



Washington Family, Career and Community Leaders of America



This year's theme:

TO: Chapter Advisers and Chapter Members
FROM: Kathy Hahn, State Adviser and Mike Oechsner, Executive Director
DATE: May 2021
RE: Election/Appointment of State Vice President of a Region

This year we have several vacant positions for State Vice-President of a Region. We are reopening these State Vice President of Regions positions in the following regions – 1,2,4,6, and 9. The candidate will complete the application and then have an interview with state adviser, executive director, program supervisor, and state president. Encourage qualified chapter members to apply for State Vice-President of a Region positions. It is important students, parents and school administrators are aware of the duties and responsibilities of a state officer of Family, Career and Community Leaders of America and give their support to both the candidate AND the adviser.

June 1st is the **deadline for submitting the State Officer application forms** electronically in PDF format to the **State Adviser (kathyhahn@wa-fccla.org)**. Interviews for the candidates will be determined later.

Before completing the **State Officer Application** –the adviser and candidate for office should review the attached qualifications list together and the adviser should use it as a basis for encouraging a candidate and signing a candidate's application. **Please do not run a candidate for a State Office if a change of the only adviser is anticipated for the following year (changing schools, retiring)**. It is important for the State Officer, the chapter adviser, the region, and for the state leadership to have clear, willing, consistent leadership in each school with a State Officer.

Advisers and officers work closely together throughout the year. Elected officers should have a designated time in his/her schedule to **meet with the local adviser each day**. Advisers AND State Officers are **REQUIRED** to attend Executive Council Meetings as assigned. If an officer does not attend a required meeting, they may be asked to relinquish their office.

Family, Career and Community Leaders of America is making a difference at home, at school, and in the community through outstanding student leaders. We hope that each chapter will urge one of their talented members to run for office. Your chapter must be affiliated by **January 15, 2021**, to have an officer candidate(s).

Rule Your Leadership.... **Beyond Measure**

Become a WA-FCCLA State Officer!

It's amazing how fast my two years as a state officer has flown by. Looking back, this is one experience that I will never forget, it has changed my life! In no other experience could you gain a team of 20 best friends, a multitude of opportunities, experience personal growth, or network with leaders across the state and nation.

Running to be a state officer was always one that I had considered but never thought I was completely capable of. Once I took that leap, believed in my own ability, and worked closely with my adviser and friends, I was able to dedicate myself to serving a community of strong young leaders.

I am incredibly grateful to have served as an FCCLA state officer. Without it, I would not be the person I am today. If you are on the fence about running for a state officer position, take the leap and lead **Beyond Measure!** You will not regret the possibilities and opportunities you will gain from the experience. Be bold, be inspired, but most of all, be you!

You can contact me at cgrant@wa-fccla.org with any questions. Best of luck on your journey!

Christine Grant
2020-2021 Washington State President



2020-2021 State Executive Council





STATE OFFICER INFORMATION

Chapter Adviser - Officer Candidate Checklist

Before selecting state officer applicants--review the following criteria with each student candidate. This is for local discussion and decision-making and does not need to be turned in as part of the application packet.

Qualifications

Are you creative or imaginative?	Yes	No	Sometimes
Do you love to try new things and meet new people?	Yes	No	Sometimes
Do you promptly complete assigned jobs?	Yes	No	Sometimes
Are you a self-started leader?	Yes	No	Sometimes
Are you a team player?	Yes	No	Sometimes
When problems occur, do you look at the positive side of the situation?	Yes	No	Sometimes
Are you willing to commit your time and effort enthusiastically?	Yes	No	Sometimes
Are you willing to commit the time and effort necessary to assume a state leadership role?	Yes	No	Sometimes
Can you demonstrate confidence when speaking?	Yes	No	Sometimes
Can you motivate others?	Yes	No	Sometimes
Can you demonstrate knowledge of FCCLA such as the creed, purposes, and flower?	Yes	No	Sometimes
Are you willing to plan ahead and complete class and chapter responsibilities when you will miss school for state leadership participation?	Yes	No	Sometimes

POLICIES

I. OFFICERS

A. Elections

4. Qualifications of candidates:
 - a. Active membership in an affiliated chapter for one school year prior to assuming official duties.
 - b. Completion of one Family and Consumer Sciences education course.
 - c. Completion of two Power of One projects in the current year and STEP One.
 - d. A cumulative grade point average of 2.5 at the time of application.

Washington FCCLA State Bylaws

Section 4. **Vacancies.** Appointments for vacancies that occur before one-half of the term of office has expired shall be determined and/or made by the state executive committee and state president.

Duties of Officers - State Vice President of a Region

1. The **Vice Presidents of the Regions** (10 total- one for each region) shall assume the responsibility for fall regional leadership meeting, elections, the spring regional leadership meeting, and submit a report of regional accomplishments at the state meeting.

