

CHAPTER OFFICER POSITIONS

CHAPTER PRESIDENT

1. Presides over chapter and executive council meetings.
2. Plans the agendas for chapter meetings.
3. Appoints committees, after consultation with the advisor.
4. Serves as an ex-officio member to all committees.
5. Coordinates the chapter program of work with region and state programs and activities.
6. Represents FCCLA at school student council meetings.
7. Assists in documentation for Golden State Degree Program.

CHAPTER VICE PRESIDENT

1. Assists the president in all ways possible.
2. Presides over the chapter meetings in the absence of the president.
3. Encourages the chapter to plan and conduct activities focusing on the State Project Thrusts selected by the State Executive Council.
4. Works cooperatively with the region vice president to plan and lead quality programs and projects.
5. Conducts chapter election under the guidance of the chapter advisor.
6. Assists with the preparation of the chapter's Honor Chapter Application.
7. Reviews the chapter by-laws for necessary revisions.

CHAPTER SECRETARY

1. Takes roll at chapter meetings.
2. Keeps accurate minutes of chapter and executive council meetings.
3. Serves as chairperson of the membership committee.
4. Keeps a current and accurate membership roster.
5. Assists the advisor in preparing affiliation materials and other appropriate materials to submit to the state office.
6. Develops evaluation forms for chapter activities, compiles results and prepares a report.
7. Prepares nominations for deserving individuals to receive recognition.
8. Assists with the elections of new officers.
9. Maintains chapter point system.

CHAPTER TREASURER

1. Prepares a budget in cooperation with the advisor.
2. Keeps current and accurate financial records.
3. Prepares a financial report for each meeting.
4. Establishes a procedure to collect membership dues and other funds. Issue receipts.
5. Deposit funds and complete payment of chapter expenditures.
6. Assists chapter advisor in submitting membership dues to the State Association.
7. Develops and conducts fund raising activities.
8. Plans and coordinates recreational activities.

CHAPTER HISTORIAN

1. Keeps an accurate written history of chapter activities.
2. Maintains a scrapbook of chapter activities.
3. Prepares exhibits for display at school and in the community.
4. Coordinates activities to observe National FCCLA Week during the second full week in February.
5. Promotes the Competitive Recognition Events program.

CHAPTER REPORTER

1. Writes and submits articles to the region reporter for the region newsletter.
2. Writes and submits articles to school, local and district newspapers.
3. Works cooperatively with region reporter to submit articles for other publications.
4. Prepares news releases and spot announcements to publicize chapter projects and activities through local newspapers and other media.
5. Promotes Golden State Degree Program. Assists in documentation.