



2012-2013
NATIONAL EXECUTIVE COUNCIL/ADVISER
Handbook

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January 2012

Dear National Officer Candidate:

First, let me congratulate you for the success you have already had as a FCCLA student leader. As you contemplate vying for a position on the National Executive Council, please keep in mind that should you decide to do so this will certainly represent a major step toward THE ULTIMATE LEADERSHIP EXPERIENCE! This also means that you are taking the necessary steps to prepare yourself to become a leader among leaders, to serve as a role model among your peers, and to represent FCCLA on the national stage.

Competition for a position on the National Executive Council is not an easy undertaking; however with the support and assistance of your adviser, your family, and others in your network, I am sure that you will make the right decision. As you consider your decision to proceed, the attached handbook provides valuable guidance and information necessary to be a successful National Executive Council member.

I wish you every success in your decision.

Sincerely,

A handwritten signature in black ink that reads 'Michael L. Benjamin'. The signature is written in a cursive style with a large, prominent 'M' and 'B'.

Michael L. Benjamin, M.P.H., CAE
Executive Director



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Dear Adviser:

As you know, FCCLA provides the ultimate leadership experience for our student leaders who serve as members of our National Executive Council. This means that you have an extremely significant role to play in advising, supporting, and encouraging your students to take advantage of this unique opportunity to develop and grow as leaders.

The attached handbook provides valuable guidance for your use in advising students interested in FCCLA's ultimate leadership experience. Please accept our thanks in advance for your dedication and hard work in providing an opportunity for your students to gain knowledge and experience beyond the formal classroom and at the highest level within FCCLA.

Sincerely,

Michael L. Benjamin, M.P.H., CAE
Executive Director

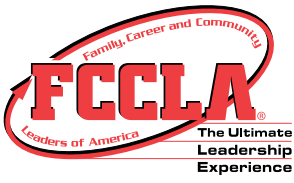


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Running for National Office

Congratulations on pursuing the challenge of running for national office! Being a national officer candidate is an accomplishment in itself and a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you win or lose, you've accomplished a great deal. Be yourself and do your very best. If you feel good about what you've done, that's success that can't be measured by titles, ribbons, or medals!

Get Ready!

Before you jump in with both feet, there are a few things you need to consider. Being a national officer involves a tremendous time commitment and responsibility to the organization. As a national officer, you will have responsibility for more than 195,000 other members of the organization. **FCCLA must be your top priority for an entire year.** There will be times when other activities and interests may conflict with FCCLA, and you will have to miss that special game or important performance. It is sometimes a sacrifice, but if you ask any past national officer, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating your commitments for the coming year that FCCLA must be your first priority.

- Read as much about FCCLA as possible including this entire document. Another important resource to review is *FCCLA...The Handbook to Ultimate Leadership*. Utilize information published on the national website, www.fcclainc.org, and in program information, CD's, and other resources.
- Contact past national officers and candidates for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead.
- Before the election process, sit down with your school administrators, state adviser, chapter adviser, and parents to discuss the commitments and activities of national officers. It is important to have their support from the beginning.
- Make sure you are committed. Once you begin the election process a decision to drop out or not accept an office would affect many people, including several that you do not even know yet. Be sure that you are ready for the responsibility of a National Executive Council member and that all of your supporters are also committed to your success as both a candidate and an officer.
- If you are elected as a national officer, you will be required to relinquish all other local, regional, and state offices that you might hold in FCCLA. However, you are encouraged to serve on your State Executive Council as a resource, liaison, and link between the state and national levels.
- Ask your adviser or family to help you practice thinking quickly, answering questions, and expressing your thoughts and ideas effectively.
- Check your wardrobe and grooming. A neat, professional appearance is important.
- Practice, practice, practice, and ask, ask, ask questions!

Get Set!

At the 2012 National Leadership Conference you will work with the 2011-2012 National Executive Council, other national officer candidates, the NOC Nominating Committee, and voting delegates. Your responsibilities will be varied. As soon as you arrive in Orlando, you'll hit the ground running! Refer to the packet you will receive from national headquarters at the beginning of the summer for additional information regarding the schedule of events and responsibilities.

Qualifications

National Executive Council members shall have the following qualifications:

- currently an active member in an affiliated chapter and have been an active member in good standing for at least one year
- a minimum of one year (equal to 1 Carnegie Unit) of comprehensive or occupational Family and Consumer Sciences classes
- approval of the state association
- not a present or former member of the National Executive Council
- minimum 3.0 GPA, cumulative for the past three semesters.

