



GENERATIONS OF
LEADERSHIP

PAST PRESENT FUTURE

LOUISIANA FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

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A NOTE FROM THE STATE LEADERSHIP TEAM

Dear State Officer Candidate,

We are excited that you have decided to run as a state officer for the upcoming school year. You have chosen to overcome your fears and climb the ladder of leadership, reaping a fantastic opportunity to learn, make new friends, travel the world, and strengthen your communication and leadership skills.

Before you jump in with both feet, however, there are a few things you need to consider. The role of a state officer involves a tremendous time commitment and overwhelming responsibility to the organization. **The future success of our association and the experience of your members must be your top priority throughout the upcoming year.** You become the face of our organization. You determine the future.

- ❖ Before the election process, sit down with your family, school administrators, and local adviser to discuss the commitments and activities of a state officer. It is important to have their support from the beginning.
- ❖ Read as much as you can about our organization as possible. The more you learn, the better prepared you are to lead our association to new heights. Check out www.fcclainc.org for more information.
- ❖ Check your wardrobe and grooming. A neat, professional appearance is vital both in your career and in life.
- ❖ Practice, study, practice, study, and practice again. Your level of preparation will be evident to the nominating committee and state delegation.
- ❖ Ask questions! Seek clarity and stay informed. You can never know too much.
- ❖ Lastly, have fun!

If you have any questions or concerns, please feel free to contact us. We are here to help.

A NOTE TO THE CHAPTER ADVISER

You play a vital role in the experience of your state officer candidate. If elected, the stress of their office can be overwhelming at times. Please encourage your candidate to practice their organization knowledge, speech, and interview questions with you. The practice of “thinking on your feet” and expressing facts, thoughts and ideas will prove to be very beneficial in the future. Plus, it sets the tone for your year of working as a team.

Don't be afraid to fail...Be afraid not to try.

Paula Kershaw

State Leadership Team

19043 Dama Landry Rd.

Jennings, LA 70546

[337-230-8037](tel:337-230-8037)

pkershaw@lafclainc.org

STATE OFFICER DUTIES AND RESPONSIBILITIES

The growth of our organization depends on the execution of your duties and the overall impression you leave with our delegation. You are responsible for responding timely and appropriately to any member requests for support and/or assistance.

As a state officer, the impression you make on others will have a significant impact on how they view the overall organization. You must always be mindful of the image you portray in appearance, in speaking, in writing, and in manners.

State officers should always be prepared, on any occasion, to make remarks, deliver greetings, or to simply sell our mission to others. To do this, you should know and understand the creed, tagline, and general historical and current facts about our organization.

As a state officer, you have the challenge of providing guidance, leadership and inspiration to our delegation. The example that you and your team set will affect each member's enthusiasm and involvement. You are the face of our organization. State officers are required to adhere to the code of conduct and dress code at all times.

You will also be a member of a team of student leaders. It is the responsibility of this team to collectively work to meet the needs of the members of our association. You must show respect and courtesy to your fellow state officers, the state leadership team, and outside vendors at all times. Communication is the key to the success of your team.

LEADERSHIP RESPONSIBILITIES

- ❖ I understand it is my responsibility to display a positive public image and promote the organization. I also understand that I am expected to follow dress code and the code of conduct during all functions.
- ❖ I understand that I am required to be at all meetings (as designated below). If my adviser is not able to get me to and from the meeting, my parent/guardian will accompany me.
- ❖ I will fulfill the duties of my office by following through and completing assignments.
- ❖ I will be an example of an effective leader.
- ❖ I will plan and execute the state conference, including the competitive events.
- ❖ I will assist in planning and preparing the program and workshops for the annual state leadership conference.
- ❖ I will initiate and maintain communication with my state officer adviser.
- ❖ I will visit chapters in the area and assist with new chapter start-ups.
- ❖ I will seek to develop partnerships and sponsorships with business and industry as well as civic groups for our organization.
- ❖ I will work to contribute the required amount of donations required to offset the costs of my expenses.
- ❖ I will refrain from disorderly conduct, including but not limited to: improper sexual behavior, immodest dress, and derogatory behavior or remarks whether in person, on the

internet or on other electronic communications/devices while running for or serving as a state officer.

- ❖ I will work with the state executive council and be part of the team.
- ❖ I will actively contribute to the progress of the state association at all state planning meetings.
- ❖ I will avoid situations that would allow you to be suspended from school and removed from office such as: school suspension, including the use of alcohol, illegal drugs or misuse of prescription drugs, smoking, or other tobacco usage.
- ❖ I will support the state association in their efforts to increase state funding, membership, publicity, and community service initiatives.
- ❖ I will turn in all officer reports by their deadline.
- ❖ I will check email weekly for correspondence and respond quickly.

