

2009-2010  
STATE EXECUTIVE COUNCIL ADVISER HANDBOOK





May 2, 2008

Dear State Executive Council Adviser:

I am so excited that you are supporting your state/national officer for the 2008-2009 school year. You are a key part of this amazing organization. Without the support of advisors like you this organization would not exist. You will also be playing a key part in the development, character, and experiences that your state officer will be experiencing. I would like to personally thank you for your willingness to take the effort required to be a part of the State Staff. You are an integral part of the decision making process for the upcoming year. Your efforts will not go unnoticed!

This handbook is intended to help guide you through the coming year. It has been prepared as a reference tool to help you benefit from the experiences of others. If you have any questions concerning this handbook, your responsibilities, or upcoming events please feel free to contact me. I hope to make your experience a pleasant one.

Thank you for your dedication and hard work in helping your student get the most out of this year. You are part of a team that will work to make a memorable and successful experience for student and yourself.

Sincerely,

Candace Thurgood  
Utah State FCCLA Advisor

# 2009-2010 State Executive Council Adviser Handbook

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### Case Statement

Use this statement for promoting the organization.

*Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences education.*

# Chapter 1

## State Executive Council Adviser

### A Note to the Adviser

You play a very important role in the state/national officer candidate's experience. It is important for you to be supportive and encouraging. This can be a stressful time for the candidates, so helping relieve the stress by listening, talking, and just being there is a great help.

Encourage your candidate to practice presentations with you and help prepare him or her for question-and-answer sessions. This practice in "thinking on your feet" and expressing facts, thoughts, and ideas will be very beneficial and will help relax nerves when the real situation rolls around.

You will be informed of your officer candidate's specific interview times and locations at the State Leadership Meeting during the State/National Officer Candidate Adviser Orientation, held Thursday morning on the 29<sup>th</sup> of March at 8:30 am.

### Overview

#### Deciding to Run for a State/National Office...

All State/National officer candidates should be given a *2009-2010 State Executive Council Handbook* and a *2009-2010 State Executive Candidate Adviser Handbook* prior to deciding to run for office, these documents are available from the state website at [www.utahfccla.org](http://www.utahfccla.org).

National Officers Candidates and their parents should be made aware of the extent of their responsibilities. The National officer candidate should obtain a copy of the National Executive Council handbook from the National website at [www.fcclainc.org](http://www.fcclainc.org). ***In particular, they should be made aware that National Executive Council members often travel without an adult chaperone throughout the year.*** It is also important that National Officer Candidates understand the responsibilities of serving as a national officer and are willing to make FCCLA their **top priority** during their term.

Officer candidates and their parents should be informed of the liability incurred by members of during activities when the member is a minor, the parent or guardian assumes legal liability.

### Expectations as a State Executive Council Adviser

It's hard to estimate how much time will be required as a state/national officer adviser. That will depend in part on the officer's specific responsibilities, the amount of help the officer needs, and the requests the officer gets to attend chapter, area, and state meetings. If you are running a National officer make sure you obtain the NECA handbook from the national website at [www.fcclainc.org](http://www.fcclainc.org). There you will find a complete discussion of the time commitment and responsibilities of the NEC advisor.

State FCCLA does not cover expenses for adviser travel to any meeting the officer attends. Please discuss the dates off with your school or district CTE director to make sure they will cover your hotel and substitute costs for the meetings that will be a part of your responsibilities. Each district will have a specific policy that addresses these issues. Make sure you are aware of the policy of your district.

### A Final Note

Work with your officer candidate to discuss what things will be like if your candidate is elected or not. Make sure he/she understands being elected isn't everything! Officer candidates can play a big role in the state and chapter no matter what the outcome of the election is. The accomplishments your candidate has achieved by running for a state/national office speaks very highly of their leadership skills and your guidance.

