



State Officer Candidate Information

If you are looking to travel, plan and implement the State Leadership Conference; represent your state membership and have fun, then this position is for you. Michigan FCCLA is looking for qualified individuals to fill State Officer positions, which combine to form the State Executive Council (SEC).

Do you know what it takes to be a State Officer?

It takes an **F.C.C.L.A. M.E.M.B.E.R.**

Fun
Commitment
Courage
Leadership
Attitude

Management
Empowerment
Manners
Boldness
Enjoyment
Respect

Requirements/Experience:

- Active and current membership in an affiliated chapter
- Minimum of one semester of Family & Consumer Sciences, Early Childhood, Teacher Cadet, Fashion Design or Interior Design
- Minimum of one module in Power of One
- Minimum grade point average of 2.7 on a 4.0 scale
- Recommended by the chapter in accordance with this application
- Members may run for office in their 9th, 10th, and 11th grade years

Offices and Duties:

All state officers shall attend the meetings of the State Executive Council, share in program planning, assist with regional activities, attend leadership training workshops, attend the National Leadership Conference, and upon request of Michigan FCCLA, make visits as requested by new chapters, and serve on special committees as designated by the State FCCLA State Executive Council representing the state association.

President. The President shall preside over all business meetings of the State Association and of the State Executive Council.

Secretary. The Secretary shall keep accurate minutes of each State Executive Council meeting and shall also serve on the State Election Committee.

Vice President of Community Service. The Vice President of Community Service shall coordinate and promote the state community service project and encourage chapters to apply for the community service award at both the state and national levels.

Vice President of Programs. The Vice President of Programs shall create interest and participation in the state and national programs.

Vice President of Public Relations. The Vice President of Public Relations shall coordinate all public relations activities, including the state newsletter and compile a history of the state association.

Vice President of Membership. The Vice President of Membership shall promote FCCLA membership throughout the state and encourage chapters to participate in the national membership program.

Vice President of Competitive Events. The Vice President of Competitive Events shall promote participation in Life Skills and STAR. Events and be knowledgeable of the events.

Parliamentarian. The Parliamentarian shall assist in conducting meetings in a businesslike manner using parliamentary procedure, and will serve as the chairperson of the State Election Committee.

Required Meetings:

Advisers are not required to attend each of these meetings; however, they are responsible to assist students with their travel plans.

Required State Officer Activities

- CTSO State Officer Training, *May 14-17, 2012 (tentative), Eastern Michigan University*
- State Executive Council Meeting, *2 days in August*
- Attend the Fall Leadership Conference, *2 days in November*
- State Executive Council Meeting, *2 weekend days in February*
- State Leadership Conference, *4 Days in April, 2013*

Optional State Officer Activities

- National Leadership Conference, *July 8-12, 2012 Orlando, Florida*
- Family & Consumer Science Educators of Michigan Conference, *Fall 2012*
- FCCLA Capitol Leadership, Washington, DC, *Dates TBA* (includes congressional visits on Capitol Hill)
- National Leadership Conference, *July 7-12, 2013 Nashville, Tennessee*

Adviser Requirements: There are two main responsibilities as an adviser of a State Officer:

- Make sure the officer is able to attend the required activities (assist them in finding transportation, excusing absences from school, etc.),
- Proofread articles and correspondence for the officer.
- It is encouraged that advisers attend the February meeting, but no meetings are required for officer advisers, just your support throughout the year.

Application Deadline: March 12, 2012



State & National Officer Application Information

Deadline: March 12, 2012

Instructions: Type and complete each item in detail. *Handwritten applications will not be accepted.* Please mail a copy of the complete application packet to the State Office. **Applications must be received by March 12, 2012.** Incomplete or late applications will not be considered after the deadline. Mail to: Michigan FCCLA, Eastern Michigan University, Ypsilanti, MI 48197

Each affiliated school may nominate a maximum of two (2) candidates for a state/national office.