MANDATORY MEETING RESPONSIBILITIES

- ❖ State Officer Training (June, 2019 | Alexandria, LA)
- ❖ Fall Leadership Rally (October 7-8th, 2019 | Tall Timbers)
- ❖ National Leadership Conference (June 31-July 4th, 2019 | Anaheim, CA)
- ❖ State Officer Planning Meetings (September & January 2019 | TBD)
- ❖ * Capitol Leadership Training (see www.fcclainc.org)
- ❖ *National Cluster Meetings (see www.fcclainc.org)
- ❖ Region Meetings (February | TBD)
- ❖ State Leadership Conference (March 2020 – Alexandria, Louisiana)

**not required but strongly encouraged*

FINANCIAL RESPONSIBILITIES

	COVERED	OUT OF POCKET
❖ Officer Uniform	\$0	\$100
❖ State Officer Training	ALL	\$0
❖ National Leadership Conference	\$0	\$700-\$1,100
❖ State Planning Meeting	ALL	\$0
❖ Fall Leadership Rally	ALL	\$0
❖ Capitol Leadership Training	\$0	\$700-\$1,100
❖ National Cluster Meetings	\$0	\$400-\$700
❖ State Planning Meeting	ALL	\$0
❖ State Conference	ALL	\$0

Please consult with your chapter adviser to see if local chapter funds may be available.

*State officers are required to contribute additional funding to the state association in the form of donations and sponsorships. In the event that an individual state officer does not contribute the required amount, these expenses will **not** be covered. Their attendance will still be **mandatory** at each event.*

PROFESSIONAL IMAGE AND OFFICIAL DRESS

- ❖ Being a state officer is a major responsibility that requires firm commitment and cooperation. State officers are expected to present themselves in an exemplary manner, both in appearance and in behavior.
- ❖ State officers are expected to purchase and wear the official uniform when making public appearances on behalf of our state association, unless otherwise requested or approved by the state leadership team.
- ❖ In less formal occasions, state officers may be asked to wear an official red or white polo with black dress pants and black dress shoes.

COMMUNICATION

- ❖ All members of the state executive council should have access to the internet. If elected, you should check your email on a daily basis.
- ❖ All emails should be responded to within twenty-four hours of receipt. All messages should be formatted in a professional manner, as demonstrated at training, and should include proper grammar.
- ❖ The monthly officer report must be submitted to the president, first vice president, chapter adviser, and state leadership team no later than the 5th of each month.
- ❖ All correspondence sent from your official state email, relating to official business, must be carbon-copied to your chapter adviser and the state leadership team.

SOCIAL MEDIA

If you are elected to a state office, maintaining clean and positive social media sites will be a requirement. With that in mind, we highly recommend immediately removing any inappropriate language or material (i.e. photos, comments, status updates, links, likes, etc.). These sites will be **frequently** checked by state staff. You can and will be removed from office if you fail to maintain an appropriate social media page.

Examples of unsuitable material, posted by you or your friends, include inappropriate behavior in photos, videos, or written references, such as:

- ❖ revealing photos
- ❖ profanity, alcohol, smoking, drug use, or sexual consent
- ❖ any negative comment toward peers, school officials, or the organization
- ❖ links or likes to inappropriate sites, pages, or posts

Social media sites should not be used to campaign for votes. None of your social media profiles should reveal that you are a state officer candidate. We thank you for representing both yourself and our organization in a manner that reflects your role as a youth leader in our organization.

CODE OF CONDUCT

The following code of conduct applies to all members of the state executive council:

- ❖ behavior at all times should be such that it reflects credit to you, your family, your school, your state and national association
- ❖ substance abuse, including the use of alcohol, illegal drugs, misuse of prescription drugs, smoking or other tobacco usage is not acceptable for state officers and is grounds for removal from the state executive council
- ❖ drinking mock alcoholic beverages is prohibited
- ❖ officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring and citizenship
- ❖ **officers will have a clean, powerful and positive social media presence**
- ❖ if an officer is found responsible for stealing or vandalism, the officer and his/her parents/guardians will be expected to pay the damages
- ❖ any accidents, injuries or illnesses should be reported to the state leadership team immediately
- ❖ avoid places and activities which would raise questions as to moral character or conduct
- ❖ inappropriate physical or sexual contact with other officers or members it not acceptable
- ❖ all officers will abide by the curfew times at state and national meetings, unless otherwise stated by the state leadership team or contracted training staff
- ❖ officers are not allowed in hotel rooms with other members, officers, or visitors unless they are a designated roommate, an adult is present, or have the expressed given permission of a member of the state leadership team
- ❖ the dress code will be followed at all times
- ❖ sexual conduct, material, and/or behavior is strictly prohibited
- ❖ officers should be punctual and have good time management skills

