**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
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| **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
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| **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
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| **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.
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**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**