The election procedure for State Office is as follows: Candidates should not specify which office they are seeking. Eligible candidates will complete and send their applications for review to Michigan FCCLA. The candidates will deliver their nomination speeches at the State Leadership Conference. Voting Delegates will select the officers to serve as the State Executive Council. Final assignment of officer positions will be made during a meeting with the State Director/Coordinator and the newly elected State Executive Council.

The State Director/Coordinator and State Executive Council will decide if any State Officer will run for a National Office.

Please send the following to Michigan FCCLA:

- Candidate's information and qualifications (Page 1)
- Candidate's previous experience (Pages 2 & 3)
- Candidate's reasons for applying, ideas/goals for the State Executive Council, and special skills they would bring to the office. (Page 4)
- Statement of Support, signed by the parent/guardian, adviser, principal, school counselor, employer (*if applicable*) and a chapter officer. (Page 5)
- Acceptance of Candidate's Responsibility, signed by the candidate and adviser. (Page 6)
- Statement of Responsibility, hand written, signed by the candidate, adviser and parent/guardian. (Page 7)
- State Officer Code of Conduct, signed by the candidate, adviser, and parent/guardian (Page 8)
- State Officer Internet Policy, signed by the candidate, adviser, principal and parent/guardian (Page 9)
- Medical Release Form (Page 10)
- Recommendation for State Officer Candidate - The completed form along with a letter of recommendation from 3 adults, not related to the candidate. ***The form and letter should be placed in sealed envelope by the person submitting the recommendation.*** You should have 3 sealed envelopes, one from each adult. (Counts as Pages 11-13)
- Official high school transcript, including attendance.
- National Officer Candidates must request an additional National Officer Candidate Application from the State Office. This application is also due on March 12, 2012.

Candidates will receive more information after applications have been processed regarding procedures and the election process.

If you have any questions please call Michigan FCCLA at (734) 487-8657.



State & National Officer Candidate

2011-2012 Application

Information/Qualifications

Name _____ Telephone _____

Address _____ City _____ Zip _____

Email _____

Name of School _____ FCCLA Region _____

Chapter Recommends the Candidate According to the Following Qualifications:

The Officer Candidate:

YES NO

1. Has active membership in an affiliated chapter for one year and is currently a member.
2. Has had at least one semester of Family & Consumer Sciences education.
3. Is in the 9th, 10th, or 11th grade.
4. Has earned at least one module in the Power of One Program.
5. Has a grade point average of 2.7 or above on a 4.0 scale.

Current grade point average is _____.

(Must attach school transcript including attendance)

6. Has held a responsible position in the state, region and/or at the chapter level.
7. Is recommended by their school in accordance with the information requested on the application form.

(Signature of Chapter Adviser)

(Signature of Chapter President)

The following items are to be completed by Officer Candidate. List all information on this page.
Do Not Add Pages.

Date of birth _____ / _____ / _____

Grade in school during 2010-2011 Year: 9th 10th 11th

Number of years as a member of FCCLA: _____

Family & Consumer Sciences classes completed or currently enrolled in: _____

Number of semesters enrolled in Family & Consumer Sciences: _____

Future career plans: _____

List all of your Chapter FCCLA offices and activities:

List all of your Regional FCCLA offices and activities:

The following items are to be completed by the Officer Candidate. List all information on this page.
Do Not Add Pages.

List all of your State FCCLA activities:

List all of your high school activities other than FCCLA:

Describe your volunteer and paid work activities in the community:

Describe your contributions to your home and family:

Candidate Essay

Indicate your reasons for applying, ideas and goals for the State Executive Council, and any special skills that you may bring to the team. *(please limit to 200-300 words)*

Statement of Support

_____ wishes to apply to run for a Michigan FCCLA State or National Office.
Name of Candidate

The candidate's success is closely related to the support he/she receives from his/her family, chapter and school officials. Please indicate your approval and support of him/her pursuing the goal to be an effective State Officer.

"I am in support of this candidate becoming an elected State/National Officer of Michigan FCCLA. I will do whatever I can to support and encourage him/her. To the best of my knowledge, all information provided in the application is up-to-date and correct."

