 2 of the *2021-2022 National Executive Council/Adviser Handbook*.

It's hard to estimate how much time will be required of you as an NECA. That will depend in part on the officer's specific responsibilities, the amount of help the officer needs, and the requests the officer gets to attend chapter, district, and state meetings. However, in the end, the time required of an NECA is a great responsibility that affects most areas of your life. It's important to develop a clear understanding, so you can fulfill your obligations to the fullest.

The national staff also assumes a great deal of responsibility for training officers, planning with them and coordinating their work — much more responsibility than is typically assumed at the state level. The Director of Leadership has primary responsibility for the NEC.

### **Roles & Responsibilities**

In addition to the responsibilities you and your officer have, you represent the image and voice of the national organization. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FCCLA chapter, state, and national organization. Please review public relations information found in Chapter 5 of this handbook for key messages.

### **Meetings**

NECA are involved in a variety of meetings. The following is a brief list of opportunities at each meeting.

#### **Required Meetings:**

##### **National Executive Council Adviser Meeting**

August 5-8, 2021 – Washington, D.C. Metro Area (**Attendance is required**)

NECA are to attend this meeting with expenses covered by the national organization. Advisers will:

- receive an extensive overview of roles and responsibilities;
- be updated by National Staff;
- participate in team-building exercises;
- receive National Fall Conference information;
- plan for National Leadership Conference;
- complete adviser checklist for public relations;
- become reacquainted with other national officers and advisers.

Because this meeting is packed with scheduled activities, please do not plan personal visits or independent sightseeing during the meeting.

## **National Leadership Conference**

June 29 - July 3, 2022 • San Diego, CA (Note: Advisers tentatively arrive on June 27)

**Attendance is required.** National headquarters pays expenses for this meeting. Advisers have many responsibilities at the meeting. Reserved seating will be available for NECA at all general sessions.

### **Some of the responsibilities are:**

- registration assistance;
- headquarters room assistance;
- elections assistance;
- professional development session facilitator;
- host/usher orientation;
- new national officer adviser orientation/breakfast;
- others, depending on what's happening at the meeting.

## **Chaperoning at the National Leadership Conference**

Due to the numerous responsibilities at the National Leadership Conference, NECA cannot be responsible for chaperoning chapter members at the National Leadership Conference. Advisers are expected to arrive prior to the meeting and may be housed in a different location than chapter members. Therefore, it is necessary for NECA to make arrangements with state advisers prior to the meeting to be certain a chaperone has been assigned for chapter members attending the meeting. FCCLA does not accept the liability for members without chaperones.

### **Optional Meeting:**

#### **Capitol Leadership/National Fall Conference**

Nov. 13-15, 2021

This meeting will most likely be your officer's first opportunity to shine in front of a multi-state audience. Your attendance is optional; however, we hope you will make every effort to be on hand to support your officer and national staff. **The national office does not pay meeting, registration, or travel expenses for adviser travel to the National Fall Conference and/or Capitol Leadership.** NECA will have many opportunities for involvement in the meeting; however, some are more difficult to take advantage of when chaperoning chapter members. Your officers will help facilitate trainings and workshops and preside at general sessions. Reserved seating will be available for National Executive Council Advisers at all NFC general sessions.

## **Travel**

Before a meeting for which travel expenses are covered by the organization, national FCCLA will work with the adviser to arrange travel based on a schedule approved in advance by national staff and travel costs. Advisers should determine which option will work best for them. Keep national staff informed if there are any changes to your flight itinerary prior to meetings. Changes to flight plans or itinerary may be charged to the school or state association.

Please note that outside of the flight to the NEC/A meeting in late-summer/early fall, adviser flight options may not be the same as those offered to your officer or booked for your chapters. If the adviser requests a specific flight that is more expensive than the flight options offered, the adviser is responsible for paying the difference in fares.

### **As an NECA, FCCLA will cover travel and registration expenses, as budget permits, for:**

- August 2021 NECA Meeting;
- 2022 National Leadership Conference;
- Any other meeting National Staff asks you to attend as a representative of the national organization.

**NOTE:** If substitutions must be made during the officer's term, the school or state association will be responsible for covering the adviser's expenses.

