



# Sample FCCLA Officer Duties

The current team of FCCLA officers is often referred to as an executive council. The council may include president, vice-president(s), secretary, treasurer, and any other officers needed to help the chapter function smoothly and reach its goals. The following officers and responsibilities are provided as samples. Duties, officers, and positions may vary by chapter.

## **PRESIDENT**

1. Works with the executive council and adviser to develop an agenda for each meeting.
2. Presides at chapter and executive council meetings using the adviser-approved agenda and basic parliamentary procedure. Starts meetings on time and keeps them moving.
3. Assists in group decision-making through member participation.
4. Sees that necessary committees and subcommittees are formed and committee chairs are selected. May serve as an ex-officio member on committees.
5. Knows the responsibilities of all officers and committee chairs and keeps them informed of all chapter business.
6. Confers frequently with the executive council, adviser, advisory committee, and other program stakeholders.
7. Checks all plans with adviser and school administrator before taking action.
8. Represents chapter at special school events and district/region, state, and national meetings.
9. Provides opportunities for all members to express ideas and share responsibilities.

## **VICE-PRESIDENT**

1. Assumes the duties of the president in the president's absence.
2. Assists the president as needed.
3. Works with the program planning committee to help members develop and plan a chapter program of work that will meet the needs and interests of the chapter, school, and community.

## **SECRETARY**

1. Keeps accurate and complete minutes of all chapter and executive council meetings and activities.
2. Makes minutes and other chapter resources (committee lists, activity calendars, bylaws, etc.) available to the membership by reading, posting, or circulating as determined by the chapter bylaws.
3. Keeps attendance at chapter and executive council meetings. Keeps a current list of affiliated members.
4. Reminds president of any unfinished business prior to the next meeting.
5. Counts and records chapter votes.
6. Assists adviser in processing chapter affiliation forms.
7. Helps create and distribute membership cards to affiliated members.

## **TREASURER**

1. Keeps an accurate record of all chapter income noting date received, source, and amount. Gives receipts to chapter adviser.
2. Assists adviser in collecting and submitting state and national dues in advance of deadlines.
3. Records dues (local, district/region, state, and national) when paid by each member. Communicates records to secretary.
4. Keeps an accurate record of receipts for all money paid out, to whom it was paid, and the amount.
5. Prepares and presents a Treasurer's Report (4.12) for each business meeting.
6. Works closely with the chapter adviser to manage chapter funds.
7. Works with the fundraising and program committees to prepare a chapter budget. Presents tentative budget and fundraising plans for chapter approval.