Signature of Parent(s)

Date

Signature of Chapter Adviser

Date

Signature of Principal

Date

Signature of School Counselor

Date

Signature of Employer

Date

Signature of a Chapter Officer

Date

Acceptance of Candidate's Responsibility

I recognize that the following obligations are a part of a State Officer's responsibilities. I plan to perform to the best of my abilities, these and any other duties of the office to which I may be elected.

Initial each item:

- _____ 1. To become knowledgeable about the state and national FCCLA program of activities, and to be able to discuss it with chapter officers and other interested parties.
- _____ 2. Observe standards of official dress, exemplary personal conduct, and personal grooming while representing FCCLA.
- _____ 3. Full attendance and participation in the meetings of the FCCLA State Officers. I will resign my office if I am unable to attend required training workshops.
- _____ 4. Attendance and participation in the Fall Leadership Conference and the State Leadership Conference is required. Attendance at the National Leadership Conference is optional.
- _____ 5. Careful preparations for fulfilling responsibilities in FCCLA activities in which I am involved.
- _____ 6. Notification to the Michigan FCCLA staff of all invitations for representation of FCCLA.
- _____ 7. Responsible and timely reporting of activities conducted as a representative of the FCCLA association.
- _____ 8. Development of the State Officer's Program of Work in cooperation with the State Action Team and State Director/Coordinator.
- _____ 9. Follow all guidelines to be an effective State Officer as presented at training.
- _____ 10. Fulfill all responsibilities as spelled out in the State Officer's Program of Work.
- _____ 11. Abide by the State Officer Code of Conduct, from the time that I am a candidate through my term of office. I will resign my office if I fail to follow the State Officer Code of Conduct.

Signature of Candidate

Date

Signature of Chapter Adviser

Date

Statement of Responsibility

The following statement must be **HAND-COPIED** below, by the State/National Officer Candidate. Re-typing it is not acceptable.

"If elected, I will attend and participate in all meetings (including, but not limited to: State Officer meetings, State Officer training, the Fall Leadership Conference, and the State Leadership Conference) as called by the State Officer guidelines and the State Director/Coordinator. I fully understand the responsibilities and obligations of the position I seek, and if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the State Director/Coordinator or the State Executive Council, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Michigan FCCLA Code of Conduct or the Michigan FCCLA State Officer Code of Conduct from the time that I am a candidate through my term of office, I can be removed from office. Should I fail to complete the duties of my office, I will liable to refund to Michigan FCCLA, the amount of money expended for my participation during my term of office."

Signature of Officer Candidate

Date

Signature of Chapter Adviser

Date

Signature of Parent or Guardian

Date

State Officer Code of Conduct

1. I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form.
2. I shall follow established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the Michigan State FCCLA Staff.
3. Official conferences and activities begin when I leave home for the event and end when I return home. Therefore, this Code of Conduct is in effect throughout this entire period of time.
4. I will always conduct myself in a professional manner as a representative of FCCLA.
5. I shall apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, democratic styles rather than dictator styles, maintaining enthusiasm and involvement, and conflict resolution through open communications.
6. I shall refrain from the use of tobacco in any form while representing FCCLA.
7. I shall wear appropriate dress at all official functions. Denim jeans, skirts or dresses are not professional dress. Denim and jean-like apparel may be appropriate at dances and leisure activities if approved by Michigan FCCLA Staff, but not during any other official sessions or meetings.
8. I shall immediately remove myself from all situations that could compromise my professional image.
9. I shall refrain from dating fellow State Officers while I am in office. I shall refrain from dating anyone while at a Michigan FCCLA activity or conference.
10. I shall not deface public property. I will be responsible for any damages caused to rooms or facilities that I am responsible for.
11. I shall keep the Michigan FCCLA Staff informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in their charge.
12. I shall be prompt and prepared at all times.
13. I shall carry out my duties and responsibilities to the best of my abilities.
14. I shall attend all official conference activities, unless I receive prior approval from Michigan FCCLA Staff to be absent. If I am unable to participate in all required State Officer Meetings, I will resign my office. Special permission must be received from the State Director/Coordinator to be excused from required meetings.
15. I shall keep my local chapter adviser informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the Michigan FCCLA State Office, in accordance with policies stated in the State Officer Handbook.
16. I will abide by Michigan FCCLA's Delegate Code of Conduct, in addition to the Michigan FCCLA State Officer Code of Conduct, from the day I sign this agreement below, to the end of my term, if elected.
17. I shall follow my local school policies where there are more restrictive than the Michigan FCCLA policies and guidelines.
18. I shall not be engaged in inappropriate or illicit behavior.
19. I am responsible for reporting any violations of this Code of Conduct committed by myself or by fellow officers.
20. State Officers shall allow Michigan FCCLA to use conference photographs, video footage, and their names for promotional purposes.
21. I shall not post any inappropriate content, photos or other materials on any social media website. This is in effect from the day I sign this agreement below, to the end of my term, if elected.
22. If other situations arise that are not covered by the Code of Conduct for Michigan FCCLA State Officers, I shall use my best judgement in the situation. Above all I will try to act in such a way that it will reflect positively on the Michigan Association of FCCLA.