## **Transportation**

**By train:** a first-class round-trip ticket, including an upper berth, if the trip involves night travel; or a round-trip economy ticket if the trip can be made in one day.

**By plane:** coach-class or lowest-available fare, round-trip ticket. Discount/super saver or economy fares must be used whenever possible.

- **National Executive Council Advisers will be responsible for additional expenses incurred as a result of scheduling flights too close to departure date or itinerary changes after the ticket has been issued.** An exception to this is last-minute or itinerary changes requested by the sponsoring party.
- National Executive Council Advisers are responsible for additional expenses incurred for personal travel attached to nationally-sponsored travel.
- National Executive Council Advisers will be required to book flights for an amount within the budget approved by national FCCLA. If advisers select flights outside of the budgeted flight amount, advisers will be responsible for additional expenses incurred.

By bus: A round-trip ticket.

By car: Mileage. (The total allowance authorized, including cost of meals and housing, will be limited to the cost of economy-class airfare unless travel by private automobile is determined to be advantageous to the organization and is authorized well in advance by national staff. Only one person per car can claim mileage reimbursement. Check with national staff for the current rate per mile allowed. The rate allowable for mileage also applies to car mileage from your home to point of departure and return home, amounting to one round trip.) When travel by private automobile is for the convenience of the traveler, reimbursement is not to exceed the cost (or sum of the costs for more than one traveler) of round-trip coach airfare, plus the reasonable costs of ground transportation.

Taxi or shuttle service: from point of arrival to meeting location. Airport or hotel shuttles/limo service should be used if more economical than taxis. Taxi, Uber/Lyft, or shuttle service: from point of arrival to meeting location. Airport or hotel shuttles/limo service should be used if more economical than taxi services.

### **Lodging**

In most cases, the national organization will secure accommodations for advisers at rates arranged by the national staff. If an adviser secures accommodations at a rate or in a location not arranged by national staff, the adviser will be responsible for the cost of the lodging. Lodging while traveling to and from the meeting must be pre-approved for reimbursement.

The national organization cannot accommodate requests for single rooms for NECA attending the August meeting or the National Leadership Conference. If a single room is necessary for any of these meetings, it will be the adviser's responsibility to pay for the single room.

### **Liability**

The national organization assumes liability for all activities it sponsors. Any other activities sponsored by state associations and local chapters are not covered by the national organization. Check with your local school district to determine its liability coverage for you and your national officer when not on official business authorized by the national office.

### **Child Care**

Bringing infants and/or young children to meetings of the National Executive Council Advisers is not permitted. The meetings are professional development sessions held in a business environment that does not lend itself to children's needs and care. Further, the organization's insurance policy covers national officers and their advisers, not other family members. In situations where an NECA must bring infants and/or young children to national events, the adviser must make child care arrangements in the city where the meeting is being held. NECA accompanied by a child will be requested to have their own room, at their own expense. Childcare and lodging expenses for single rooms cannot be reimbursed.

## **Travel Reimbursement**

A sample of a completed expense report is attached in Chapter 8 for your reference.

- Submit a travel expense report to the Professional Development Manager or National Staff within 30 days after each meeting via email or mail.
- Payment for expenses will be made directly to you unless you indicate otherwise.
- Refer to travel and reimbursement policies written on the travel expense report.
- Use two forms for meetings lasting longer than a week.
- Record actual cost of each meal; including the tip under the correct heading on the form.
- Remember that the daily allowable amount is adjusted for each meal already provided.
- List tips for baggage separately; list each taxi or limousine fare and indicate between what points you traveled. Don't forget to attach receipts.
- Attach itemized receipts for all expenses except tips to the expense report form. Reimbursement cannot be made if required receipts are missing. Attach itemized receipts for all expenses except tips to the expense report form. *Reimbursement cannot be made for purchases over \$50 if required receipts are missing.* Include dates and name of meeting on expense form.
- Finally, sign the expense report before it is emailed to national headquarters. Your expense report will not be processed if it is not signed. Reimbursement should reach you within 30 days from the time the expense report is received at national headquarters.

