**State Officer’s Roles and Responsibilities**

These common tasks highlight the core responsibilities that State Officers across different positions share within the FCCLA organization. While specific positions may have unique focuses and duties, the overall goal is to contribute to the success and growth of FCCLA through program promotion, member engagement, leadership training, and collaboration with various stakeholders.

1. **Leadership and Training:**
	* Lead workshops and energizers at Leadership camp, Fall Summit, and State Conference.
	* Support local leadership training at Camp, Fall Summit, and it’s implementation throughout the year.
	* Collaborate with, support, and mentor area officers, chapter officers and youth council members.
	* Visit/Zoom meetings chapters in your area to lead training workshops, push membership campaigns and promote programs.
	* Demonstrate what leadership looks like within your own chapter – meetings, workshops, mentoring others, leading service projects and fundraisers.
2. **Promoting Programs and Membership:**
	* Develop and implement membership campaigns to encourage chapter participation and growth.
	* Promote national programs (such as Power of One, Families First, Career Connections, etc.) through workshops, training, and communication channels.
	* Encourage members to run for state and area offices, giving them advice and perspective.
	* Provide members with tips on finding their STAR Event, preparing, and competing.
	* Encourage chapters involvement and participation in Service Projects.
	* Write a blog post for the website.
3. **Event Planning and Facilitation:**
	* Develop plans and oversee the implementation of various components for Leadership Camp, Fall Leadership Summit, Day at the Capitol, and State Conference.
	* Develop and facilitate workshops, games, energizers and extra-curricular activities.
	* Assist with the coordination of major state conference components, including registration, the opening ceremony, awards ceremony, general sessions, closing session.
	* Contribute to the preparation of scripts, provide timely and thoughtful feedback, and practice your lines.

**Office Specific Responsibilities**

These specific responsibilities highlight the unique roles that each State Officer position plays within the FCCLA organization, focusing on their specialized areas of expertise and program promotion.

**State President (Joe Dagel): Leading the Executive Council and guiding the organization**

* Sets the culture of the organization and leads by example.
* Ensures policies, programs and events are in line with membership’s wants and needs.
* Works with the Director to manage the yearly calendar and workflow of officer teams.
* Prepares for Exec Council meetings with staff and Exec Council goals.
* Works with director on general session scripts.
* Serves on the board reporting back on major events and acting as a liaison for members.
* Manages candidate recruitment campaigns throughout the year.
* Oversees election activities at State Conference.

**State President-Elect (Audrie DeBates): Empowering local chapters**

* Works with Director on planning Local Leadership Training building up Area Officers and Peer Educators throughout the year.
* Assists with agendas and State Officer team engagement as needed.
* Serves on the board reporting back on major events and acting as a liaison for members.
* Creates chapter resources, provides guidance on competitive events and develops group building strategies to empower groups at the chapter level.
* Reviews chapter and membership awards and recognition.
* Assists with the STAR Event room and helps ensure the competitions run smoothly at State Conference.

**State Secretary (Amberlyn Boyd): Keeping our group organized**

* Takes notes at executive council meetings and shares them with the Director.
* Helps present, administer and tally votes on important items for the Executive Council.
* Works with the Director to create a blog post and social media calendar, assigning different times to each member.
* Works with the Director on distributing Monthly Chapter emails.
* Works on pre-conference communications with members prepping them for what to expect at state conference (pre-conference packet).
* Creates and displays signs at the State Conference to direct traffic.

**Rep to the Board (Brooke Struthers):**

* Works to capture the voice and opinions of our members while also celebrating their successes.
* Manages the membership Spotlight campaign.
* Plans and implements an end of year survey administered to all State Conference attendees.
* Serves on the board reporting back on major events and acting as a liaison for members.
* Represent the organization at various events such as FCS conferences, School visits and exhibit booths.
* Plans fun extra-curricular activities at the State Conference.

**Vice President of Resource Development (Hope Fox): Building our capacity**

* Develop a list of potential partners for speaker sponsorship, state conference sponsors, scholarships for members, and other partners.
* Work on fundraising campaigns, scholarship campaigns, and securing state conference support.
* Prepare plans for the Silent Auction and coordinate it at State Conference.
* Reviews and distributes a fundraising guide to chapters.
* Develops and oversees the implementation of efforts to encourage interaction with exhibitors and visibility of sponsors at the State Conference.

**Vice President of Service (Janica Oechsle): Maximizing our impact through service**

* Collaborates with the Director to present chapters with service project ideas, workplans and templates for 9-11 Day of Service, MLK Day, and Global Youth Service Day, increasing membership engagement.
* Creates Blog and Facebook posts highlighting successful projects.
* Collects Data and quotes highlighting the impact from our service projects.
* Oversees the planning and implementation of a large group service project at the State Conference.
* Coordinates the Service Project Fair and Parade at the State Conference.

**Vice President of Outreach (Izzy Johnson): Growing the FCCLA community**

* Works with the Director, VP of Partnerships and VP of Resources development to create a list of potential industry partners, sponsors and exhibitors.
* Assists with outreach activities to potential partners including emails, phone calls, zoom calls and the occasional in-person event/meeting.
* Works on solidifying connections with outgoing seniors, collecting personal contact information and communicating ways to stay involved after they graduate.
* Work with the Director on starting new FCCLA chapters and supports existing local chapters on increasing their membership and levels of engagement.
* Works with the director to create and implement an Alumni engagement campaign culminating with an event at the State Conference.

**Treasurer (Kaylene Patschke): Aligning money and our mission**

* Works with the Director to review event budgets and price out the costs of various entertainment, merchandising and “extras” for major FCCLA events.
* Presents opportunity costs of various “extras” to the executive council empowering them to make informed event planning decisions.
* Works with the Executive Council to create contingency plans for events based on registration numbers and projected event revenues.
* Collaborates with the VP of Resource Development on local chapter fundraising tool kit and on the silent auction at the State Conference.

**Vice President of Marketing (Vacant): Creating interest in FCCLA**

* Works with the director on recruitment materials including a membership drive packet.
* Develops marketing materials for major FCCLA events and pushes those messages through a variety of channels.
* Reviews National marketing materials and shares up to date resources with local chapters.
* Helps create and edit the Mini Handbook and State Conference Program book.
* Works with the VP of Public Relations on creating press releases highlighting significant FCCLA events.

**Vice President of Public Relations (Vacant): Communicating the FCCLA story**

* Assists with website development and manages the Buzz Blog.
* Introduces and promote PR guidelines for chapters.
* Develops and executes PR efforts at State Conference.
* Promotes social media engagement throughout the State Conference and captures photos.

**Vice President of Partnerships (Vacant): Cultivating partnerships**

* Develops a list of potential partners for speaker sponsorship, state conference sponsors, scholarships for members, and other partners.
* Connects with industry leaders and explores opportunities to bring them into FCCLA events.
* Secures state conference support annually including recruitment of competition judges.
* Develops plans and execute them for the Resource Development efforts at State Conference (Silent Auction).