

DECA Officer Candidate Application Form

Process: *Applications Due by 3:00 p.m. on date listed on the DECA Calendar in Class*
Turn into Mrs. Vetter

Directions: Select your primary consideration. Indicate your first preference by entering 1st preference in the space before the position listed below (2nd on the form for your 2nd preference and so forth).

Name of Candidate: _____ Junior Senior

Office Seeking: Must attend monthly Meetings on Fourth Wednesday of each month during Advisory

- _____ **Recruitment Officer** – Recruits new members, welcomes freshmen, and runs outreach events.
- _____ Social Media Specialist (manage social media, public relations etc.)
- _____ Event Coordinator – creates signups, buzz and encourages participants to work at scheduled events
- _____ DECA Secretary
- _____ DECA Reporter/Photographer
- _____ Store Manager – (assigned by Mrs. Vetter if a Student Aide)
- _____ Special Projects
- _____ Competitive Events Coordinator – organizes and creates practice competition events.

Class Rep

- _____ 1st Hour Class Rep
- _____ 2nd Hour Class Rep
- _____ 3rd Hour Class Rep
- _____ 4th Hour Class Rep
- _____ 5th Hour Class Rep
- _____ 6th Hour Class Rep
- _____ 7th Hour Class Rep

Member: _____ *I want to be an active member, not an officer*

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