## **Meals**

A maximum allowance per day will be granted for meals while attending meetings and traveling to and from the meetings based on the U.S. General Services Administration's current CONUS rates. Receipts must be attached to the expense reimbursement form. This amount includes tips. When some meals are provided by the national organization or the sponsoring party, the full daily allowance does not apply. A breakdown of allowances for specific meals that correlates to the destination's CONUS rate will be provided to help guide advisers' meal decisions. This rate includes tipping for meal service. Check with National Staff for the current rate and with any questions pertaining to the meal allowance.

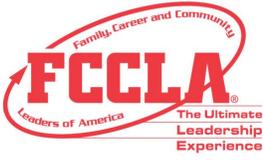
## **Tips**

The above-mentioned daily rate includes \$5 for incidental expenses such as tipping service providers. Suggested tipping rates are:

- 15% for taxis
- \$2 per day for housekeeping service
- \$1 per bag for handling in and out of hotel or airport

## **You will not be reimbursed for the following travel expenses:**

- personal telephone calls
- alcoholic beverages
- desserts at meals
- room service charges
- between-meal snacks
- laundry expenses
- **overweight** baggage fees
- baggage fees in excess of one bag
- entertainment expenses or movies
- taxi fare to restaurants, unless no food service is available at or near the hotel



## Chapter 8

# National Executive Council Forms

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### Parental Consent Form

Complete three copies of the Parental Consent Form and have them **notarized**. Send two copies of the Parental Consent Form to the Director of Leadership by July 23, 2021. A notarized copy **also must** be carried by the officer at all times when on national FCCLA business. Medical facilities will not treat minors without a notarized medical release form. **ALL** medical information pertaining to the national officer must be fully disclosed on the form. All four forms must be notarized, not one notarized copy and the rest photocopied.

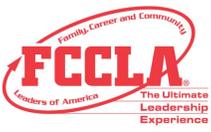
### Health Form

Members of the National Executive Council are required to receive a physical exam signed by their physician and submit it along with the Parental Consent Form by July 23, 2021.

### Sample Travel Expense Report

### Online Forms

- **Leader and Travel Form:** National officer candidates and their advisers will be required to complete an online form with information for FCCLA publications and travel arrangements prior to the 2021 National Leadership Conference due to the tight turnaround for booking meeting travel and the fall issues of *Teen Times*. A link to these forms will be emailed to NOC and NOCA and must be completed by June 15.
- **National Officer Request Form:** National officers may be requested to represent the national organization at chapter, district, regional, or state meetings. When requested for a meeting, a formal request form must be submitted to national headquarters. This form will be available online at the beginning of the officer's term.



**PARENTAL CONSENT FORM**  
**Family, Career and Community Leaders of America, Inc.**  
**1910 Association Drive • Reston, Virginia 20191-1584**

All national officers will be expected to travel on behalf of Family, Career and Community Leaders of America, Inc., during their term of office. It may be necessary for a national officer to travel alone. It is essential that officers, their parents/guardians, chapter adviser, state adviser and school administrators understand this responsibility of national officers and support them traveling alone. Both the national officer and his/her parent(s)/guardian(s) agree to release Family, Career and Community Leaders of America, Inc., its officers, directors, employees and agents from any and all liability resulting from any occurrence during the national officer's term.

\_\_\_\_\_ has my permission to receive medical treatment by a physician should an illness or accident occur while traveling as a National Officer of Family, Career and Community Leaders of America, Inc. The following information may be helpful if such a situation arises:

**Medical Information**

Family physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's address: \_\_\_\_\_

Known allergies: \_\_\_\_\_

Medical/physical/mental health condition(s): \_\_\_\_\_

Signs and symptoms to look for: \_\_\_\_\_

Medication(s) currently taking: \_\_\_\_\_

Other condition(s): \_\_\_\_\_

Prescription # and pharmacy for medication(s) currently taking: \_\_\_\_\_

Comments: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Comments: \_\_\_\_\_