### Nomination and Election

#### The campaign policy:

Campaigning, which includes but is not limited to, soliciting/asking for votes and distribution or posting of printed materials in support of the candidate or bearing the candidates name, including brochures and business cards, shall not be allowed by national officer candidates or their supporters. If a member or adviser of Family, Career and Community Leaders of

America feels that an officer candidate has violated this policy, such violation must be reported, in writing, to the headquarters room at the State Leadership Meeting. A panel consisting of the State FCCLA Board will investigate the allegation. Alleged violations must be reported prior to the close of the voting process. **If the review panel determines the officer candidate or their supporters has violated this policy, that candidate will be disqualified from election. The decision of the review panel is final.**

### **Newly Elected Officer Activities at State Leadership Meeting**

- Getting acquainted and meeting with former and new state/national officers.
- Working with new state/national officers to understand your role as a State Executive Council Member.
- Meeting with state advisor and FCCLA board.
- Participating in photography sessions.
- Rehearsing for installation.
- Preliminary planning for State Executive Council meeting.

### **Activities at State Leadership Meeting for Advisers of Newly Elected Officers**

- Orientation meeting to prepare advisers for meeting in April.
- National Meeting information meeting.
- Recognition at closing general session.

## Chapter 2

# State Executive Council Adviser

It is a tribute to you that your chapter member has been elected to be state/national officer. You play a very important role in the officer's experience. Your key roles of listening, supporting, encouraging and guiding will allow your officer to grow as a distinguished leader and young adult.

In many ways, you'll find the experience different from advising local officers. State/National officers as a whole are generally students who want to affect change in some way. They want to be a part of FCCLA in a leadership positions, but are usually not prepared for the process of running for an office. Therefore, we encourage you to help your student to prepare fully for their position by understanding the duties of a state/national officer.

The state staff assumes a great deal of responsibility for training officers, planning with them and coordinating their work--much more responsibility than is typically assumed at the are level. The State Advisor has primary responsibility for the State Executive Council (SEC).

### Who Is the State Officer Adviser?

The State Officer Adviser is selected by the State Specialist in Family and Consumer Science. A selection committee is selected and an interview process is part of the selection process. The State Officer Adviser is directly responsible for the direction of the state/national officers at all National and State meetings with the help and direction of the officer advisors.

### Supporting Officers

State/National officer advisers have many roles and responsibilities. You will serve as a consultant to help officers prepare for their specific responsibilities throughout the year. Please familiarize yourself with the State Executive Council Code of Conduct, Code of Ethics, and your national officer's specific duties.

### State Executive Council Code of Conduct

State/National Executive Council members' behavior reflects on the image of Family, Career and Community Leaders of America. A State/National Officer's conduct should make a positive contribution to the excellent reputation already established. **The following code of conduct applies to all State/National Executive Council Members.**

#### General Guidelines:

1. Behavior at all times should be such that if reflects credit to you, your school, your state, and the national organization.
2. Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring and citizenship.
3. State Executive Council members' conduct is the responsibility of the local chapter advisers.
4. Smoking is not allowed.
5. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages.
6. Any accidents, injuries, or illnesses should be reported to the local adviser and the state advisor immediately.
7. Officers that mix a trip to include both personal and official business will submit a letter of permission to the state from his/her parent/ guardian. The state officer advisor and FCCLA board will have the final say if the personal business will be allowed.
8. Officers must have their dues paid to National Headquarters by October 1.

**A violation of rules 1 through 8 will subject an officer to probation, or letter of reprimand. Disciplinary process will be followed.**

9. Physical contact with other officers or members is not acceptable. This includes officers and members from other states.
10. All National Executive Council members will observe the 11:30 p.m. curfew.
11. Officers are not allowed in hotel sleeping rooms with other members, officers, or visitors unless they are a designated roommate.

12. State Executive Council members may not purchase, possess, consume or be under the influence of alcohol or illegal drugs at any time. Drinking mock cocktails is prohibited.

**A violation of rules 9 through 12 will subject an officer to immediate suspension; therefore, the officer will be sent home from the conference. Transportation home will be arranged at the officer's expense. Disciplinary process will be followed at a later time.**

13. State Executive Council members are expected to attend all assigned meetings including, but not limited to the fall leadership meeting, USA Leadership Training, National Cluster Meetings, the and National Leadership Meeting.

**A violation of rule 13 may subject an officer to review of his/her duties and may result in removal from office.**

**FCCLA reserves the right to relieve a state officer of responsibilities or remove them from office at its discretion.**

### **Suspension Defined:**

- **Suspension-** shall be interpreted to mean the officer may not be permitted to participate in any state or national activities for a period to be determined by FCCLA Board and State Officer Advisor.

