

## **President**

- Consults with DECA Advisors before meetings for information on upcoming events, etc. (Wednesday before officer meeting)
- Leads Officer meetings
- Puts motions to a vote and announces outcome
- Make weekly officer meeting agendas (creative, fun, etc.)
- Creates check-off list for officers and keeps track each month (Communications, Competitive Events, Finance, Membership) on Google Doc
- Coordinate manual mentors
- Appoints committees when authorized to do so
- Determine the need for and call any SPECIAL meetings
- Helps any other officer or DECA Advisors as needed
- Coordinate and guide the efforts of all other officers
- Make sure everything is done and if it is not then you are responsible for getting it done!!
- Creates Speaking Orders for Chapter meetings
- In charge of the Advisory Board/Parent Breakfast
- Creates Script for the DECA Banquet
- Represents the organization at school and civic events as a LEADER!!

## **Vice President**

- Consults with DECA Advisors before meetings for information on upcoming events, etc. (Wednesday before officer meeting)
- In charge of running meetings when President is absent
- Sees that time limits are observed
- Update Google Doc during officer meetings
- Handles the discussions in an orderly way
  - Everyone gets to speak
  - Gives pro and con speakers an opportunity to speak
- In charge of putting together the Chapter meeting Box: include all contents—chapter agendas, sign in sheets, 2 copies of PowerPoint, 2 copies of speaking order, pencils, tape, flags to mark off seats, member of the month materials, camera, video camera, tri-pod, raffle tickets and bucket for ticket, chick-fil-a certificates, biscuits, etc.)
- Makes Monthly Chapter Agenda by due date
- Take notes from meetings and other important events in addition to secretary
- Creates check-off list for officers and keeps track each month (Technology/Social Media, Event Coordinator, Finance, Secretary)
- Creates certificates, handout of awards, and program for the DECA Banquet.
- Helps any other officer or DECA Advisors as needed
- Represents the organization at school and civic events as a LEADER!!

## **VP Secretary**

- Secretarial Duties: Receive help from Vice President
  - Celebrates DECA Officer birthdays
  - Types minutes DURING officer meeting and emails to officer group & Advisors
    - DECA Officer Meeting, Date of meeting, Topics discussed, dates known, any additional information needed, must be professional minutes!
  - Keeps attendance records at each DECA officer meeting
  - Keeps attendance records at Chapter Meetings
    - Types up names by teacher in excel document and save in the Chapter Meeting attendance folder on L:Drive
    - Prints and distributes DECA Bonus points to teachers
  - Print Certificates for Participation at Conferences
  - Helps plan and organize with advisors non-competitive events
  - In charge of themed baskets for Fall leadership and State Competition
  - Help with DECA week activities—with help from Event Coordinators
  - Willingness to support and communicate with all officers and send officer emails/texts
  - Prepares end of the year “accomplishment newsletter” to have at the banquet and sent to all professional members –do this as the year goes on!
  - Help arrange field trips
  - Arrange all paperwork –insurance binder and forms
  - Writes thank you’s to all people involved with DECA
    - In charge of thank you’s and newsletters getting to each professional member and advisory board members.

## **VP Membership**

- Membership Duties: --receive help from President!
  - Is in charge of the DECA membership binder(s) (student, professional, alumni)
  - Distributes membership cards and pins
  - Is in charge of Membership Processing on DECA website
  - Develop and maintain a relationship with community members (professional members, etc.).
  - Be in charge of getting 10+ business professional members
  - Creates and implement marketing campaigns (student, professional, and alumni members)
  - Creates and implements incentives to increase meeting attendance
    - \*\*Drawings, breakfast, etc.
  - Determines DECA member of the Month, “award” and creates certificate ( discussed at meeting)
    - Picture for PowerPoint, gift card, certificate
  - In charge of obtaining talent or game for each chapter meeting
  - Represents the organization at school and civic events as a LEADER!!

## **VP Finance**

- Plan to stay after and come in early to work on finances with advisor
- Collects money and writes receipts for membership dues, t-shirts and other items
- Assist with DECA t-shirt orders/payments/deliveries (tag all shirts on day of delivery)
- Assists Event Coordinator in finances with fundraisers
- Requests funds/turns in receipts from/to the LHS bookkeeper
- Counts/rolls all money—assign people to help if needed
- Utilize organizational tray for paperwork (check it weekly)
- Save all financial records on L:Drive
- Record keeping of all financial transactions and does monthly reconciliation
  - Updates the financial record binder with every deposit and withdrawal
- Represents the organization at school and civic events as a LEADER!!

