**Hitchcock-Tulare FCCLA Officer Application**

**Name:**

**Year in School:**

**Rank the following positions from highest to the lowest (1-8).**

|  |  |
| --- | --- |
| **President**   * Preside over chapter meetings * Keep meetings lively and organized * Create committees as needed * Work cooperatively with other officers, members and committees chairs and ensure responsibilities are followed through * Know the duties of all officers and committees and delegate accordingly * Start meetings on time * Represent the chapter in a responsible and professional manner | **Vice President**   * Assume president’s responsibilities in president’s absence * Assist president as needed * Help keep meetings organized * Work with other VPs and committees to carry out projects, responsibilities |
| **Vice President of Community Service**   * Promote chapter community service projects * Coordinate committee chairs of varies community service projects * Organize and supervise community service-related projects * Become familiar with state and national FCCLA Outreach projects | **Vice President of Fundraising**   * Promote chapter fundraising projects * Coordinate committee chairs of varies fundraising projects * Organize and supervise fundraising-related projects * Organize and help the chapter advisor with concession stand ordering and assigning workers |
| **Vice President of Membership**   * Assist the treasurer in collecting chapter dues * Work with chapter officers to develop membership campaign * Recruit new members * Distribute locker signs * Work with chapter adviser to complete membership forms * Encourage individual members to apply for awards | **Vice President of Finance**   * Keep accurate financial records * Prepare a treasurer’s report for each business meeting * Assist in collecting dues an any other transactions * Work with Vice President of Fundraising |
| **Vice President of Public Relations**   * Gather information for Press Releases * Take photos at events * Keep FCCLA bulletin board up-to-date * Send adviser items to post on the school website * Make announcements on Social Media Page along with the school website | **Secretary**   * Keep accurate meeting minutes * Email meeting minutes to the president and adviser following each meeting * Keep attendance records * Remind officers of unfinished business * Work with VP of Public Relations * Count and records chapter votes |
| **Junior High Representative**   * Promote membership and involvement of junior high FCCLA members * Represent junior high members in conducting state business * Chair state junior high activities. | |

**Please answer the following questions below**.

1. I would like to become an officer because:
2. Previous FCCLA experiences I have had as a leader and/or officer are:
3. Leadership experiences I have had in the community, church and school are:
4. If I was elected to an office, I would like to see our chapter:

5. The thing I enjoy most about FCCLA is:

**Please return to Mrs. Johnson by Friday, May 3rd**