### **Disciplinary Process Defined:**

1. The officer who has committed the offense will be notified immediately and then in written form via certified mail within ten working days following the verbal notification. This information will also be sent to the officer's parent/guardian, local adviser, state adviser, and local principal.
2. FCCLA Board can:
  - a. send letter of reprimand to officer and place letter in officer's file
  - b. place officer on suspension
  - c. remove officer from office
3. The local adviser, parent/guardian shall be notified via certified mail within 10 working days of the decision.  
Note: All correspondence will be sent by certified or registered mail.

### **Code of Conduct/Code of Ethics**

All national officers will be expected to sign and abide by the FCCLA Code of Conduct and Code

of Ethic found in the Forms section of the State Officer Handbook.

## **Officer Responsibilities**

### **President**

The president shall preside over all business meetings of the organization and of the State Executive Council.

At State Executive Council meetings--

- Plan the agenda; review the business of council meetings in advance with the state officer advisor.
- Enable other council members to share the responsibility for the meeting.
- Provide opportunities for all members to express ideas while keeping the meeting moving.
- Represent the membership at national and state conferences of other organizations with similar goals.
- Appoint necessary committees.
  - Become familiar with the responsibilities of all council members.

For National Leadership Meeting--

- Attend the State President meetings.
- Conduct officer meetings
- Be a positive influence on all of the officers.

Vacancies—

- If the office of president should become vacant, the 1<sup>st</sup> Vice-President shall automatically assume office and duties of the president.

### **First Vice-President**

- Assume responsibility in the absence of the president and keep the minutes of all state meetings and meetings of the State Executive Council.
- Call the meeting to order in the absence of the president and entertain a motion for a temporary chair.
- Review minutes of the previous meeting and call president's attention to any unfinished business.
- Read correspondence directed to the council.
- Submit minutes to state officer advisor within **30 days** after the meeting.
- Prepare reports of the State Executive Council activities for the FCCLA board meetings.
- Have the following items on hand for business meetings: (1) minutes of previous meeting, (2) list of committees previously appointed, (3) State and National Executive Council Handbook.

### ***Vice-President of Community Service***

- Provide leadership in planning and implementing the organization's community service programs
- Research, plan, implement, and promote the National Outreach Project as decided by the State Executive Council.

### ***Vice-President of Individual programs***

- Provide leadership in planning and implementing programs for the individual development and recognition of the organization's members.

### ***Vice-President of Membership***

- Provide leadership in planning and implementing programs for membership promotion and development.

### ***Vice-President of Parliamentary Law***

- Provide leadership in assuring that the business sessions for the national organization and meetings of the State Executive Council are conducted in accordance with acceptable parliamentary law.
- Have the following items on hand for business meetings (1) Bylaws (2) Robert's Rules of Order, Newly Revised, (3) motion cards.

### ***Vice-President of Peer Education***

- Provide leadership in planning and implementing the organization's peer education programs.

### ***Vice-President of Public Relations***

- Provide leadership in planning and implementing the organization's public relations programs.
- Prepare State Officer Newsletter with input and articles from the NEC which will be distributed via the [www.utahfcla.org](http://www.utahfcla.org)

### ***Vice-President of STAR Events***

- Provide leadership in planning and implementing the organization's STAR Events program.

### ***Second Vice-President***

- Filled by the National Officer Candidates who are not elected at the National Leadership Conference.
- Work as a consultant to the state executive council because of your knowledge concerning the national organization.