Nomination, Election, and Responsibilities

Campaigning *(updated January 2012)*

Campaigning, which includes soliciting/asking for votes and distribution or posting of printed materials in support of the candidate or bearing the candidate's name, between the time the candidate is approved to run for national office by the state association and the National Executive Council election during the National Leadership Conference shall not be allowed by National Officer Candidates or their supporters.

- Candidates and supporters must not make written or verbal statements about their ability to serve the organization unless asked during official election sessions and must not ever comment on other candidates' ability to serve the organization. Candidates may identify themselves as National Officer Candidates both verbally and in writing, but statements going beyond identification as national officer candidates are prohibited.
- Candidates, advisers, parents/chaperones, members, and/or supporters of the candidate must not request votes for the candidate in written or verbal communication, including but not limited to the candidate's speech, signage, or social media sites.
- Candidates, advisers, parents/chaperones, members, and/or supporters of the candidate must not purchase, create, or pass out any paraphernalia supporting the candidate, including items such as business cards, brochures, stickers, etc. Candidates may not trade state pins with delegates at the National Leadership Conference until the election is over.

If a member or adviser of Family, Career and Community Leaders of America feels that a National Officer Candidate has violated this policy; such violation must be reported, in writing, to national staff via email before the National Leadership Conference or at the Registration Desk during the National Leadership Conference. A panel consisting of the immediate past president, immediate past vice-president of finance and the chair of the board of directors will investigate the allegation. Alleged violations must be reported prior to the close of the voting process. If the review panel determines the National Officer Candidate or their supporters has violated this policy, that candidate will be disqualified from election. The decision of the review panel is final.

The cell phone policy reads:

During national officer candidate elections at the National Leadership Conference, all national officer candidates are prohibited from using cellular devices (cell phones, PDAs, etc.) during any/all election sessions. If a national officer candidate is in violation of this policy, such violation must be reported to national FCCLA staff. Alleged violations must be reported in writing to national staff prior to the close of the voting process. This allegation will be investigated by the executive director and current president and may lead to disqualification. The purpose of this policy is to prohibit communication between officer candidates, spectators, voting delegates, or resources which might give the candidate an unfair advantage during the election process.

Election Process

Each state may run two national officer candidates annually.

NOC Test

- All candidates will take a 50-question test comprised of various types of questions (multiple choice, true/false, fill-in-the-blank, short answer) regarding facts about FCCLA.
- If there are more than 65 candidates, the test will cut the number to 65.

Phase 1: Nominating Committee

- There will be a nominating committee composed of three representatives from each region to be selected on a rotating basis by states within the region. It will be chaired by the immediate past National Executive Council president.
- The nominating committee will evaluate up to 65 officer candidates and select twenty for consideration by the voting delegates. They will come to a group decision based upon a discussion of committee members' opinions of the candidates' applications, interviews, and the NOC Fishbowl.
- Each candidate will deliver a 3-minute speech and answer four questions in front of the nominating committee. Questions will consist of two standard situation questions, one standard personality question, and one question specific to each candidate's application.
- In groups of approximately ten individuals, candidates will participate in a team activity in front of the committee members so they can see how each candidate works in a group environment.
- Unless precluded by lack of candidates from a category, the final twenty candidates will include at least two candidates representing a comprehensive Family and Consumer Sciences class, at least two candidates representing an occupational Family and Consumer Sciences class and at least one candidate from each region.

Phase 2: Voting Delegates

- The election voting delegates will evaluate the twenty officer candidates as presented by the nominating committee through two sessions prior to voting.
- All voting delegates will be invited to meet each of the twenty candidates through a networking session to help understand the candidates' personality, professionalism, and ability to make acquaintances and talk about the organization.
- Each of the twenty candidates will give their speech and answer one situational question in front of all voting delegates and spectators to demonstrate their public speaking skills and ability to think on their feet.
- Each election voting delegate may cast a vote for each of the ten candidates of their choice. The candidate representing an occupational Family and Consumer Sciences membership with the most votes, the candidate representing a comprehensive Family and Consumer Sciences membership with the most votes, and the four candidates with the most votes from their region will be elected. The remaining spots will be filled with the candidates who gain the highest number of votes regardless of membership type or region.

Go!

Once a candidate is elected to a national office, the following activities can be expected at the National Leadership Conference:

- getting acquainted and meeting with former and new national officers
- working with new national officers to understand your role as a National Executive Council member
- voting for designated offices
- meeting with national staff
- participating in photography sessions
- rehearsing for installation
- preliminary planning for the fall National Executive Council meeting and activities for the year
- attending the gala together as a council

When you return home, you will want to make your accomplishments known and share your excitement with family, friends, media, school, and the community.