CANDIDATE QUALIFICATIONS

- ❖ Must be an affiliated member of an affiliated chapter
- ❖ Must be enrolled in ninth grade or above
- ❖ Must have successfully completed one course in Family and Consumer Sciences
- ❖ Must have a current grade point average of 2.5 or higher

THE ELECTION PROCESS

- ❖ **PHASE ONE: Application Submission**
 - Candidates will complete, sign, and mail the candidate application by the deadline. The application includes the following sections:
 - **Section I: Candidate Information**
 - **Section II: Academic Information**
 - **Section II: Involvement**
 - **Section IV: Other Accomplishments/Honors**

- Section V: Short Answer/Position Preferences
 - Section VI: Attachments
 - Section VII: Contracts
- Candidates who postmark their application by the early deadline may receive additional points on their final scoring sheet.
 - **EARLY DEADLINE: February 15th, 2019**
 - **FINAL DEADLINE: March 1st, 2019**
- ❖ **PHASE TWO: Knowledge Exam**
 - This test will consist of fifty questions related to the organization, including both multiple choice and essay questions. To be an effective leader, you must first be knowledgeable of our mission and our principles.
 - This exam will be administered on-site at the state leadership conference. Specific information regarding location and time will be distributed to candidates at chapter check-in.
- ❖ **PHASE THREE: Interview**
 - Immediately following phase two, candidate interviews will be conducted. Specific information regarding location and time will be distributed to candidates at chapter check-in.
 - Three individuals have been selected to serve on the nominating committee. These individuals consist of professionals in Career and Technical Education, alumni, and former advisers.
 - The nominating committee will guide you through the interview. You will be asked to answer a round of questions and present your speech.
- ❖ **PHASE FOUR: Business Session**
 - You will be asked to present a two minute speech based on the conference theme. You are encouraged to show your personality and to demonstrate your knowledge of our organization. The topic for your speech is **“What does ‘Generations of Leadership’ mean to you?”**
 - At the completion of your speech, the state officer onstage will ask you one situation question in front of all voting delegates and spectators. This question is designed to illustrate your ability to think on your feet.

IMPORTANT INFORMATION

- ❖ All state officer candidates, and their advisers, **must** attend the officer candidate orientation. We will review the election process outlined above and answer all questions. Failure to attend the state officer orientation will result in the immediate disqualification of the candidate.
- ❖ It is mandatory that you wear a red polo with black slacks, black belt, black shoes, and black socks (ladies, socks are not required) throughout the entire process. Failure to maintain proper dress code may result in disqualification from the election.

- ❖ Officer interviews will begin immediately following the completion of your knowledge test. Specific interview times will be assigned during orientation. **If you will be participating in a competitive event, please let us know as soon as you check-in.**
- ❖ Advisers, parents, and chaperones will not be allowed inside the testing or interview room. Additionally, any contact with a member of the nominating committee concerning the elections process will result in the immediate disqualification of the candidate.
- ❖ If you are selected to serve as a state officer, you will be required to participate in the installation ceremony during the closing and recognition session. The following dress code is required:
 - **BOYS:** white oxford dress shirt, black pants, black shoes, black socks, organization tie
 - **GIRLS:** white oxford dress shirt, black skirt, black pantyhose, black shoes

