**Application for MN FCCLA Board of Directors**

**Chapter Advisor 2-yr position (2024-2026)**

**Title: Chapter Advisor Representative on the MN FCCLA Board of Directors**

Role: To serve as a voting member of the board of directors for the MN FCCLA State Association, developing policies, procedures, and regulations, monitoring fiscal performance and the state association’s programs.

Expectations:

* Attend all regularly scheduled board meetings per year (most virtual, at least one in person).
* Participate actively in one or more committees of the board.
* Attend scheduled board retreats, planning meetings, workshops, or other board development activities.
* Provide chapter advisor perspective on programs and activities and input on new initiatives.
* Actively participate in board meetings and activities.

Obligations: Fully understand and support the mission of MN FCCLA State Association. Help to establish policies. Develop and monitor short- and long-range planning goals. Represent the organization to the public and internal audiences. Bring personal/ professional expertise and that of others to support the mission of the organization. Represent the needs and concerns of chapter advisors and serve as their liaison to the board.

Eligibility:  
Candidates must have been a local chapter adviser for at least two years and must currently be  
serving as a local chapter adviser affiliated with the national organization.

Process:  
The Executive Committee of the MN FCCLA Board of Directors will screen applications and  
select the final candidates to be voted on by local advisers attending the State Leadership  
Conference.

**CHAPTER ADVISER REPRESENTATIVE TO THE  
STATE BOARD OF DIRECTORS APPLICATION**

***Email applications by March 15 to Betty Ford,*** [***bford5671@msn.com***](mailto:bford5671@msn.com)***; Chair, MN FCCLA Board of* Directors**

**Date:  
Name:  
Home Address:  
Email address:**

**Chapter name:  
School address:**

**Phone:  
Years of experience as a teacher:**

**Years of experience as an advisor:**

**\*Include a letter of support from your school administrator.**

**Attach a separate document with answers to the following questions.**

**1. What can you contribute to the State Board of Directors as an FCCLA advisor in these categories?**

Knowledge of the organization  
Career and Technical Student Organizations  
Leadership

Program development  
Administration  
Finance  
Personnel management  
Non‐Profit organization management  
Media and marketing  
Resource development and fundraising  
Work in public policy development

**2. What experiences do you have in developing a local chapter program of work? What projects and programs has you been facilitating at the local level?**

**3. What experiences do you have in regional, state, or national events and programs?**

**4. What experiences do you have on any community Board/or community involvement or other leadership opportunities working with organized Boards of Directors?**

**5. What experiences do you have with the FCCLA State Association or state events?**

**6. List professional association memberships and include any offices held in these associations.**

**7. Describe your involvement as a teacher; include programs and implementation at the local level as well as any state involvement in developing programs.**

**8. Describe why you should be chosen as a representative on the MN FCCLA Board of Directors.**

If elected, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to serve as a member of the Board of Directors of MN FCCLA

I understand that my term begins after 2023 state conference.

As a member of the Board of Directors, I agree to:

* Abide by the by laws and constitution of MN FCCLA Association.
* Maintain confidentiality of board meetings, discussions, and decisions.
* Attend all meetings of the board including special meetings unless excused.
* Avoid any conflict of interest or appearance of a conflict.
* Participate in short- and long-range planning activities.
* Ensure effective fiscal controls and accountability.
* Ensure MN FCCLA meets all legal and non-profit requirements.

I agree that if at any time I am unable to fulfill the commitments of a member of the Board of Directors. I will give appropriate notice of resignation to the Chairperson of the Board.

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