National Officer Candidate Debrief

A national officer candidate debrief will be held at the National Leadership Conference for all candidates not elected. The purpose of the debrief is for candidates to meet with select national staff and/or past national officer candidates for a Q & A session, to discuss the election process and to learn about possible opportunities for the coming year to stay involved. This is an opportunity for candidates to talk with other candidates and share their experiences in a positive way.

A Final Note

Work with your adviser to discuss what things will be like if you win and if you lose. Make sure you understand that winning isn't everything! You can play a big role at the chapter, state, and national levels no matter what happens. Do your best and appreciate the accomplishments you have achieved by becoming a national officer candidate.

Reminders

- Please complete the Intent to Run Form upon receiving the support of your state association so national staff know to expect your application in the mail. The Intent to Run Form requires basic information and that a photograph is submitted to national headquarters electronically.
- Please make a copy of your application for your records before you submit it to national headquarters. Please note that national headquarters cannot provide copies of your application once it has been submitted.
- If the school administrator does not place an "X" in the box to allow the officer to travel alone due to a school regulation, a letter must be attached to the National Officer Candidate application stating that the school or state association will be responsible for covering the adviser's expenses to travel with the officer.

Good Luck!



If Elected to the National Executive Council

Once elected to the National Executive Council you must remember you have been elected by your peers to serve in FCCLA's highest youth leadership position. Serving as a member of the National Executive Council is a tremendous responsibility and an exciting, rewarding challenge. A year of new experiences and opportunities awaits you. Your year as a national officer will include many new responsibilities. The National Executive Council serves these functions.

Planning:

National Executive Council members will plan and implement their participation in the National Leadership Conference and both weekends of the National Cluster Meetings, the Capitol Leadership Training, and state meeting(s) as requested. National Executive Council members will also set up Capitol Hill visits to meet with legislators, identify other areas of special interest and input, and correspond with state officers with the responsibility for maintaining contact with assigned states throughout the year. The National Executive Council will prepare articles for *The Officer* to be distributed to state officers via the FCCLA national website.

Program Development:

National Executive Council members will participate in meetings of the National Board of Directors and board committees and serve on other special committees as appointed. Through special committees, National Executive Council members participate in evaluating the aims of the programs and making recommendations.

Public Relations:

National Executive Council members *may* be involved in representing FCCLA at selected state meetings upon request and if approved by national headquarters, meeting national legislators, making resource development visits to partners to explain our organization, and attending meetings of other youth and professional organizations.

Each national officer role offers unique opportunities and incorporates specific responsibilities to FCCLA, your school, state, family, and yourself.

Composition

According to the *Bylaws* (revised 2011) of the national organization, the National Executive Council is composed of ten elected officers. Such officers shall be members of the National Executive Council. The offices shall be President, 1st Vice-President, Vice-President of Community Service, Vice-President of Competitive Events, Vice-President of Development, Vice-President of Finance, Vice-President of Membership, Vice-President of Parliamentary Law, Vice-President of Programs, and Vice-President of Public Relations. The designation of each National Executive Council member's office shall be determined by the incoming National Executive Council.

General Responsibilities and Conduct

- National Executive Council members have many responsibilities. These responsibilities take priority over other school and community activities. In order to honor these priorities, sacrifices sometimes have to be made, so be prepared to manage them positively.
- As a national officer, you are a very visible role model. Your behavior should be an example for the entire membership. It is important to be aware of this visibility at all times, not only when wearing your uniform. You reflect the image of Family, Career and Community Leaders of America, so dress and act appropriately. Jeans and shorts are not appropriate dress for meetings and workshops. The official uniform makes a strong and proud statement about the organization and should be worn whenever you are representing the organization.
- Communication is extremely important in order to work effectively. You are a link between the national, state, and local levels, so keeping your chapter and state advisers informed of your activities and national responsibilities is essential.

- Throughout the year, many chapter advisers and members will have questions about STAR Events. National FCCLA has an established policy that national staff and the National Executive Council do not answer chapter adviser or member questions concerning STAR Events. Instead, we ask that chapter advisers and members direct their STAR Events questions to their state adviser. This helps states to monitor questions and be assured that the answer given matches their state's guidelines for their state's STAR Events. All questions regarding STAR Events must be emailed from the state adviser to the Competitive Events Manager on national staff. As a member of the National Executive Council, you should not answer questions relating to STAR Events (even regarding your state's policy) or serve as a STAR Events evaluator or room consultant on any level.
- You will be very busy throughout the year. In order to accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills. You should be punctual and follow up with requests. Don't forget to budget time for yourself!
- You should set up a time at least once a week to meet with your chapter adviser to keep each other informed and up-to-date. You can use this time to share ideas and plan for upcoming meetings or activities or just to keep in touch. Also make a special effort to keep your state adviser informed about all of your activities.
- National Executive Council members should set up time to meet with the school principal, superintendent, and school administrator once a month to keep them informed and up-to-date. You can use this time to inform them of upcoming meetings, activities, and keep a relationship with throughout the year. The National Executive Council member should report back to their adviser and the Leadership Development Manager after meeting with the principal, superintendent, and/or school administrator.
- National Executive Council members' behavior reflects upon the image of Family, Career and Community Leaders of America. Student conduct should make a positive contribution to the excellent reputation already established.
- The National President and Vice-President of Finance shall act as a liaison between the National Board of Directors and the National Executive Council.
- National Executive Council members shall become familiar with the responsibilities of all council members.