## **At Large State Officer Candidate(s) Clause**

1. The At Large State Officer Candidate(s) Clause allows qualified state officer candidates who were not selected by popular vote the opportunity to serve on the state executive council by being an at large state officer.
2. The selection of the At Large State Officer Candidate(s)
  - 2.1. After the election of the two state officers from each region, the remaining officer candidates will be placed in the at large pool.
  - 2.2. Those who did not pass the written test and the interview will be removed from the pool.
  - 2.3. From the remaining officer candidates, the top two with the highest cumulative written and interview score will be selected as at large candidates, the rest will be removed from the pool
    - 2.3.1. In the case of a tie between two or more candidates, the tie will go to the Board for review and selection. This selection is to occur before the announcement of the state officers is made.
  - 2.4. The announcement and induction of the at large officers is to be made at the same time and fashion as the other state officers.
3. Responsibility of the At Large Officer(s)
  - 3.1. The at large officer is to be a representative of the state, being tied to no specific region.
  - 3.2. The officer is to hold a state position alongside the other regional state officers.
  - 3.3. The officer must travel anywhere in the state, when called upon, to fulfill duties in the various regions of the state.
  - 3.4. The duties and responsibilities will be listed on the state officer application, with a check box asking if an applicant is willing/able to fulfill the responsibilities of the at large position.
    - 3.4.1. Selecting 'No' in this box will not hinder the candidates' chance of being selected as a state officer. It merely means that they will not be placed in the at large pool when it comes time to select the at large candidates.
4. Responsibility of the At Large Officer's Adviser
  - 4.1. The responsibilities of the at large officer's adviser are the same as the regional state officer's adviser with the exception of the area service

project/activity and the area conference.

4.1.1. Advisers will be assigned to an area(s) that is lacking in representation on the state level to assist and coordinate with the area(s) board member(s) the responsibilities of the area service project/activity and area convention to the various chapter advisers and officers.

4.1.2. If there is no area lacking proper representation, then they will be assigned to assist an area as delegated by the state adviser.

## Term of Office

Officers shall serve for one year on the State Executive Council, or until their successors are elected.

## Vacancies

- If the office of president should become vacant, the 1<sup>st</sup> Vice-President shall automatically assume the office and duties of the president.
- Appointments for vacancies in offices other than the president, which occur before one-half of the officer's term shall be made by the president in consultation with state advisor.
- With the exception of the office of president, if a vacancy occurs after one-half of the officer's term has been completed, then the other members of the State Executive Council assume responsibilities of that office. The president, in consultation with the state advisor, shall make such assignments.

## Adviser Responsibilities

### Visibility

- As a State Executive Council (SEC) Adviser, you are visible and a role model. It is important to be aware of this visibility at all times. Keep in mind that you reflect the image of Family, Career and Community Leaders of America.
- SEC Advisers should not purchase, possess, consume or be under the influence of alcohol or illegal drugs at any time while representing the organization. Drinking mock cocktails is also discouraged.

### Communications

- Establish a good relationship with your officer and talk about expectations of the

officer, your role and the role of the state association.

- Be aware of time commitments and encourage the officer to be prompt.
- Establish a friendly, supportive role with your officer.
- Realize that it is the *student's* office and you serve in a consultant capacity.
- Respect your officer's support of State Executive Council decisions even if they conflict with your own position.
- Work as a check system in making sure the officer keeps everyone informed.
- Encourage, double-check, and nurture your special relationship.
- Ensure that your officer does not violate the code of ethics, or code of conduct.

## Support

- Help the officer know who to contact at school to prepare for missing school. Assist the officer in making contacts or accompany the officer on visits to teachers and administrators.
- Working with the state adviser as needed, discuss the role of school, accompanied travel and absences with student, parents and administrators.
- Meet with the officer's parent or guardians to discuss the year ahead and answer any questions they may have.
- Assist the officer with contacts with teachers, coaches, administrators and counselors to help interpret responsibilities and potential absences from school. A sample authorization form is included in the Addendum section of this handbook to help officer's parents, advisers, and administrators have a clear understanding of officer responsibilities.
- Assist the officer in making sure expenses are paid in a timely manner throughout the year.
- Assist the officer with planning class schedules at the beginning and throughout the year.
- Assist the officer in balancing responsibilities of the office with other extracurricular activities and classes; keep in mind the school's master calendar. Also, recognize the responsibilities at the local chapter level may need to be adjusted based upon the requirements at the state level. Remind officer of commitment to the state organization when conflicts occur. Caution students not to overextend themselves thereby endangering their health or grades.

- Review and sign all pre and post meeting reports prepared by the officer prior to their submission to the state officer advisor.