STATE OFFICER POSITIONS

- ❖ **PRESIDENT**
 - shall preside over all business meetings of the organization and of the state executive council;
 - represent the state executive council at applicable meetings of other organizations;
 - appoint, after consultation with the state leadership team, the chairperson and members of state executive council committees and be an ex-officio member of the committees;
 - prepare agendas for all state executive council meetings;
 - conduct all meetings according to Robert's Rules of Order Newly Revised;
 - serve as a voting delegate at the national leadership conference
- ❖ **1ST VICE PRESIDENT**
 - shall assume responsibility in the absence of the president;
 - shall keep the minutes of all state meetings and meetings of the state executive council accurately;
 - shall prepare and print a state officer and state adviser directory
- ❖ **VICE PRESIDENT OF COMMUNITY SERVICE**
 - shall provide leadership in planning and implementing the state community service programs;
 - shall serve as a contact to chapters, reporting the chapters' projects to the state newsletter/website administrator;
 - shall keep the state executive council updated as to the progress of the state and national community service projects
- ❖ **VICE PRESIDENT OF MEMBERSHIP**
 - shall provide leadership in planning and implementing programs for membership promotion, development, and recognition;
 - shall promote the national membership campaign;
 - shall develop ideas on ways to encourage alumni members to give back
- ❖ **VICE PRESIDENT OF PUBLIC RELATIONS**

- shall provide leadership in planning and implementing the organization’s public relations programs;
- shall promote the organization’s activities through the state website and social media platforms;
- shall develop ways for encouraging chapters to submit articles for the state website and other publications;
- shall send public relations packets to possible state leadership conference exhibitors;
- shall help chapters with ideas for observing “FCCLA Week” and with interpreting our mission to others

❖ **VICE PRESIDENT OF COMPETITIVE EVENTS**

- shall provide leadership in planning and implementing the organization’s competitive events program and additional competitive events;
- shall develop plans for encouraging participation in competitive events;
- read and understand the state and national competitive events manuals to develop a working knowledge of the policies and processes;
- shall plan and preside over the recognition ceremony at the state leadership conference

SECTION I: Candidate Information

CANDIDATE NAME

PARENT/GUARDIAN'S NAME

BIRTHDAY

AGE

GRADE (next year)

HOME ADDRESS

CITY

ZIP CODE

HOME PHONE

CELL PHONE

CANDIDATE EMAIL ADDRESS

CHAPTER INFORMATION

CHAPTER

CHAPTER ADVISER

SCHOOL

SCHOOL

PRINCIPAL

SCHOOL PHONE

SCHOOL FAX

SECTION II: Academic Information

Please list all of the Family and Consumer Sciences classes you have taken and when the class was completed. Candidate must have a minimum of .5 credits of Family and Consumer Sciences classes by March 1st of the current year with a minimum of a 2.5 GPA.

CANDIDATE MUST INCLUDE A COPY OF THEIR TRANSCRIPT WITH THESE COURSES HIGHLIGHTED. ALL CANDIDATES MUST BE A NATIONALLY AFFILIATED MEMBER BY NOVEMBER 1ST OF THE CURRENT SCHOOL YEAR TO APPLY.

CLASS TAKEN

YEAR TAKEN

GRADE

CLASS TAKEN

YEAR TAKEN

GRADE

CLASS TAKEN

YEAR TAKEN

GRADE

SECTION III: Involvement

HOW MANY YEARS HAVE YOU BEEN AN ACTIVE FCCLA MEMBER? _____

HAVE YOU EVER COMPETED IN A STAR EVENT?

YES

NO

IF YES, PLEASE PROVIDE A SHORT DESCRIPTION OF YOUR PROJECT BELOW. INCLUDE EVENT TITLE, YEAR COMPETED, LEVELS COMPETED AT AND ANY RECONGITION RECEIVED.

(150 WORDS OR LESS)

PLEASE DESCRIBE YOUR INVOLVEMENT IN YOUR LOCAL CHAPTER. INCLUDE ANY LEADERSHIP POSITIONS HELD OR MAJOR CONTRIBUTIONS TO DATE.

(200 WORDS OR LESS)

WHICH OF THE FOLLOWING ACTIVITES HAVE YOU PARTICIPATED IN?

NATIONAL LEADERSHIP CONFERENCE

IF YES, YEAR/S: _____

CLUSTER MEETINGS

IF YES, YEAR/S: _____

STAR EVENTS AT STATE LEVEL

IF YES, YEAR/S: _____

STAR EVENTS AT NATIONAL LEVEL

IF YES, YEAR/S: _____

STATE VOTING DELEGATE

IF YES, YEAR/S: _____

REGIONAL OFFICER

IF YES, SEE BELOW

PARTICIPATED IN AND COMPLETED A NATIONAL PROGRAM

IF YES, SEE BELOW

IF YOU HAVE BEEN A REGIONAL OFFICER AND/OR COMPLETED A NATIONAL PROGRAM, PLEASE EXPLAIN WHAT YOU LEARNED/TOOK AWAY FROM THE EXPERIENCE. IF BOTH, EXPLAIN HOW YOUR ROLE AS A REGIONAL OFFICER HELPED TO FORM YOU INTO A STATE OFFICER CANDIDATE.