**Insurance Information**

Insurance Company: \_\_\_\_\_

Identification #: \_\_\_\_\_

Group #: \_\_\_\_\_

Location of Card: \_\_\_\_\_

Insurance Company Phone #: \_\_\_\_\_

**I have thoroughly provided all medical/physical/mental health information and have read and consent to the above.**

\_\_\_\_\_  
 (Signature of Parent)

\_\_\_\_\_  
 (Signature of Officer)

\_\_\_\_\_  
 (Signature of Notary)

\_\_\_\_\_  
 (Date)

**Note: National Executive Council members must submit two signed and notarized copies of this form before traveling for FCCLA. Officers are responsible for updating FCCLA Director of Leadership with any changes on this form as they occur. Officers should have a signed and notarized copy of this form with them when they are traveling for FCCLA purposes.**



# Student Health History Form

Please complete all pages and return to National FCCLA.

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female  
*Last First Middle Month Day Year*  
Permanent Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Father's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## HEALTH INSURANCE

Insurance company: \_\_\_\_\_ Policy holder name: \_\_\_\_\_  
Identification # \_\_\_\_\_ Group # \_\_\_\_\_  
Location of card: \_\_\_\_\_ Insurance company phone #: \_\_\_\_\_

## SPECIAL NEEDS/DISABILITY

Do you have a special need or disability? Please List

\_\_\_\_\_  
List any equipment needed such as wheelchair, braces, glasses, etc.: \_\_\_\_\_  
\_\_\_\_\_

## PAST MEDICAL HISTORY

Allergies: (Medications, foods, insects, latex) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Surgeries/accidents/hospitalizations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medications taken regularly	Dosage	Frequency
Medication		
_____	_____	_____
_____	_____	_____

List any physical or behavioral conditions that may affect or limit full participation  
\_\_\_\_\_  
\_\_\_\_\_

## PAST MEDICAL HISTORY (cont.)

Please check all that apply.

ADHD (Attention-Deficit-Hyperactivity-Disorder)  
 Asthma  
 Diabetes  
 Hearing aid/problems  
 High Blood Pressure  
 Mononucleosis  
 Tuberculosis

Anemia  
 Bulimia  
 Epilepsy/seizures  
 Hemophilia  
 Kidney Disease  
 Stomach Problems  
 Vision/eye sight problem

Anorexia Nervosa  
 Convulsions/seizure  
 Heart Abnormalities  
 Hepatitis  
 Migraines  
 Thyroid Disease

Please give details to the above checked medical problems: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IMMUNIZATION

Please ensure your immunizations are up-to-date and attach a current immunization record signed by your physician.

## PHYSICAL EXAMINATION

To be filled out by a licensed health-care practitioner.

Height \_\_\_\_\_ Weight \_\_\_\_\_ BP \_\_\_\_\_ / \_\_\_\_\_ Pulse \_\_\_\_\_

**Vision:** Normal \_\_\_\_\_ Glasses \_\_\_\_\_ Contacts \_\_\_\_\_

**Hearing:** Normal \_\_\_\_\_ Abnormal \_\_\_\_\_ Explain \_\_\_\_\_

Limitations (activity, diet, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Licensed health-care practitioner*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Licensed health-care practitioner*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Attn: Director of Leadership  
1910 Association Drive  
Reston, VA 20191

Phone: 703-476-4900

Fax: 703-439-2662





# Terms to Know

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These are explanations of terms you may hear frequently during the coming year.

**Alumni & Associates:** Alumni and other adults who wish to support Family, Career and Community Leaders of America.

**Board of Directors (BOD):** Legal decision-making body of the organization; primary focus on policy making and fiscal responsibility.

**Competitive Events Advisory Team (CEAT):** Serves as a support committee for the STAR Events program. Team members are selected and serve on a rotation basis. The advisory team is composed of 10 members including state advisers, chapter advisers, student members, national staff, a Board representative, and the current and immediate past national Vice Presidents of Competitive Events.

**Director of Leadership:** Primary National Staff contact for national officers; adult contact on most nationally sponsored travel.

**Executive Committee:** Committee of the Board of Directors. Members include all officers of the Board, Chairpersons of all standing committees, the president of the National Executive Council, and the Executive Director.

**Executive Director:** Full-time employee of the organization responsible for management of the association; oversees personnel; reports to the BOD.