General Information for WA-FCCLA State Officer Candidates

TRAVEL: Students and advisers are expected to travel together in groups as much as possible. Travel plans for each meeting/conference must be approved by a parent, adviser and/or regional adviser, and school administrator.

EXPENSES: Transportation expenses are reimbursable. Reimbursement is based on presenting itemized receipts or by mileage at the current state rate. Officers and advisers are encouraged to help keep the organization's costs down. Most meals are purchased by WA-FCCLA, but officers and advisers should be prepared to purchase meals/snacks while traveling, usually \$20-25 per day. Housing costs will be paid by the Washington Family, Career and Community Leaders of America.

Officer pins and guards will be presented following the State Leadership Conference or at May Executive Meeting. Name badges will be ordered following elections and distributed at the Executive Council meeting in May.

Prior to spending funds, prior approval from State Adviser and Executive Director is necessary to be reimbursed. If you should incur any other expenses as an officer during the year, keep an itemized record and **ALL** itemized receipts for submission to financial department.

STATE OFFICER UNIFORMS: Upon election, each officer will be expected to obtain the appropriate full uniform. The estimated total cost is \$225.

The official blazer costs approximately \$70. Some previous officers may be willing to sell their blazers at a reduced price. Blazers can be purchased through Blazer Depot or Twin Hill. Candidates should work with their chapter adviser to get a blazer ordered.

The state officer uniform will consist of:

Official Red Blazer

- Black **sheath** dress with skin-tone nylons
- Black skirt
- Black dress slacks with black socks
- Professional long sleeve white shirt with a pointed collar (oxford-style, with a button at the collar, suitable for a tie)
- FCCLA tie or FCCLA ascot
- Plain black dress shoes or pumps (no patent leather, suede, buckles, or bows)

*A document identifying **where to purchase** the specific shirt, dress, and pants that elected officers will be required to wear will be placed on the WA-FCCLA website in January and in Washington Weekly.

Questions: If you have any questions or problems with which your adviser and/or regional adviser cannot help you, please contact:

Kathy Hahn FCCLA State Adviser
kathyhahn@wa-fccla.org



Advisers to State Officers

Advisers to State Officers. The local advisers from each region serving on the state advisory board shall serve as regional advisers and assist their officers in fulfilling their duties

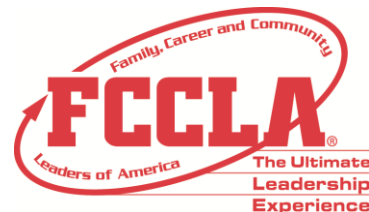
What this means:

As an adviser to a state officer, you too will serve in a role on the Washington State Advisory Board. You also agree to:

- Help your officer fulfill the duties of his/her office.
- Meet regularly with your state officer regarding progress toward regional and state goals and responsibilities.
- Travel with your state officer.
- Participate, as an active member, of the Washington FCCLA Advisory Board, and complete related committee assignments.
- Help plan and implement the Region's Fall Conference (Adviser to State Vice-President) and Regional STAR Events (Adviser to At-Large Officer).
- Help plan and implement the State Leadership Conference.
- Provide guidance to FCCLA Advisers within the Region.
- Evaluate the commitment and work of your state officer.
- Complete special assignments based on your student's office.
- When your officer is the only officer in your Region and they resign or must leave their office, you still hold a vital leadership role and are expected to attend any remaining Executive Council Meetings.

WA-FCCLA State Officer Candidate Procedures Checklist

Prior to Running for State Office Position:



1. Read the ENTIRE state officer candidate packet
2. Qualifications: In order to run for office, candidates must:
 - be an affiliated member from an affiliated chapter
 - have a cumulative grade point average of 2.5 or higher at the time of application
 - have completed a minimum of two Power of One Projects – during present school year
 - have completed Step One
 - have completed at least one Family and Consumer Sciences education course
3. Complete and e-mail application materials in PDF format to the State Adviser. This includes:
 - Completed application
 - Wallet-size photograph
 - Copy of transcript
 - Signed Code of Conduct Form
 - Recommendations
 - School administrator (required)
 - Employer, youth group or community leader, or teacher
 - State Adviser will verify membership
4. Write the meeting dates on your calendar. Officers must attend assigned required meetings/conferences or may be asked to relinquish their office.
5. Appropriate individuals have CAREFULLY READ, and signed, the Code of Conduct form.
6. As a State Officer you will be expected to know and explain facts about FCCLA.

