# DECA Officer Candidate Application Form

Process: Applications Due by 3:00 p.m. on date listed on the DECA Calendar in Class
Turn into Mrs. Vetter

**Directions**: Select your primary consideration. If you wish to be considered for another position, complete another separate form. Indicate your first preference by entering 1<sup>st</sup> preference in the space before the position listed below (2<sup>nd</sup> on the form for your 2<sup>nd</sup> preference and so forth).

Name of Candidate: _		Junior	Senior
Office Seeking: Must	attend monthly Meetings on third Wedn	nesday of each m	onth 3:00 - 3:30
	Recruitment officer		
	Social Media Specialist (manage soc	cial media, publi	c relations etc.)
	Senior Event Coordinator		
	Junior Event Coordinator		
	DECA Secretary		
	Senior DECA Reporter/Photographe	er	
	Junior DECA Reporter/Photographe	r	
Class Reps			
	1st Hour Class Rep - Management C	lass	
	2 <sup>nd</sup> Hour Class Rep - Marketing Class	SS	
	3 <sup>rd</sup> Hour Class Rep - Marketing Clas	SS	
	4 <sup>th</sup> Hour Class Rep - Marketing Clas	S	
	5 <sup>th</sup> Hour Class Rep - Marketing Clas	S	
	6 <sup>th</sup> Hour Class Rep - Management C	lass	
	7 <sup>th</sup> Hour Class Rep - Management C		

On a separate page, write a short summary answering the following questions:

- 1. Why you are Running for Office.
- 2. Write a platform or information (why they should vote for you) that you would like to be included on the ballot. You can write up to 75 words. Each person voting will read this section before voting.

## Candidate procedure

• Candidates must have this form completed and returned to Mrs. Vetter by 3:00

## Duties and Responsibilities of Officers

- Attend all officer meetings, one meeting per month
- Attend all chapter meetings, one meeting per month
- Attend local activities when possible
- Set a leadership example for the members of the chapter
- Work with other members in the chapter to help them understand what DECA is all about

#### Other Duties and Responsibilities of Officers

#### President

- Plan agenda for each officer meeting with Vice President
- Plan agenda for each chapter meeting with Vice President
- Represents chapter on the student council of Minot High School (one meeting per month)
- Coordinates and guides the efforts of the chapter officers
- Conducts himself/herself at all times in a manner that reflects credit upon the chapter
- Works with the local advisors to plan activities for the year
- Corresponds with the state president monthly
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects Vice President (junior and senior vice presidents must work together)
  - Assist president with organizing and planning meetings and agenda for each officer meeting
  - assists the president and other officers
  - presides over meetings in the absence of the president
  - coordinates and guides the efforts of the chapter officers and members
  - corresponds with the state vice presidents
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects Secretary/Reporter
  - Keeps accurate record of each meeting; types minutes and presents a copy to each officer and the advisor
  - keeps an up to date roll of the members
  - responsible for thank you notes to businesses that make donations to DECA
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects Social Media Specialist
  - manage Facebook, Twitter, and other social media accounts
  - provides information to the state vice presidents for state communication
  - prepares articles for the school newspaper, local newspaper; press releases about projects
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects Reporter
  - Takes pictures of social events, community projects and fundraising projects.
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects Events Coordinator:
  - plan two social events per year, one per semester
  - Develop ideas for fundraising and community service projects
  - Examples: Plans spring banquet/end of year banquet, Christmas event and summer event
- Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects Representatives
  - Communicates current and upcoming events with class
  - Assists with the Coordination of a Community Service Projects
  - work with fund raising activities for the chapter
  - encourage class to participate in DECA activities and projects
  - Assists with the coordination of Social events, Fundraising opportunities, and Community Service Projects