### **Keep in touch with the State Officer adviser**

- Alert the State Officer Advisor to any conditions that may affect the officer's participation such as problems with grades.
- Read the materials that come to you from the state officer advisor (including the SEC and the SECA Handbooks) and if you are a national officer advisor review any information from the national headquarters, including the NEC and the NECA handbook.
- The State Officer Advisor and the State Administrative Assistant has primary responsibility for the SECA. They will work closely to establish good lines of communication.
- See that state/national officers inform state advisers of their activities.

### **Troubleshooting**

- If problems arise, discuss them immediately.
- Stresses common to past state officers have been: 1) missing school and keeping teachers happy; 2) changes in social life/keeping friends happy, and 3) maintaining grades and health while fulfilling officer responsibilities.
- Let others (who are key to the success of the officer) know about problems that are critical.
- Ask questions before jumping to conclusions.
- Think of yourself as an athletic coach for a team of one: encourage, praise, correct, and teach.

### **Keeping Informed**

- Ask the state officer to share on regular basis (daily, during critical state functions.) correspondence and information received from state officer advisor.
- When possible, communicate through email.

### **Leadership Development**

#### *Making Decisions*

- Ask the officer to explore alternatives in a given situation. After hearing ideas, offer other alternatives the student may not have considered.
- Encourage the officer to make independent decisions, even if it takes longer than you think it should.

#### *Independence*

- Rejoice in the officer's tendency to become more independent. It's a natural outgrowth of the state officer experience. That means

gradually letting go as you find your student ready and capable.

- Make the officer accountable for obligations to which he or she agreed.

#### *Reviewing Work*

- Review all speeches, proofread official correspondence, and check to make sure travel expense have been made in a timely fashion, and assist the officer as needed. (Copies of all correspondence should be sent the state officer advisor.) Try to do this in a supportive way rather than a controlling way. Remember, it is the officer's ideas that should come through. Your help may or may not be needed. On the other hand, don't let the officer flounder.

#### *Public Relations*

- Assist the officer in efforts to make known their availability for speaking engagements within their area and state.
- Assist the officer in finding opportunities to promote this outstanding experience and the organization through local and regional papers and the media.
- Encourage your officer's development of business etiquette, poise, and travel savvy.

### **Answering Questions about the Organization**

Every state/national officer advisor should be familiar with the publications and services of the national organization in order to interpret the organization adequately to the public. Review the FCCLA Chapter Handbook thoroughly at the start of the year to refresh your memory about the differences between national and state programs.

# Chapter 3

## Meetings

SEC Advisers are involved in a variety of meetings.

### State Officer Retreat

April 17-18 2009 North Salt Lake, Utah

SEC and SECA are to attend this meeting with expenses provided by the state organization.

Officers will—

- Receive an extensive overview of roles and responsibilities
- Receive new state officer advisor training
- Receive development training
- Be updated by state staff
- Participate in team-building exercises
- Become re-acquainted with the state and national officers candidates and advisers, State FCCLA Board.

### National Leadership Meeting

Location: Orlando, Florida

July 9-16, 2009

SECA should follow the directives of their specific district. The state will not pay for advisors to attend this meeting. Your students will be required to attend, but the direction of your students will be under the direct supervision of the state advisor. If you are able to attend this meeting Advisers will--

- receive an extensive overview of roles and responsibilities
- participate in adviser training (workshop techniques, intra-curricular, Adviser-to-Adviser, public relations, etc.)
- participate in team-building exercises

Scheduling of tours will be completed by the state advisors. We encourage you to participate in the tours that have been selected by the State Executive Council. Your student should not to plan personal visits or independent sightseeing during the meeting.

### State Leadership Meeting

October 5-7 2009

The state leadership meeting will be the first time that your student will be presenting to a group in both a small group and a large group situation. Please work closely with your student to prepare their workshops, and presentations for the large group. Your emotional and physical support is very important! Helpful hints:

- A timeline will be outlined by the state advisor. It needs to be closely followed in order for workshop materials to be copied and available for the leadership meeting. It is recommended that all materials come through the state officer advisor in order to save money.
- When purchasing supplies: Make sure all items listed on the receipt are for the FCCLA leadership meeting only. Do not purchase items for other purposes on the same receipt. During audits this can hold legal ramifications for the FCCLA organization. You can obtain a reimbursement form from [www.utahfccla.org](http://www.utahfccla.org). It must be signed by the state officer advisor prior to submission to the state administrative assistant.

