



State Executive Council Candidate Handbook



Welcome to the Michigan FCCLA State Executive Council (SEC) Application! We are excited that you are interested in joining our team of talented student leaders. Once your application is submitted, you will be contacted to schedule your interview with the State Staff. We look forward to meeting you! Thank you for your dedication to FCCLA!

Requirements:

- Be an active and affiliated member of a Michigan FCCLA Chapter
- Minimum of one semester completed in Family and Consumer Sciences (FCS), Early Childhood, Ed General (Teacher Cadet), Fashion Design, Culinary Arts, or Interior Design
- Completed Power of One ***waived for 2023-2034***
- Be a current sophomore or junior
- Have a passion for FCCLA and willingness to work hard for FCCLA members!

Required Activities:

- CTSO State Officer Training: May 6-8, 2023 | Location TBA
- SEC Training: September 2023 | Location TBA
- Fall Leadership Conference: 2 days in November 2023 | Location TBA
- SEC Training: January 2023 | Location TBA
- State Leadership Conference: 3 days in March 2024 | Grand Rapids, MI
- Other events, as notified by State Staff

Optional Activities:

- National Leadership Conference: July 2-6, 2023 | Denver, CO
- Capitol Leadership: October 9-11, 2023 | Washington, D.C.
- National Fall Conference: November 10-12, 2023 | Birmingham, AL
- National Leadership Conference: June 29 - July 4, 2024 | Seattle, WA

Requirements for State Executive Council Advisers:

- Assist the SEC member with securing transportation and excusing absences as needed. All State Executive Council events qualify as "School Business"
- Proofread articles and correspondence as requested by the SEC member
- No conference attendance is required of SEC Advisers

State Executive Council Positions:

All state officers shall attend the meetings of the State Executive Council, share in program planning, assist with regional activities, attend leadership training workshops, attend the Fall Leadership and State Conferences, and upon request of Michigan FCCLA, make visits as requested by new chapters, and serve on special committees as designated by the State FCCLA State Executive Council representing the state association.

Candidates will not run “for” a specific position; candidates running for a place on the State Executive Council may indicate position preferences in their Candidate Information Form. A candidate must be willing to serve in any position to be eligible for the State Executive Council.

State President

- The President shall preside over all meetings of the State Association and will lead opening and closing ceremonies. The President shall work with the State Executive Council and State Staff to promote programming opportunities to members across the state.

First Vice President

- The First Vice President shall assume the duties of the President in their absence and may assist with presidential duties as needed. They shall maintain minutes at all meetings of the State Executive council and may also be asked to develop and send out thank you notes and other correspondence as directed by state staff.

Vice President of Membership

- The Vice President of Membership shall work with the State Executive Council to develop and facilitate membership initiatives and outreach to new members and chapters.

Vice President of Competitive Events

- The Vice President of Competitive Events shall work with the State Executive Council to develop materials encouraging members to participate in STAR Events, National Programs and personal achievement awards.

Vice President of Programs

- The Vice President of Programs shall work with the State Executive Council and State Staff to develop and promote opportunities for industry immersion and connections between the state association and FCCLA’s major career pathways.

Your Responsibility To...

1. The Organization and Members

- Your foremost responsibility as an officer is to represent all FCCLA members throughout the organization.
- As a state officer, you have the challenge to provide guidance, leadership and inspiration to all FCCLA Members. You are charged with the responsibility of projecting yourself as a professional student leader.
- Many eyes are watching! The way you conduct yourself is a direct reflection of the state association. You will have the opportunity to inspire members on a personal and professional level - remember this in your contacts with other people.

2. The State Executive Council

- The other state officers will act as a very important support group during your term. Often, only they can relate to the problems and situations you are experiencing.
- The success of the team depends on everyone's collective ability to work together. You are all leaders and often you will need to compromise for the good of the organization. After a decision is made, it is your responsibility to support that decision. The State Executive Council must present as a united collective group.
- If there is a problem with another officer, talk it out immediately. When rooming together, respect everyone's space and possessions. Small problems that aren't immediately resolved or taken care of can grow into larger problems. The state coordinator should be promptly alerted to any issues that cannot be immediately resolved.
- It is your duty to frequently correspond with other members of your team, as to the progress you are making and as to the activities undertaken.

3. State Staff

- The Michigan FCCLA State Coordinator will be working to make your term as an officer a successful and rewarding experience for you, and will assist your efforts whenever possible. Take advantage of the help. Don't wait until the last minute to ask!
- Send in all reports and requested information on time. Check your SEC email **frequently** and **promptly** to ensure that you are up to date with the latest communication from the state staff.

- Copies of all FCCLA correspondence must be copied and sent to the State Coordinator for approval prior to sending anything out on behalf of Michigan FCCLA.
- Be on time to all meetings and activities. Keep State Staff informed as travel plans change. You (or your school) are responsible for arranging transportation to and from events.

4. Your Chapter

- Because of the many Michigan FCCLA activities you will be actively involved in, you will have less time than you would like to spend on local activities.
- During your term of office you are **not** to hold any office on the local level. Encourage others to learn by being a chapter officer.
- During state activities you are a member of the State Executive Council and not a member of your local chapter. This will mean missing chapter meetings and activities.
- It is extremely important that you keep your chapter adviser informed of your activities at all times. It is suggested that you schedule a ten minute meeting with your adviser each week for the purpose of discussing your activities.

5. Your Employer

- You are responsible for requesting time off for FCCLA activities as soon as possible. “I have work” is not an acceptable excuse to miss a SEC obligation.
- Keep employers informed of your FCCLA activities. They will be supportive, if they understand what you are doing. Be clear that FCCLA is a “school activity” as opposed to an extracurricular club. All state FCCLA activities qualify as “school business activities.”

6. Yourself and Family

- Remember you have a responsibility to yourself and your family. Keep your parents/guardians and adviser informed of what you do as a State Officer. Their support and guidance is very important to your success.
- In selecting your personal priorities, keep in mind that FCCLA does not take precedence over your education. However, it does take priority over extracurricular activities (including sports) and your employment. Communicate your schedule well in advance with the State Coordinator to develop an understanding of your other obligations. We want you to be involved in your school too!
- Make sure all your school work is completed on time. If more time is needed, work with your adviser and the teacher in question to secure an extension.