

# **DECA OFFICER APPLICATION**

To apply for a DECA office, you must complete all of the following and submit to the DECA advisor by the deadline established. Date due September 1<sup>st</sup> at 10am

## **POSITIONS:**

## **OFFICER REQUIREMENTS:**

### **Chapter Officers:**

Lead bi weekly (or as needed) officer meetings

Be willing to contribute to furthering the goals of the chapter as a whole

Unable or unwilling to complete the assigned duties will be replaced at the discretion of the advisor and officer team

Are expected to attend and be involved at as many DECA functions as possible, it is very important that the officer team has a strong visible presence

### **In addition, as a new officer you agree to the following:**

Officers must maintain or increase their current grades in all classes or grade point average.

All officers serve at the discretion of the advisors. Officers who do not meet the "expectations of an officer" and "expectations of a DECA officer position" will receive two warnings, one verbal and one written. Further occurrences will result in the said officer being relieved of their duty

### **President:**

Set up a yearly calendar at the end and beginning of the school year with adviser (fundraising, meetings, competition dates, money due dates, etc.)

Hand out monthly calendars to both officers and DECA members at the beginning of each month

Supervise and present a chapter project

Establish a list of fundraisers, dates and plan of action for the year

Attend all officer meetings

In charge of one DECA event (does not include chapter projects)

Oversee implementation of DECA week

Meet with DECA sponsor for a weekly review of activities

Run meetings

Attend, at a minimum, the regional and state level competitions and any DECA state leadership conferences that the chapter attends

Be willing and able to attend a majority of DECA trips/activities outside of class time, being highly visible to the membership at large

Other duties as assigned

### **VP of Leadership**

Assist in planning and implementation of Regional and State competition

Work directly with president for all activities

Attend, at a minimum, the regional and state level competitions  
In charge of one DECA event during the school year  
In charge of public relations  
Complete membership drive campaign (complete during the fall)  
Other duties as assigned

**VP of Marketing:**

Make sure ALL events are properly promoted  
Communicate event results to school and community  
Make sure DECA is a presence throughout UCEC  
In charge of social media and branding of UCEC DECA

**VP of Hospitality**

In charge of all food and decor related to events including getting sponsorships for such items  
**MUST be on the coffee cart staff ( SBE) and work directly with coffee cart manager**

**VP of Career Management**

**Must serve on the advisory board for Career Management**

In charge of fall career rotations and guest speakers  
Promote scholarship opportunities for DECA members  
Assists in the Junior Career Luncheon  
Coordinates with local businesses for opportunities for volunteer hours and /or employment opportunities and promotes said opportunities to the DECA members

**VP of Finance**

In charge of maintaining books  
In charge of business sponsorships and/or relationships  
Keeps charge of weekly cash reports and activities  
Make daily and weekly account reports to sponsor  
Attend, at a minimum, the regional and state level competitions  
Other duties as assigned

**Secretary:**

Communication for recruitment and meetings (announcement read and posted on television)  
Records of memberships  
Record for fundraisers  
Type meeting agendas and minutes  
Articles to school paper and local good news  
Announcement on television and posted on television  
Attend, at a minimum, the regional and state level competitions  
Other duties as assigned

# DECA Officer Expectations

(All Officers)

Attend all meetings and functions of DECA on time and be an active participant.

Act as a leader to DECA members and within the Union County community.

- Attend Officer Meetings as scheduled.
- Check in with the advisor at least twice a week for anything that needs to be worked on.
- Organize files of your position in filing cabinet. (online drive)
- Present a positive and motivational attitude.
- Respect other points of view and criticism.
- Respect Advisors' role.
- Treat officers, members, and advisors the way you wish to be treated.
- Inform the advisor of all issues that could have the potential of harm to DECA.

Communicate conflicts with people as they happen. *Cool off, think, stop, and proceed to solve.*

Write monthly goals regarding your position and complete a written report (due on Friday for the following week).

- As you make decisions, remember who we are in service to ... the members, our peers, and community.
- Give praise.
- Complete assignments in a timely fashion.
- Use acceptable tones with DECA officers, members, and advisors.

- Be part of the solution and not part of the problem.
- Other tasks assigned by the advisor.

Personally approach all DECA members to communicate information and assist members when needed.

- Attend all officer training and bonding activities.

### **DECA OFFICER APPLICATION – STUDENT QUESTIONS**

Your packet must be typed. Include a cover page with your application. Please answer the following:

NAME

Grade level:

Current GPA

Position you are most interested in

WHY DO YOU WANT TO BE AN OFFICER?

WHY DO YOU THINK YOU WOULD MAKE A GOOD OFFICER?

Please share your extra-curricular responsibilities (other than DECA):

What do you consider your strengths? Why?

What do you consider your weaknesses? Why?

Share your goals for your desired position:

Share your goals for the chapter:

### **DECA OFFICER APPLICATION**

### **PARENT ACKNOWLEDGEMENT FORM**

Your son/daughter is planning on applying for an officer position in the UCEC DECA chapter. Please read the attached form that lists the responsibilities of each position. We want you to be aware of the commitment that is required of your child if he/she is selected as an officer. Some of the requirements include, but are not limited to:

Meet at the high school during all required meetings

Develop and lead various activities for the chapter

Attend various DECA activities and conferences

Attend, at a minimum, the Regional and State level conferences

I \_\_\_\_\_ authorize my child, \_\_\_\_\_

to apply for the 2017-2018 Officer Team.

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

***Statement of Commitment to be  
“better than good”***

I \_\_\_\_\_ (student name) am aware of the great commitment that I am about to take upon myself. I am prepared emotionally and mentally for the task(s) that will be before me, and I am prepared to become a member of the one and only UCEC DECA officer team. As an officer I am committing myself to excellence and am aware of the requirements in the application packet.

If I am selected by Ms. Schmitt and my DECA peers DECA, I will be Committed to all of these requirements and I am prepared to accept the responsibilities that come with representing UCEC and DECA.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## DECA OFFICER APPLICATION

### REFERENCE FORM

Please complete the following reference form for \_\_\_\_\_ and return directly to Ms. Schmitt. This form will be used as part of the DECA officer selection process and will not be shared with the student.

Please check the appropriate box for each quality or skill listed.

Qualities/Skills	Superior	Above Average	Average	Below Average	N/A
Character					
Cooperation					
Initiative					
Time management skills					
Ability to work with others					
Leadership skills					
Communication skills					
Problem solving skills					
Organizational skills					
Computer knowledge					

Please provide any additional comments below. Thank you for your time.

Signature

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Position/Course Taught

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Date

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