### National Cluster Meetings

November 19-21 2008 Salt Lake City, Utah

Your attendance is optional; however, we recommend you follow the guidelines established by your individual districts. Your officers will be participating at the general sessions and leadership workshops. Reserved seating will be available for State Executive Council Advisers at all general sessions.

### Area Conferences

January-February 2010

Your primary responsibilities will be during the area conference. You will work directly with your state officer, the other area state advisor and the area board member to put together your area conferences. Your responsibilities will be shared with your area advisors. Your responsibilities may include:

- Registration
- Key note speaker

- Workshop presenters
- Program planning
- STAR event coordination with the state administrative assistant.
- Awards presentation
- Support of your state officer
- Site Reservation
- Luncheon
- Gifts

- headquarters room assistance
- workshop facilitator
- elections assistance
- general session or workshop consultants
- regional meeting consultant
- adviser sessions presenters
- others—depending on what’s happening at the meeting
- chaperone

## State Executive Council Planning Meetings

| Date            | Location | Time             |
|-----------------|----------|------------------|
| January 7, 2010 | TBA      | 10:00 am-2:00 pm |
| March 5, 2010   | TBA      | 10:00 am-2:00 pm |
| March 24, 2010  | TBA      | 6:00 pm          |

These meetings are required for you to attend. Discussions will focus on the organization of the Area and State meetings. Since you are such an integral part of this organization your presence at these meetings is important part of the planning process. Please check with your district on the policies related to substitutes. The state does not pay for substitutes to these meetings.

## State Convention March 24-26, 2010

Your attendance at the State Convention is required. You will be an integral part of the State Convention and the process of STAR events, Workshops, and organization. Some of the specific jobs you may be a part of are:

### **TRAVEL:**

In general, students should travel with their group using transportation arranged by the school district or State CTSO. However, a school district may find other arrangements more convenient. The State CTSO Committee will not override the policy of each school district in getting their students to the events with adequate supervision.

# Chapter 4

## State FCCLA Board

### **State Advisor**

Candace Thurgood  
1170 N. 3050 W.  
West Point UT 84015  
(801)825-2856 home  
(801)660-5762 cell  
(801)402-5153 school  
cthurgood@weber.k12.ut.us

### **State Administrative Assistant**

Shauna West  
737 East Coal Creek Circle  
Sandy UT 84094  
(801)571-0520 home  
(801)232-6921 cell  
whjx@msn.com

### **Area One**

Sue Winkler  
Clearfield High School  
938 S 1000 E  
Clearfield, UT 84015  
(801)402-8200 school  
swinkler@dmail.net

### **Area Two**

Susan Smith  
Grantsville High School  
155 E Cowboy Drive  
Grantsville UT 84029  
(435)884-4500 school  
ssmith@tooelesd.org  
(801)254-5800 school  
daphne.stockdale@jordan.k12.ut.us

### **Area Three**

Rick Griffiths  
Riverton High School  
12476 S 2700 W  
Riverton UT 84065  
(801)254-5800 school  
richard.griffiths@jordan.k12.ut.us

### **Area Four**

Camille Williams  
Provo High School  
1125 N University Ave  
Provo, UT 84601  
(801)373-6550 school  
camillew@provo.edu

### **Area Five**

Teresa Thompson  
Bryce Valley High  
500 W Center  
PO Box 70  
Tropic UT 84776  
(435)679-8619 school  
teresa.thompson@m.garfield.k12.ut.us

### **Administrative Representative**

Mary Lou Seamons  
P.O. Box 588  
70 East 100 North  
Farmington UT 84025-0588  
(801)402-5153  
mlseamons@dmail.net

### **State FACS Specialist**

Pearl Philipps  
Utah State Office of Education  
250 East 500 South  
P.O. Box 144200  
Salt Lake City UT 84114-4200  
(801)538-7890 work  
(801)532-4023 home  
(801)554-6090 cell  
[pearl.philipps@schools.utah.gov](mailto:pearl.philipps@schools.utah.gov)

# Terms To Know

These are explanations of terms you may hear frequently during the coming year.