Basic Facts about FCCLA

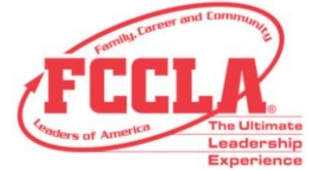
- What the acronym FCCLA stands for
- Year FCCLA was founded
- Creed, Mission, Emblem, Flower, Colors, Motto
- Purposes
- What STAR stands for when referring to STAR Events
- Planning Process
- National Programs
- The official magazine of FCCLA
- Where the FCCLA National Headquarters is located
- Who the Washington FCCLA State Adviser is
- What the requirements are to become an FCCLA member?

Use the National Website as a resource:

www.fcclainc.org



Washington Family, Career and Community Leaders of America



Election & Application Criteria Procedure

To ensure the high standard of our State Officer team, the following are the requirements of each state officer candidate:

State Vice-President of a Region:

- Application to be filled out and emailed to State Adviser by **June 1st**
 - Wallet size Picture
 - Transcript
 - Signed Code of Conduct Form
 - Two letters of Recommendations
 - School Administrator (required)
 - Employer, youth group or community leader, or teacher
- Interview – 10 minutes with a committee including state adviser, executive director, program supervisor, and current state president.
- If appointed to state officer position will have meeting with state adviser and your chapter adviser to discuss program of work and other items officer related responsibilities.

Responsibilities/Obligations WA-FCCLA State Officers

Completion of your application signals your willingness to commit your time to FCCLA and to uphold behavior expectations appropriate for a State Officer of FCCLA!

If elected, the candidate is **REQUIRED** to attend assigned meetings/conferences and leadership training noted on the **State Officer Calendar** (provided to candidates in this packet). Members who cannot commit to attending the meetings identified should reconsider whether this is a good time to run for a state office.

The elected officer should plan to have a designated time in his/her schedule to meet with the local adviser **each** school day. **Individuals who do not attend the assigned required meetings/conferences may be asked to relinquish their office.**

Washington Family, Career and Community Leaders of America 2021-2022 State Officer Calendar

Your decision to be a candidate for a state office of Washington Family, Career and Community Leaders of America is an important one. The following should assist you in planning and scheduling to avoid conflict with other activities. **Planning, implementing, and participating in meetings and conferences of FCCLA are essential duties of the WA-FCCLA State Officer. All meetings and conferences are **REQUIRED OF EACH OFFICER, AND THEIR ADVISER, unless otherwise stated. FCCLA is an integral part of FCS classes, and time in your classes is important for your personal success and to support your classmates and fellow FCCLA members. It will be necessary, however, for state officers to miss some days of class to participate in state leadership activities.** In addition to the meetings/conferences listed, you may be asked to represent FCCLA at other meetings or activities held in your area. All arrangements for meetings and activities are made in cooperation with the officer, the FCCLA chapter adviser, parents, and the state adviser.

MEETINGS and CONFERENCES	WHO	PURPOSE
**WA State CTSO Leadership Retreat September 12th – 14th	State Officers Advisers to State Officers	<ul style="list-style-type: none"> • Develop leadership skills • Plan for National Leadership Conf. • State Program of Work • Plan state projects and check uniforms • Fall and Spring Regional Meeting - VP
**Regional Fall Planning Meeting Optional September/October (Date set by region)	State Officers Advisers to State Officers	<ul style="list-style-type: none"> • Meet with other officers and advisers • Plan Fall Regional Meeting
**Fall Regional Leadership Meeting October 2021 (Date set by region)	State Officers Advisers to State Officers	<ul style="list-style-type: none"> • Implement Fall Regional Meeting
(Recommended) Capitol Leadership Conference November 4, 2021 Washington D. C.	State Officers Advisers to State Officers	<ul style="list-style-type: none"> • Leadership and Advocacy Training
National Fall Conference, (Recommended) November 5th – 7th Washington DC	State Officers Advisers to State Officers	<ul style="list-style-type: none"> • Leadership Training • Competitive Events
**November Executive Meeting November 7th & 8th, 2021 - tentative Wenatchee, WA	At-Large Officers only Advisers to At-Large Officers	<ul style="list-style-type: none"> • Plan: State Leadership Conference • Regional STAR Events • Review Program of Work goals
**Regional STAR Events January 2022 (Date set by region within state guidelines)	State Officers Advisers to State Officers	<ul style="list-style-type: none"> • Conduct STAR Events
(Recommended) Civic Advocacy Day January 27th and 28th, 2022	State Officers Advisers to State Officers	<ul style="list-style-type: none"> • Meet with Legislators • Advocate for FCS and CTSOs
**Spring Executive Council March 14-15, 2022 - tentative Wenatchee, WA	State Officers Advisers to State Officers	<ul style="list-style-type: none"> • Finalize State Leadership Conference plans and evaluate year's work
**State Leadership Conference March 16-18, 2022 - tentative Wenatchee, WA	State Officers Advisers to State Officers	<ul style="list-style-type: none"> • Share year's activities and present awards • Conduct spring regional meeting and elections of state officers