### **VP Communications: (2 people)**

- Creates and hangs “Welcome” and “Join DECA” posters the week before school starts back.
- Create PPT for meetings—make sure it is done by the due date
  - Creates Flyers for Chapter Meetings
- Create meeting flyers and promotes special meetings
- Photographer (take pictures at EVERY FUNCTION/print pictures /download on L: drive) –one must attend every event.
  - One must attend every event to take pictures
- Makes flyer, announcement, and any other promotional items to be hung/completed by at least ONE week before the event.
- Forms committees to create and hang posters, flyers and/or commercials for each event
- Publicize for DECA Week and all events
- Communicates with community businesses, administrators, teachers, other students, and notify parents with updates and volunteer requests (work w/ membership)
- In charge of special newsletters and thank you’s
- DECA Scrapbook: minimum of one page per month/event –keeps a cumulative file of clippings, pictures, charts, copies of special programs, etc.
- Monthly news release with photos (FC News and School paper), due 7 days after event. Obtain contacts in August!
- Sends chapter news and happenings to the State Reporter and DECA Headquarters
- In constant contact with LHS Newspaper (article in each edition) and Yearbook (all events)
- Creates an End of the Year Slide Show
- Monthly hall bulletin board/classroom bulletin board: DUE on the 10<sup>th</sup> of each month (TBD)
- Update’s bulletin boards in teacher classrooms before school gets out for the previous year.
- Create locker decorations and hang before all events
- Represents the organization at school and civic events as a LEADER!!

### **VP Competitive Events: (2 people)**

- Organize all competitive event material
- Scan in prior year manuals
- Distribute Study material and keep records
- Check in material when returned after Regions, State, and ICDC
  - Create a bin or system of “turning in material”
- Write pre conference thank you’s to chaperone’s and post conference thank you’s that competitors sign.
- Order DECA Blazers if needed, label and organize. Create Check out sheets and contracts
- Read and help edit manuals (obtain a committee of professional members), contact alumni members
- Prepare role-play practices
  - Make role-play practice binder to keep materials organized
  - Attend all practices
  - Choose role-play’s and get copies made
  - Make tips and hints –put in role-play practice binder
  - Make a “How to Run a Role-Play Practice” sheet for officers who will be running the meetings
  - Keep attendance of competitors
- Put together a schedule of events for ICDC
- Send out messages to competitors reminding them of dates and things due
  - Prepare reminders to send to competitors about events.
- Create a note to wish competitors good luck for competition!
- Write thank you’s to all people who help with competition (professional members who listen to presentations and all chaperones)
- Represents the organization at school and civic events as a LEADER!!

## **VP Technology/Social Media**

- Make weekly electronic announcements & put on 4 flash drives
- Creates and maintains DECA website that contains all information (2<sup>nd</sup> Monday of each month)
  - All Member forms, officer info/contacts, yearly calendar, pictures
  - Fundraisers, calendars/dates, pictures, important events/reminders
- Maintains DECA email database: inputs new member emails and sends emails each month for reminders (Monday for Chapter meeting), before events, etc.
- Assists the VP of Communication officers with the monthly news release (FC News and School Paper)
- Help VP Membership with conference registration and membership processing
- Brings music/technology/camera/video camera to each meeting
  - Make sure cameras have batteries before events and the video tape is charged.
  - Email Ryan Wason Monday about microphone
  - Talk to David Smith about Tripod
- Find someone to Video tape meeting, You will run the PowerPoint for the meeting, make sure communications takes pictures
- Run and update the Social Media for Lambert DECA. Refer to GA DECA and National DECA for ideas and other chapters. Create incentives for people to join our social media groups/pages/etc.
- Create a video of Competition (Region/State)
- Video tape manual competitors at ICDC
- Represents the organization at school and civic events as a LEADER!!

## **VP Event Coordinator**

- Coordinate events for DECA (fundraisers to raise money for the chapter and before conferences, holidays, etc.)
- Help with any events LHS DECA works on (Holiday Party, LHS Pageant, Football Game, Basketball Game, etc.)
- Create Social Events
- Help with Civic Events (monthly) –help communications with promotions
- DECA Week Activities “Person-in-charge” (assign people to the different days)
  - Promotion Day
  - Teacher Appreciation
  - Member Day
  - Administration Appreciation Day
  - Student Body Day
- Arranges for refreshments for each meeting and gets all other materials ready for meeting
- In charge of getting the meeting box together \*\* Agendas-from President, print sign in sheets (each teacher per period), pens, raffle tickets, etc. (List on L Drive)
- Plan beginning of the year social, holiday social, and end-of-the-year social
- Help advisor plan the end of the year banquet
- Creates DECA Direct worksheets each month
- Represents the organization at school and civic events as a LEADER!!