**2017-18 OFFICER Information Packet**

Congratulations on taking the second step to become a Douglas County High School DECA Chapter Officer!

We encourage rising sophomores, juniors, and seniors to apply.

To maintain our excellence and improving in GA DECA, it is critical DCHS DECA has a strong officer team.

As a DECA Officer, you'll represent your parents, Ms. Ritchey, DCHS, DCHS DECA, and GA DECA. Your position enables you to play an active role in continuing the growing legacy in our DECA program.

Students who have other conflicts and commitments or looking to lengthen college applications are **not** encouraged to apply as being on *this* team requires a commitment you may not have room enough to share.

With that said, if you meet the criteria, we encourage you to take a more active role in our chapter by running for a position.

Candidates will apply for a **spot** on the team, **not a specific position** (determined at a later date).

Deadlines and specifics are listed below. Thank you in advance.

*\*Late applications not accepted*

*\*Past officers* ***must re-apply*** *for a 2017-18 spo*

*2017-18 EXEC TEAM!*

**EXPECTATIONS/REQUIREMENTS**

Attend *ALL* meetings, including officer meetings held weekly on Tuesdays (mornings or afternoons to be determined by the team)

\*students with shared positions (due to sports, etc, may work together, but one representative of each position is required to be at all officer meetings

**Additional Expectations and Requirements**

* Complete Officer training (required)
* Serve as a role model for others at all times
* maintain a positive attitude
* Be willing to learn and try new things
* Attend Fall LDC
* Compete at Region and/or State CDC as well as, test in at least one testing only event in the fall or spring semester
* Recruit and welcome ALL new members
* Promote DECA Week
* Participate in all chapter promotional events
* Oversee completion of membership campaign
* Oversee completion of community service campaigns
* Participate in chapter fundraisers (selling T-Shirts at games) and working in school store, promoting print shop
* Be open and flexible to change and new ideas
* Communicate regularly with chapter advisor (Mrs. Ritchey)
* Passing all classes
* Model ethical behavior for fellow members
* Have a great and positive attitude
* LOVE DECA!

**TIMELINE**

**Application Process**

Begins Monday April 10th

Candidate Speeches and Vote - April 18th at Ice Cream Social

Completed Packet Due Monday, April 24th (@5pm)

Interviews - May 1st - 5th

Positions Announced May 8th

Officer Training & goal setting Meeting - July or Aug (before start of school)

Video introductions for PowerPoint due First week of school

**EXPECTED POSITIONS**

**President (1)**

* Works closely with Advisor - provides weekly updates on activities and ideas
* Attends all meetings
* **helps develop officer roles and responsibilities**
* **Develops officer manuals and works with EVP to maintain updated information**
* **sets yearly goals (POW) for club**
* **Develops and updates chapter calendar - see below:**
* Set up a yearly calendar over the summer (fundraising, meetings, competition dates, money due dates, etc.)
* Hand out monthly calendars to both officers and DECA members at the beginning of each month
* Supervise and present a chapter project
* Establish a list of fundraisers, dates and plan of action for the year
* assists with developing community partnerships, guest speakers, leadership activities (leadership training, model behavior, sets policies, etc)
* leads officer meetings, creates agenda for officer meetings and general meetings
* Assist in responsibilities of other officers
* Brainstorm ideas for new recognition and awards
* Ensure members are aware of all DECA possibilities (i.e. scholarships, chapter and state recognition)
* Ensure DCHS reaches the highest level in all state competitions
* Needs to be a Marketing student pathway student

**Executive Vice President (1)**

* Attends all meetings
* Assists President with role and responsibilities and DECA manuals
* takes meeting minutes and keeps copies of all agendas and minutes - makes sure to share with all officers
* Develops DECA points and maintains sign in sheets for all events
* keeps records for chapter officers (manuals, calendars, agendas, minutes, points, attendance, etc. ), makes copies and shares at all officer meetings
* assists with developing community partnerships, guest speakers, leadership activities (leadership training, model behavior, sets policies, etc)
* works with president to create agenda for general meetings
* Assist in responsibilities of other officers
* Supervise and present a chapter project
* Brainstorm ideas for new recognition and awards
* Ensure members are aware of all DECA possibilities (i.e. scholarships, chapter and state recognition)
* Needs to be a Marketing student pathway student

**VP of Membership/Hospitality (2 shared)**

* Responsible for DECA recruitment of students, professional and alumni members
* works with VP of competitions & careers to help develop ideas to promote club and increase participation
* Implement state and national membership promotional campaigns
* Assist Mrs. Ritchey in maintaining lists of members, contact information, birthdates, and sign in sheets for meetings
* helps develop ways for all marketing/deca students to get to know each other (quizzes, match making games, etc)
* helps to come up with membership recognitions - birthdays, certificates, awards, special prizes, etc.
* Develops ideas with VP of Special events for social activities
* Develops ideas with VP of Career & competitions for activities
* Needs to take Mrs. Ritchey's class for the 2017-18 school year

**VP of** Public Relations & Special Events (2)

* Plan/Organize DECA Orientation, Freshmen Expo, Open House, and Meet and Greet in July
* Plan DECA Week Activities
* Plan DECA Tailgate(s) and Socials with Hospitality/Membership VP
* Plan/Organize Awards Ceremony/Banquet with President
* send out information (invitations, newsletters, etc) about events and maintain positive relations with club members
* work with VP of technology to make sure all communications are the same and reach all students
* works with VP of membership to develop new membership initiatives
* Sends Thank you cards to guest speakers or community members who assist the chapter
* Create monthly newsletter/email to share with members, parents, business partners to share our successes and initiatives
* Communicate with Yearbook on DECA pages
* Assist in all communication tools and opportunities with other officers, members, and school community as needed.
* Must be DECA pathway student

**VP of Competition & Career Development (1)**

* Promote DECA preparation sessions
* integrates Career Skills into meetings (work with president and VP to develop these activities - see suggestions: (dress for success (what not to wear or wear fashion show, video, etc), handshakes (first impressions), customer service & hospitality training scenarios - charades game, selling activity (wacky products activity), and public speaking - (20 second elevator speech practice), teamwork activities (build marshmallow towers, creativity activities)
* Organize Competition Interest Meeting(s)
* Organize competition sign-up for Region and/or State
* Communicate completion deadline to all competitors
* Resolve schedule conflicts/Check in with progress of competitors
* Needs to have competed before in Region AND State
* needs to be a marketing pathway student

**VP of Technology/historian (1 or shared)**

* Assist Mrs. Austin with CHHS DECA Instagram, Twitter
* Promote our Facebook page
* Maintain DECA website with President, MVP, and Mrs. Ritchey
* Bring music and other technological needs to meetings
* Alert members of any DECA updates
* Create End of Year Slideshow
* help create promotional videos
* should be a Marketing student or have taken Marketing in the past

**VP of Community Service (1)**

* responsible for implementing DECA state an National community service campaigns
* Develop additional ideas for community service or outreach with EVP
* responsible for recruiting members to help and participate in community service activities
* work with VP of technology in order to document such events through pictures and promotions
* **Supervise and present Chapter Community service project at state CDC**
* Should be a current marketing student or have taken marketing in the past

**VP of SBE (1)**

* manager of school store
* sets policies and rules regarding behavior, customer service, etc in the store
* sets guidelines for “hiring” period store assistant managers
* keeps schedule -list of who works and when, sign up sheets
* must be current marketing pathway student
* helps develop spending goals and budget amounts
* develops product ideas
* **researches and begins SBE certification process (develops beginning manual)**
* should be a current Marketing student
* develops financial records and forms as needed