

## **QUALIFICATION FOR DISTRICT OFFICE**

The Candidate Should:

1. Meet the requirements as stated in the FCCLA By-laws, Article XIII, and become familiar with the duties of that office as stated in the Florida FCCLA Policies and Procedures Manual
2. Be neat, well-groomed and have good manners.
3. Display emotional maturity and high moral standards.
4. Display leadership abilities and initiatives.
5. Assume and carry through with responsibilities.
6. Be tactful, cooperative and considerate of others.
7. Display a good command of the English language.
8. Complete officer candidate checklist (see chapter officer section).
9. Complete District Officer Application Form.

Meetings for District Officers:

1. Planning Meetings--District level
2. District Meeting
3. District Competitive Events
4. State Conference

## **District Reporter Responsibilities**

### **I. State Level**

- A. Courtesy Corp. – Host, hostess, monitor seating.
- B. Assist in selling FCCLA promotional items, if applicable.
- C. Assist state officers in presiding at regional meetings.

### **II. District Level**

- A. Prepare a news release regarding district meeting information for chapters to use as a public relations tool.
- B. Submit articles to the state and national newsletters (The Rose Petal; Teen Times)
- C. Work with district secretary in collecting articles from chapter for a one-page newsletter (at least 1 per year) to be mailed to chapters in the district.
- D. Present summary (oral) of project(s) from previous school year at the district meeting.

### **Meetings to attend:**

- District Planning Meeting
- District Meeting
- District Competitive Events
- State Leadership Conference

### **Advisers:**

District officers should bring their display boards to the State Leadership Meeting in the spring. These items will be placed on display during the conference. This will serve as a motivational instrument that will hopefully encourage other students to run for office.

# District Historian Responsibilities

## I. State Level

- A. Courtesy Corp. – Host, hostess, monitor seating.
- B. Assist with chapter registration.
- C. Sit in district reserved seating press section and take pictures for the district scrapbook.
- D. Display district scrapbook at the state conference.
- E. Check press badges in the chapter press reserve seating section.
- F. Serve as usher at the regional meeting.
- G. Bring relaxer/energizer to regional meeting and be prepared to conduct if needed.
- H. Assist State Historian at the State Leadership Conference if necessary.

## II. District Level

- A. Collect scrapbook materials from local chapters in their district and add to the district scrapbook.
- B. Keep records, photographs and other materials of historical importance of the district.
- C. Compile a scrapbook to be presented at the annual district meeting.

### Meetings to attend:

- District Planning Meeting
- District Meeting
- District Competitive Events
- State Leadership Conference

### Advisers:

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## **District Secretary Responsibilities**

### **I. State Level**

- A. Courtesy Corp. – Host, hostess, monitor seating.
- B. Assist with roll call at the State Leadership Conference (during general session and regional meeting).
- C. Assist with chapter registration.
- D. Sit in reserved seating area; take notes for district record purposes.
- E. Bring relaxer/energizer to regional meeting and be prepared to conduct if needed.

### **II. District Level**

- A. Record the minutes at the district planning meeting and district meeting.
- B. Assist with roll call at the district meeting.
- C. Assist with district correspondence.
- D. Work with district reporter in collecting articles from chapters for a one-page newsletter (at least 1 per year) to be mailed to chapters in the district.
- E. Present summary (oral) of project(s) from previous school year at the district meeting.

### **Meetings to attend:**

- District Planning Meeting
- District Meeting
- District Competitive Events
- State Leadership Conference

### **Advisers:**

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## **District Chairperson's Responsibilities**

### **I. State Level**

- A. Courtesy Corp. – Host, hostess, monitor seating, check assembly attire during general sessions.
- B. Assist in selling FCCLA promotional items, if applicable.
- C. Assist state officers in presiding at regional meetings.
- D. Bring relaxer/energizer to regional and be prepared to conduct if needed.

### **II. District Level**

- A. Serve as co-chairperson of the program planning committee for district meetings, preside at the business session of the district meetings, be prepared to assume responsibility and preside at the district meeting in the event the state officer is unable to preside.
- B. Preside at the general session of the district proficiency events; help at state conference with the regional meeting and other sessions as assigned by the state executive council.
- C. Promote membership in FCCLA as determined by the needs of the district in which elected.
- D. Serve as liaison to the state president-elect and to the state officer representing the district.
- E. Present summary (oral) of project(s) from previous school year at the district meeting.

### **Meetings to attend:**

- District Planning Meeting
- District Meeting
- District Competitive Events
- State Leadership Conference

### **Advisers:**

District officers should bring their display boards to the State Leadership Meeting in the spring. These items will be placed on display during the conference. This will serve as a motivational instrument that will hopefully encourage other students to run for office.



**APPROVAL FORM:**

I hereby certify that \_\_\_\_\_ meets all of the qualifications, and in my opinion would make a worthy officer of the Florida Association, Family, Career and Community Leaders of America. If the candidate is elected to the office, I shall assist him/her in performing all assigned duties and responsibilities.

\_\_\_\_\_  
Signature of Chapter Adviser

\_\_\_\_\_ has my approval to be a candidate for a district office of the Florida Association, Family, Career and Community Leaders of America. If he/she is elected to that office, I will give my permission for attendance at district activities, state meetings, meetings called by the district advisor and to perform other duties for which he/she may be responsible.

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Signature of Parent/Guardian

**Pledge of the Candidate:**

If elected, I will perform all the duties pertaining to my office unless an emergency such as illness or death should occur. I understand that I shall have to relinquish my office if I do not attend all required meetings, fail to perform my duties, or in any way violate the governing articles of the constitution.

\_\_\_\_\_  
Signature of the Candidate