

★ President ★

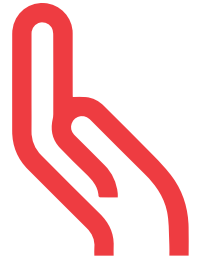
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First Vice President
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Chapter President Basic Officer Duties:

- Works with the executive council and Adviser to develop meeting agendas.
- Presides at the chapter and executive council meetings.
- Assists in group decision-making through member participation.
- Sees that necessary committees and subcommittees are formed.
- Knows the responsibilities of all officers and committee chairs and keeps them informed of all chapter business.

Chapter First Vice President Basic Officer Duties:

- Assumes the duties of the president in the Chapter President's absence.
- Assists the Chapter President as needed.
- Works with the program planning committee to help members develop and plan a chapter program of work.
- Keeps accurate and complete minutes of all chapter and executive council meetings and activities.



Vice President of
Community Service



Vice President of
Competitive Events



Chapter Vice President of Community Service Basic Officer Duties:

- Leads the development and implementation of the chapter's community service project.
- Educates the chapter on the importance of being involved in the community.
- Promotes participation in FCCLA®'s national outreach project (Lead4Change).
- Serve as Chairman of the Community Service Committee (if chapter has one).

Chapter Vice President of Competitive Events Basic Officer Duties:

- Be familiar with STAR Events and all local, state, and national competitions.
- Recruit members to participate in STAR Events and keep track of involvement.
- Keep chapter members informed of updated STAR Events information.
- Educates the chapter on FCCLA®'s Competitive Events and scholarships available.



Vice President of
Development



Vice President of
Finance



Chapter Vice President of Development Basic Officer Duties:

- Work with the Vice President of Finance to develop fundraising goals and plan for the chapter.
- Develop and distribute donation letters for chapter sponsors.
- Write thank you notes to donors/sponsors on behalf of the chapter.
- Network with business and community leaders to gain chapter support.

Chapter Vice President of Finance Basic Officer Duties:

- Work alongside the chapter adviser to develop a budget for the chapter.
- Work alongside the Vice President of Development to develop fundraising goals and plan for the chapter.
- Be knowledgeable about the finances of the chapter, including how dues are spent and why.
- Develop a monthly financial report and present it during chapter meetings.



Vice President of
Membership



Vice President of
Parliamentary Law

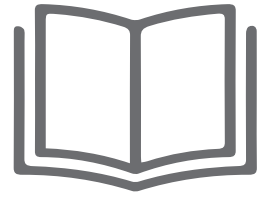


Chapter Vice President of Membership Basic Officer Duties:

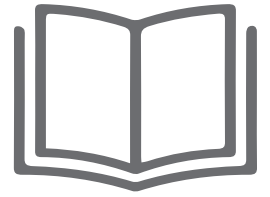
- Keep an updated spreadsheet of members including contact information and email addresses
- Work with the chapter officers to develop a membership recruitment campaign
- Work with chapter adviser to complete and submit membership forms
- Encourage individual members to apply for membership awards and complete appropriate chapter award applications.
- Meet local, state, and national membership deadlines.

Chapter Vice President of Parliamentary Law Basic Officer Duties:

- Provide leadership in ensuring that all chapter meetings are conducted in accordance with parliamentary law.
- Work alongside the chapter advisers and officers to develop the chapter bylaws, policies, and procedures in accordance with national standards.
- Keep an accurate record of chapter meeting attendance.



Vice President of
Programs



Vice President of
Public Relations

Chapter Vice President of Programs Basic Officer Duties:

- Be familiar with the FCCLA® National Programs and educate chapter members.
- Encourage members to participate in the program of work.
- Assist the chapter in meeting national program requirements.
- Complete award applications and submit them by the required due date.
- Notify and educate members on the individual program awards and scholarships available.

Chapter Vice President of Public Relations Basic Officer Duties:

- Write Press Releases and submit them in a timely manner (with the adviser's approval).
- Take photos and videos at events and keep a record of event activities.
- Manage the chapter's social media channels (if applicable).
- Ensure that all items produced by the chapter (documents, apparel, graphics, etc.) align with FCCLA®'s Branding Guidelines.
- Compile yearly activities, photos, and program of work in an end-of-the-year portfolio.