"I agree to follow the Michigan FCCLA State Officer Code of Conduct from the time that I am a candidate through my term of office. I will resign my office if I fail to follow this code."

Signature of Parent or Guardian

Signature of Officer Candidate

Signature of Chapter Adviser

Date

Internet Policy

Using Facebook, MySpace, YouTube or other Public Sites

Please keep in mind that as an officer for Michigan FCCLA, you are a public figure. As an officer you represent your school, your state association and even FCCLA on a national level. As you post content to personal web pages, Facebook, MySpace, Twitter, YouTube or other sites, keep in mind that people you do not know (including potential employers) might “look you up” in cyberspace or Google your name. Be sure your personal materials including comments, photographs, video or sound files would not embarrass you if they were viewed by FCCLA staff, business partners, instructors or others.

E-mail Address

Be sure to check e-mail daily during your term of office as travel opportunities are often offered via e-mail. You will be assigned a Michigan FCCLA email address that will link to your primary email account; please use this address for all of your FCCLA correspondence. If your personal email address is deemed inappropriate, you will be required to create a new email account (just in case a member, adviser or partner gets an email from the wrong account).

Code of Conduct Statement

As an officer of the Michigan Association of Family, Career and Community Leaders of America, I will represent my organization, state and school with respect. This means that, for my term of office, any content I post on the internet, including websites such as (but not limited to) MySpace, Facebook, YouTube, Twitter or other sites, and my email address must be reviewed by an authorized adults such as my adviser, parent or guardian. I agree to add the Michigan FCCLA State Adviser as a “friend” on Facebook, Myspace, Twitter, and other social networking sites for the duration of my term of office. I also understand that these Websites will be monitored and I may be requested to remove material.

If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my adviser, school or state adviser.

State Officer’s Signature

Chapter Adviser’s Signature

Parent/Guardian’s Signature

Principal’s Signature

This form must be submitted with the State Officer Application.

Recommendation for State/National Officer Candidate

Candidate: Make three (3) copies of this form. This counts as the last three pages of the State Officer Candidate Application.

Recommendations must be completed by three (3) adults, and may not include parents, other relatives or classmates. **At least one recommendation must be from the chapter adviser.** Place completed form and letter of recommendation in a **sealed envelope** and return to the candidate.

Candidate's Name _____ School _____

Recommended by _____ Relationship _____

Check each characteristic:

Very Good	Good	Fair	No Info	Not Applicable
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Dependability - prompt, sincere, consistent, truthful
follows directions

Leadership - assertive, able to inspire others, resourceful,
listens, uses good judgement

Industrious - persistent, good work habits, makes good
use of time, hard working

Mental Alertness - attentive, interested, eager to learn

Initiative - accepts responsibility, able to work without
supervision, works at a steady pace, starts work without
instruction

Ability to Get Along With Others - adaptable, friendly,
tactful, respectful of others, sense of humor

Personal Appearance and Grooming

Attitude - positive, honest, practices self-discipline,
enthusiastic, motivated

Signature

Date

Title/Position