



### ***Candidate procedure***

- Candidates must have this form completed and returned to Mrs. Vetter by 3:00

### ***Duties and Responsibilities of Officers***

- Attend all officer meetings, one meeting per month
- Attend all chapter meetings, one meeting per month
- Attend local activities when possible
- Set a leadership example for the members of the chapter
- Work with other members in the chapter to help them understand what DECA is all about

### ***Other Duties and Responsibilities of Officers***

#### **President**

- Plan agenda for each officer meeting with Vice President
- Plan agenda for each chapter meeting with Vice President
- Represents chapter on the student council of Minot High School (one meeting per month)
- Coordinates and guides the efforts of the chapter officers
- Conducts himself/herself at all times in a manner that reflects credit upon the chapter
- Works with the local advisors to plan activities for the year
- Corresponds with the state president monthly
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects

#### **Vice President (junior and senior vice presidents must work together)**

- Assist president with organizing and planning meetings and agenda for each officer meeting
- assists the president and other officers
- presides over meetings in the absence of the president
- coordinates and guides the efforts of the chapter officers and members
- corresponds with the state vice presidents
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects

#### **Secretary/Reporter**

- Keeps accurate record of each meeting; types minutes and presents a copy to each officer and the advisor
- keeps an up to date roll of the members
- responsible for thank you notes to businesses that make donations to DECA
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects

#### **Social Media Specialist**

- manage Facebook, Twitter, and other social media accounts
- provides information to the state vice presidents for state communication
- prepares articles for the school newspaper, local newspaper; press releases about projects
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects

#### **Reporter**

- Takes pictures of social events, community projects and fundraising projects.
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects

#### **Events Coordinator:**

- plan two social events per year, one per semester
- Develop ideas for fundraising and community service projects
- Examples: Plans spring banquet/end of year banquet, Christmas event and summer event
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects

#### **Representatives**

- Communicates current and upcoming events with class
- Assists with the Coordination of a Community Service Projects
- work with fund raising activities for the chapter
- encourage class to participate in DECA activities and projects
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects