

**Briar Woods High School FCCLA
Officer Positions and Duties
2016-2017
Advisor: Mrs. Valleau**



Officers Duties and Expectations:

- Meet with executive council at least once per month to plan, discuss and evaluate the club's progress.
- Work with advisor, other district employees and the community to increase the awareness of FCCLA and student involvement in various activities.
- Help the group make decisions through member participation.
- Coordinate chapter activities and meetings with executive council, advisers, club members and others needed to complete the activity.
- Promote a professional mood for meeting throughout the year
- Attend every meeting. If an Officer is absent from more than three (3) meetings, that Officer may be removed from leadership.

President

1. Work with advisor and executive council to create, prepare and copy **an agenda for each meeting.**
2. Use basic parliamentary procedures at meetings.
3. Lead, develop and promote the "Program of Work" for the chapter. (Our goals and calendar of events for the year.)
4. Keep meetings lively and interesting.
5. Start and end meetings on time.
6. Stay in communication with all Officers and Team Leaders, in an effort to stay informed of all FCCLA activities.

First Vice President (& Historian)

1. Assume responsibility of duties in the president's absence.
2. Work with advisor and executive council to develop an agenda for each meeting.
3. Assist president with parliamentary procedures at meetings.
4. Assist president with coordination of chapter activities and meetings.
5. Stay in communication with all Officers and Team Leaders, in an effort to stay informed of all FCCLA activities.
6. Maintain records of chapter clippings, photographs, articles and other related materials.
7. Take pictures to record events, volunteering and meeting activities.
8. Work with Adviser to print photos and prepare a photo book record of Chapter events and accomplishments.

Secretary

1. Keep an accurate, complete record of meeting minutes and activities to show decisions made by the group.
2. .
3. Work with advisor and executive council to develop an agenda for each meeting, using previous meeting minutes (notes).
4. Make minutes available to membership by reading and providing a copy to each member at club meetings.
5. Posting minutes online to the BW FCCLA Webpage by email Mrs. Valleau a final revision of the meeting minutes within 3 days of the meeting.
6. Handles official correspondence for chapter.
7. Keeps accurate records of attendance and membership.
8. Counts and records chapter votes.
9. Remind president of any unfinished business prior to next meeting.
10. Helps Advisor and VP of Finance and VP of Membership to process chapter affiliation forms.

Vice President of Finance (& Fundraising)

1. Keep an accurate record of all chapter income noting date received, source and amount.
2. Work with Advisor, Secretary, and VP of Membership to records dues (local, district/region, state and national) and membership when paid by each member and to process chapter affiliation forms
3. Keep an accurate record and receipt for all money paid out, paid to and the amount.
4. Keep an accurate record and receipt for all money brought in, date and amount.
5. Present a financial report to the chapter members at each meeting.
6. At the end of the year, make recommendations for the coming year's financial expenses.
7. Lead the planning and executing of all fund raising projects.

Vice President of Public Relations & (Community Service Outreach)

1. Help the group make decisions through member participation.
2. Publicize chapter meetings and events in both the school and community through flyers, morning announcements, memos, video announcements, etc.
3. Write and submit articles for publication on the Briar Woods website, LCPS newsletters, VA State FCCLA and National FCCLA Newsletters.
4. Design, print, copy and maintain bulletin board announcements in FCCLA Classroom and throughout Briar Woods.
5. Lead the design of school display cases for special events.
6. Lead, plan, implement and give recognition for the Community Service projects that the chapter shows interest in accomplishing through the Program of Work (Our calendar of goals for the year).
7. Research and report details of Community Service opportunities at each meeting.
8. Contact Community Service organization to research opportunities of partnership.

Vice President of Membership (& Recognition)

1. Helps Advisor and VP of Finance and VP of Membership to process chapter affiliation forms.
2. Maintains a current and accurate membership list and member contact records.
3. Lead, plan and implement membership recruitment activities, which relate to State & National membership programs.
4. Prepare & deliver thank you notes to speakers, chaperones, parents and students for FCCLA involvement.
5. Complete applications for State & National awards.
6. Meet deadlines to receive awards for projects at regional, state and national meetings.
7. Prepare and deliver recognition, during meetings, for students at Briar Woods who complete FCCLA activities.