

Duties and Responsibilities of State Officers

PRESIDENT:

- Preside over meetings of the State Executive Council
- Preside over State Meeting
- Call special meetings as requested by the State Adviser
- Appoint committees and serve as ex-officio member of them
- Plan luncheon for incoming officers at State Meeting
- Represent FCCLA and make presentations at meetings and special functions as requested by the State Adviser
- Attend National Leadership Meeting including special sessions for State President
- Assist with planning and conducting region meetings in the local region
- Assist with leadership training activities for chapter officers and members

FIRST VICE PRESIDENT:

- Preside over meetings of the State Executive Council in absence of President
- Represent FCCLA and make presentations at meetings and special functions as requested by the State Adviser
- Attend National Leadership Meeting and assume special assignments as requested by the State Adviser.
- Assist with planning and conducting region meetings in the local region
- Preside at region meetings as needed.
- Assist with leadership training activities for chapter officers and members
- Serve on planning committee for State Meeting
- Assist with planning the State Program of Work.
- Promote and publicize events in each issue of Georgia News
- Assist with leadership training activities for chapter officers and members

VICE PRESIDENT FOR MEMBERSHIP:

- Provide leadership in planning and implementing program for membership promotion and development at the State and National level.
- Preside at region meetings as needed.
- Serve on planning committee for State Meeting
- Assist with planning the State Program of Work.
- Promote membership in Georgia News
- Attend National Leadership Meeting and assume special assignments as requested by the State Adviser.
- Assist with leadership training activities for chapter officers and members

VICE PRESIDENT FOR PROGRAMS:

- Preside at region meetings as needed
- Serve on planning committee for state meeting
- Send articles to Georgia News from each region meeting or event
- Promote activities at the region level
- Attend National Leadership Meeting and assume special assignments as requested by the State Adviser
- Assist with planning the state program of work
- Promote statewide participation in state and national projects and competitions
- Serve as chairman of National Projects review and selection committee for special awards
- Promote and publicize events and national projects in each issue of Georgia News
- Coordinate selection of State Projects

VICE PRESIDENT FOR COMMUNITY SERVICE:

- Preside at region meetings as needed
- Serve on planning committee for state meeting
- Send articles to Georgia News from each region meeting or event
- Promote activities at the region level
- Attend National Leadership Meeting and assume special assignments as requested by the State Adviser
- Assist with planning the state program of work
- Promote statewide participation in Community Service Award and other related programs
- Serve as chairman of Community Service Award review and selection committee for special awards
- Promote and publicize community service projects in each issue of Georgia News
- Assist with leadership training activities for chapter officers and members

VICE PRESIDENT FOR COMPETITIVE EVENTS:

- Preside at region meetings as needed
- Serve on planning committee for State Meeting
- Send articles to Georgia News from each region meeting or event
- Promote competitive activities at the region level
- Attend National Leadership Meeting and assume special assignments as requested by the State Adviser
- Assist with planning the state program of work
- Promote statewide participation in state projects and competitions
- Assist with region and state STAR Events competitions
- Serve on review and selection committee for all competitive events
- Select appropriate awards (ribbons, plaques, etc.) for winners
- Promote and publicize events and state projects in each issue of Georgia News
- Assist with leadership training activities for chapter officers and members

VICE PRESIDENT FOR PUBLIC RELATIONS:

- Preside at region meetings as needed
- Serve on planning committee for State Meeting
- Promote activities and membership at the region level
- Assist with planning the state program of work
- Serve as managing editor of the Georgia News
- Keep records of chapter articles submitted and published in local papers, Georgia News and Teen Times
- Serve as chair of the public relations committee and select news award winners. Select awards to be given to winners
- Attend National Leadership Meeting and represent Georgia as National Connection Team Member
- Submit articles to Teen Times and Georgia News
- Develop promotional materials for state and national programs and other special activities
- Assist with leadership training activities for chapter officers and members

SECRETARY-TREASURER:

- Preside at region meetings as needed
- Serve on planning committee for State Meeting
- Send articles to Georgia News from each region meeting or event
- Promote activities and membership at the region level
- Assist with planning the state program of work
- Attend National Leadership Meeting and assume special assignments as requested by the State Adviser
- Keep accurate minutes of executive council meetings and State Meeting
- Keep financial records of the organization

- Assist with development of the annual budget and present financial reports to the State Association
- Work with the Vice President for Membership to develop and promote statewide membership campaigns
- Assist with leadership training activities for chapter officers and members

HISTORIAN:

- Preside at region meetings as needed
- Serve on planning committee for State Meeting
- Send articles to Georgia News from each region meeting or event
- Promote activities and membership at the region level
- Assist with planning the state program of work
- Attend National Leadership Meeting and assume special assignments as requested by the State Adviser
- Keep accurate history of the organization (collect all documents and publications such as Teen Times, Georgia News, calendars, and meeting programs and submit them to the archives at the Georgia FFA/FCCLA Center)
- Compile scrapbook and display it at the state meetings and other public exhibits
- Assist with leadership training activities for chapter officers and members

MIDDLE LEVEL REPRESENTATIVE

- Promote the Middle Level Affiliation Program
- Recruit Middle Level Chapters
- Promote involvement in state and national programs by Middle Level chapters
- Promote attendance of Middle Level chapters at national state and regional meetings and events
- Promote and publicize the activities of Middle Level Chapters
- Devise ways to promote middle level networking at major events and meetings
- Send articles to Georgia News from each state meeting or event
- Preside at region meetings as needed
- Serve on planning committee for state meeting
- Promote activities at the region level
- Attend National Leadership Meeting and assume special assignments as requested by the State Adviser
- Assist with planning the state program of work
- Assist with leadership training activities for chapter officers and members

NATIONAL LIAISON

- Serve as a link between the state association, local chapters and the national office
- Promote Georgia participation in Cluster Meeting
- Promote statewide participation in national projects and competitions and scholarships
- Promote statewide participation with national partnership agencies and devise ways to recognize chapters for this work
- Promote statewide participation in the national outreach project
- Serve as co-chairman of National Projects review and selection committee for special awards
- Preside at region meetings as needed
- Serve on planning committee for state meeting
- Send articles to Georgia News from each region meeting or event
- Promote activities at the region level
- Attend National Leadership Meeting and assume special assignments as requested by the State Adviser
- Assist with planning the state program of work
- Promote and publicize events and national projects in each issue of Georgia News
- Assist with leadership training activities for chapter officers and members