**FCCLA Fast Facts:** A bi-weekly e-newsletter for national FCCLA. Bringing current FCCLA updates to all chapter and state advisers.

**Headquarters Room:** Information Center at any nationally sponsored meeting or conference.

**Leadership Training Team (LTT):** Team of FCCLA alumni who train FCCLA officers and give presentations for a fee. Conducts Leadership Academy workshops at meetings and conferences.

**Monthly Report:** A written summary of each NEC members program of work for each month. This is compiled and posted to the FCCLA national website.

**National Fall Conference (NFC):** Nationally sponsored regional meeting designed to provide leadership training to local officers and members.

**National Consultant Team (NCT):** Team of advisers who train other advisers and give presentations for a fee.

**National Executive Council (NEC):** National officers elected from the membership; responsible for input into planning, public relations, and program development.

**National Executive Council Advisers (NECA):** Local advisers of the national officers.

**National Leadership Conference (NLC):** Nationally sponsored annual meeting of the association; primary vehicle for training state and national leadership and election of national officers.

**National Officer Candidate (NOC):** Candidate for national office. Qualifications outlined in bylaws, though some states add other requirements.

**National Officer Candidate Advisers (NOCA):** Local advisers of the national officer candidates.

**National Staff:** Full-time employees of the organization who work to see that ideas and programs are researched, developed, and implemented to fit the needs of members; reports to the Executive Director.

**NEC Monthly and End-of-Year Reports:** Written summaries of NEC activities compiled and reported by the First Vice President.

**Special Committees:** Committees that are created to serve a specific and usually short-term function, as opposed to standing committees.

**State Adviser:** Person with primary responsibility to coordinate FCCLA activities at the state level.

**State Advisers Update (SAU):** Provided electronically weekly to update state advisers on organizational news and developments.

**State Officers Update (SOU):** Bi-monthly newsletter provided electronically to update state officers on organizational news and developments.

**State Advisers Management Meeting (SAMM):** State Advisers meet at the National Leadership Conference (NLC) site to go over logistics and FCCLA information for the upcoming conference.

**State Leadership Team (SLT):** State advisers elected by region by their peers to give input into state adviser programming.

**State Supervisor/ State Administrator:** Person with primary responsibility for administration of Family and Consumer Sciences programs at the state level.



# Acronyms for FCCLA Associates

Use acronyms for the following list of organizations associated with Family, Career and Community Leaders of America only after spelling out the full name the first time it is introduced in your text. The acronym should follow the name in parentheses.

- Advance CTE: State Leaders Connecting Learning to Work (Advance CTE)
- American Association of Family and Consumer Sciences (AAFCS)
- American Society of Association Executives (ASAE)
- Association for Career and Technical Education (ACTE)
- Center for Educational Associations (CEA)
- Department of Justice (DOJ)
- Department of Labor (DOL)
- Family and Consumer Sciences Education Association (FCSEA)
- Health and Human Services (HHS)
- Leading, Engaging, Advocating, Developing Family and Consumer Sciences Education (Lead FCS)
- National Association of Secondary School Principals (NASSP)
- National Association of Teacher Educators of Family and Consumer Sciences (NATEFACS)
- National Association of Teachers of Family and Consumer Sciences (NATFACS)
- National Coordinating Council for Career and Technical Student Organizations (NCCCTSO)
- National Education Association (NEA)
- National Highway Traffic Safety Administration (NHTSA)
- Occupational Safety and Health Administration (OSHA)
- Office of Career and Technical Adult Education (OCTAE)
- United State Department of Agriculture (USDA)
- United States Department of Education (USDE)
- Youth for Understanding USA (YFU-USA)

## **CAREER AND TECHNICAL STUDENT ORGANIZATIONS**

There are eight Career and Technical Student Organizations (CTSO's) including Family, Career and Community Leaders of America:

- Business Professionals of America (BPA)
- Future Business Leaders of America - Phi Beta Lambda (FBLA/PBL)
- Health Occupations Students of America (HOSA)
- National FFA Organization (FFA)
- National DECA (DECA)
- Technology Student Association (TSA)
- SkillsUSA