(150 WORDS OR LESS)

SECTION IV: Other Accomplishments/Honors

LIST YOUR PARTICIPATION IN OTHER SCHOOL AND COMMUNITY ACTIVITIES (include major activities, organizations you belong to, offices held, and awards or honors received)

(150 WORDS OR LESS)

SECTION V: Short Answer/Position Preferences

HOW HAS FCCLA HELPED YOU WITH YOUR PERSONAL GROWTH?

(200 WORDS OR LESS)

WHY DO YOU FEEL QUALIFIED TO CARRY OUT THE RESPONSIBILITIES OF A STATE OFFICER?

(200 WORDS OR LESS)

WHAT ARE THE MOST IMPORTANT QUALITIES OF AN EFFECTIVE LEADER?

(200 WORDS OR LESS)

POSITION PREFERENCES

Should you be selected as a State Officer, your position will be announced at the annual State Leadership Conference. We would like to know your top three choices. Using only the space provided, write one paragraph for each choice explaining why you believe you are a good candidate for the position listed. *There may be a chance that we see you fit for a position that is not listed as one of your top three choices.*

1st Choice

(150 WORDS OR LESS)

2nd Choice

(150 WORDS OR LESS)

3rd Choice

(150 WORDS OR LESS)

SECTION VI: Attachments

All candidates must include the following attachments with their application. Any candidate who does not submit these attachments by the final deadline will be disqualified immediately.

- ❖ **Two Letters of Recommendation** (*school administrator and community representative [government official, church pastor, community service organization, former employer, etc.]*)
- ❖ **Wallet Size Photograph**
- ❖ **Copy of School Transcript**

SECTION VII: Contracts

- I understand that if I resign from office, the written resignation must be signed by my parents/guardians and myself and submitted to the state leadership team.
- I understand that it is my parent/guardian or adviser's responsibility to get me to my assigned state officer activities/meetings.
- I understand that if I fail to fulfill the duties of this contract my school principal, state officer adviser, or the state leadership team can initiate the process of removal from office.
- I understand that if I am resigned or removed from office, I am responsible for any financial debts that I have incurred to date.
- I understand that I am responsible for raising additional funding to help offset the expenses of my office.
- I understand that my actions both in person and online can result initiate the process of removal from office.
- I have read and understand the above information, code of conduct, dress code policy, and state officer handbook.
- I understand that failure to carry out my assigned duties and responsibilities, as listed in this document and defined throughout the year, may result in the immediate termination of my office, as deemed necessary by the state leadership team and state director.

OFFICER CANDIDATE SIGNATURE

DATE

- I have reviewed this contract with the candidate. I will support the candidate if he or she is elected to the state executive council to carry about the above responsibilities.

CHAPTER ADVISER SIGNATURE

DATE

SCHOOL PRINCIPAL SIGNATURE

DATE

- I have reviewed this contract with my son/daughter and the chapter adviser and understand it. I will support my son/daughter if he/she is elected to the state executive council to carry out the above responsibilities.

PARENT/GUARDIAN SIGNATURE

DATE

ADVISER CONTRACT

- I understand that I am responsible to see that my state officer completes all of his/her assignments.
- I understand that I will attend all required meetings with my state officer, unless I am told otherwise by the state leadership team.
- I understand that I will keep the state leadership team informed of information that directly affects my student’s performance as a state officer.
- I understand that my state officer is responsible for raising additional funding to help offset the expenses of my state officer.
- I understand that when at state or national meetings, my student is to answer to the state leadership team first, then to me as his/her chapter adviser.
- I understand that I will be responsible to help to train other advisers at the summer leadership retreat and fall leadership rally.
- I understand that I am responsible for financial responsibilities (sub, travel, meals, etc.) for all conferences and meetings.
- I have read and understand the State Executive Council Handbook.

ADVISERS SIGNATURE DATE

- I have reviewed this contract with the candidate’s adviser. I will support the adviser if his/her student is elected to the state executive council carry out the above responsibilities.

SCHOOL PRINCIPAL SIGNATURE DATE

PLEASE COMPLETE THE ELECTRONIC PARTS OF THIS APPLICATION ELECTRONICALLY, PRINT, SIGN, AND MAIL TO 19043 DAMA LANDRY RD. JENNINGS, LA 70546 BY THE FINAL DEADLINE. PLEASE INCLUDE ALL ATTACHMENTS IN THE SAME MAILING.