Individual Officer Responsibilities

**President**

* Preside over meetings according to accepted rules of parliamentary procedure
* Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Work
* Represent the chapter in public relations and official functions
* Run weekly chapter officer meetings and monthly chapter meetings
* Communicate all events/reminders to members, communicate club announcements (social media or Remind or GroupMe)
* Prepare and post the agenda for each chapter meeting with secretary
* Prepares and hands out all awards

**President Elect**

* Assume all duties of the president if necessary
* Develop the Program of Work and serve as an ex-officio (nonvoting) member of the POW committees.
* Coordinate all committee work
* Work closely with the president and advisor to assess progress toward meeting chapter goals
* Submit Alumni Membership Forms by the deadline, if the chapter nominates someone
* Submit AZ FCCLA member of the month each month and notify the officer team when completed
* Organize and announce BHS FCCLA member of the month

**Recruiter/Membership**

* Organize and implement FCCLA Membership recruitment each quarter leading up to registration
* Organize and implement recruitment visits
* Prepare a booth for 8th grade orientation night
* Prepare and organize booth for class fair
* Organize and implement a recruitment plan for 8th grade CTE Tours

**Secretary**

* Prepare and post the agenda for each chapter meeting with president
* Prepare and present the minutes of each chapter meeting
* Be responsible for chapter correspondence (thank you letters, invitations)
* Maintain member attendance and activity records and issue membership cards
* Maintain a Chapter Secretary Notebook to include: minutes, copy of the Program of Work, copies of the chapter constitution and bylaws

**Treasurer**

* Receive, record and deposit FCCLA funds and issue receipts
* Present monthly treasurer's reports at chapter meetings
* Collect dues and special assessments
* Maintain a neat and accurate Official FCCLA Chapter Treasurer's Book
* Coordinate fundraising events with other members
* Complete fundraising forms
* Coordinate and seek approval from administration
* Complete official chapter budget form

**Reporter/Public Relations**

* Contact businesses for fundraisers/sponsorships
* Plan all advertising (announcements, flyers, Remind, social media, etc)
* Publish a chapter newsletter
* Works with historian, send local stories to area, district and state reporters
* Works with historian, send articles and photographs to FCCLA State Organization and other national and/or regional publications
* Able to compete in Chapter in Review STAR event
* Maintain and update FCCLA bulletin boards with historian and recruiter

**Committee Chair**

* Maintain calendar of events (POW-Program of Work)
* Plan and coordinate officer events and team building (dinners, traveling, conferences, workshops, etc.)
* Organizes community service projects
* Oversees state and national programs (including Lead 2 Feed)

**Parliamentarian**

* Assist the president in maintaining order
* Ensure that parliamentary law is used at each of the chapter and officer meetings
* Welcome guests and visitors and prepare sign in and sign out sheets
* Assist with special events and refreshments
* Organize and conduct any elections held by the chapter
* Work with members interested in Leadership Enhancement Opportunities and promote involvement

**Senator**

* Assist with the activities of the chapter, especially school-wide events
* Represent the chapter in official functions and attend senate meetings held by student government
* Maintain records of chapter goals and position on school-wide events, initiatives
* Help design chapter t-shirt by working with members to secure ideas for the shirt
* Logs leadership points

**Historian**

* Serve as the chapter photographer
* Able to competes in Chapter in Review STAR event
* Works with reporter, send local stories to area, district and state reporters
* Works with reporter, send articles and photographs to FCCLA State Organization and other national and/or regional publications
* Update website
* Maintain and update FCCLA bulletin boards with reporter

**Member at Large**

* Assists other officers with responsibilities
* Assumes officer position if vacancy occurs
* Organizes and completes chapter achievement including but not limited to: constitution, membership affiliation, rosters, program of work, event registration, Power of One, formal invitations, state officer visits, nomination forms, scholarships, etc.