**Alumni & Associates:** Alumni and other adults who wish to support Family, Career and Community Leaders of America.

**FCCLA Board:** Members of the board are selected by their individual areas by nomination and then voted upon by their peers from their individual areas. Sitting Board members also include the FACS State Specialist, State Advisor, State Administrative Assistant, and an Administration Representative.

**National Cluster Meeting (NCM):** Nationally sponsored regional meetings designed to provide leadership training to local officers and members.

**Headquarters Room:** The information center at any state or nationally sponsored meeting.

**National Consultant Team (NCT):** Team of advisers who train other advisers and give presentations for a fee.

**National Executive Council (NEC):** National officers elected from the membership; responsible for input into planning, public relations and program development.

**National Executive Council Advisers (NECA):** Local advisers of the national officers.

**National Leadership Meeting (NLM):** Annual meeting of the association; primary vehicle for training state and national leadership and election of national officers.

**National Officer Candidate (NOC):** Candidate for national office. Qualifications outlined in Bylaws, though some states add other requirements.

**National Officer Candidate Advisers (NOCA):** Local advisers of the national officer candidates.

**National Staff:** Full-time employees of the organization who work to see that ideas and programs are researched, developed and implemented to fit the needs of members; responsible to the executive director.

**Special Committees:** Committees that are created to serve a specific reason, usually short-term, function, as opposed to standing committees.

**State Adviser:** Person with primary responsibility to coordinate FCCLA activities at the state level.

**State Advisers Coordinating Committee (SACC):** State advisers elected by region by their peers to give input into state adviser programming.

**FACS State Specialist:** Person with primary responsibility for administration of Family and Consumer Sciences programs at the state level.

## Acronyms for FCCLA Associates

Use acronyms for the following list of organizations associated with Family, Career and Community Leaders of America only after spelling out the full name the first time it is introduced in your text. The acronym should follow the name in parentheses.

- American Association of Family and Consumer Sciences (AAFCS)
- American Society of Association Executives (ASAE)
- Association for Career and Technical Education (ACTE)
- Center for Educational Associations (CEA)
- Department of Justice (DOJ)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Department of Labor (DOL)
- Family and Consumer Sciences Education Association (FCSEA)
- National Association of Secondary School Principals (NASSP)
- National Association of State Directors of Vocational Technical Education Consortium (NASDVTEC)
- National Coordinating Council for Career and Technical Student Organizations (NCC-CTSO)
- National Highway Traffic Safety Administration (NHTSA)
- United States Department of Education (USDE)

- Youth for Understanding USA (YFU USA) International Student Exchange Program
- Action for Healthy Kids (AFHK)
- National Organizations For Youth Safety (NOYS)
- U.S. Department of Agriculture (USDA)

## **CAREER AND TECHNICAL STUDENT ORGANIZATIONS**

There are 8 Career and Technical Student Organizations (CTSOs) including Family, Career and Community Leaders of America. They are—

- Business Professionals of America (BPA)
- Future Business Leaders of America-Phi Beta Lambda (FBLA/PBL)
- Health Occupations Students America (HOSA)
- National FFA Organization (FFA)
- National DECA (DECA)
- Technology Student Association (TSA)
- Skills USA

## 2009-2010 STATE/NATIONAL EXECUTIVE COUNCIL ADVISER CLASS SCHEDULE

Adviser Name: \_\_\_\_\_ School: \_\_\_\_\_  
 School Phone Number: \_\_\_\_\_ Fax \_\_\_\_\_  
 \_\_\_\_\_ Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Home Phone Number \_\_\_\_\_ Address: \_\_\_\_\_  
 Cell Phone Number \_\_\_\_\_

| Period | Time | Class | Room No. |
|--------|------|-------|----------|
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Lunch time \_\_\_\_\_  
 The best time to call is \_\_\_\_\_  
 Do not call \_\_\_\_\_  
 \_\_\_\_\_  
 The school year starts \_\_\_\_\_ and ends on \_\_\_\_\_  
 on \_\_\_\_\_ (date) \_\_\_\_\_ (date)  
 My officer and I meet (when and where) \_\_\_\_\_  
 \_\_\_\_\_