National Executive Council Meetings

The National Executive Council meets five times during the year. These meetings usually take place in the late summer/early fall in Virginia, in the fall at Capitol Leadership, in the fall at the National Cluster Meetings, the winter at the Executive Leadership Meeting in the city of upcoming National Leadership Conference, and in the summer at the National Leadership Conference. The council will also occasionally meet via conference call when necessary. At these meetings National Executive Council members shall

- provide opportunities for council members to share and express ideas in the responsibility for the meeting
- report results of Board of Directors committee meetings to National Executive Council members
- be oriented on the organization, its functions, and its projects
- develop good communication techniques
- work with appropriate staff to develop membership recruitment/development planning activities
- set up public relations and legislative visits
- be involved in meeting planning activities
- be involved in activities to generate ideas for national programs
- be involved in teamwork, leadership skill-building, and development activities.

At National Board of Directors Meetings NEC Members Shall

- serve as members of the Board of Directors committees
- prepare for concerns to be addressed by becoming informed and reading board materials prior to the meetings.

Election of Designated Offices

Following the election of officers, the new National Executive Council will meet to elect members for their designated offices. An officer must complete an officer preference form signed by the parent, state adviser, chapter adviser, and the school administrator, listing the position(s) of interest included in the national officer candidate application.

Candidates for designated offices will participate in hands-on skill practices. The national officers will then vote by secret ballot for the person they feel would be best qualified for each office. The candidate receiving a majority of votes will be elected. The remaining candidates will have the option of running for another office.

Designated Officer Positions

Please note the following officer positions are a generalization of the roles and responsibilities you will be fulfilling during your term. Depending upon the year some responsibilities may change or not be applicable.

President shall

- preside over all business meetings of the organization and of the National Executive Council; be a member of the National Board of Directors; appoint, after consultation with the chair of the National Board of Directors and Executive Director, the chairperson and members of all executive council committees; and be a member ex officio of all National Executive Council committees
- serve as a member of the National Board of Directors for the designated term, the Executive Committee, and other board committees by appointment. The President may need to participate in approximately two executive committee meetings in addition to the full Board of Directors meetings
- report results of Board of Directors committee meetings to National Executive Council members
- meet with program staff in August to discuss plans for the year
- preside at all general sessions during the National Leadership Conference and the National Cluster Meeting
- preside at the installation at the National Leadership Conference
- deliver address at installation at the National Leadership Conference
- attend Capitol Leadership Training
- prepare articles for *The Officer* and *Teen Times* upon request.
- attend Association for Career and Technical Education (ACTE) Annual Conference
- attend meetings with partners upon request
- serve a two-year term on the National Board of Directors.

First Vice-President shall

- assume responsibility in the absence of the President and keep the minutes of all national meetings and meetings of the National 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 national staff within **30 days** of the meeting
- prepare reports of the National Executive Council activities for board meetings
- have the following items on hand for business meetings: (1) minutes of previous meeting, (2) list of committees previously appointed, (3) *National Executive Council/Adviser Handbook*
- attend Capitol Leadership Training
- attend meetings with partners upon request
- prepare articles for *The Officer* and *Teen Times* upon request.

Vice-President of Community Service shall

- provide leadership in planning and implementing the organization's community service programs
- provide input in the current National Outreach Project
- research and promote the National Outreach Project as decided by the National Executive Council
- attend Capitol Leadership Training
- attend meetings with partners upon request
- prepare articles for *The Officer* and *Teen Times* upon request.

Vice-President of Competitive Events shall

- provide leadership in planning and implementing the organization's competitive events
- read and understand the *2012-2013 STAR Events Manual*
- be a member of the STAR Events Advisory Team (SEAT) and attend the winter SEAT Planning Meeting
- provide input at the winter SEAT Planning Meeting
- preside at the 2013 STAR Events Recognition Sessions
- attend Capitol Leadership Training
- attend meetings with partners upon request
- prepare articles for *The Officer* and *Teen Times* upon request
- serve a two-year term on the national STAR Events Advisory Team.

Vice-President of Development shall

- provide leadership in planning and implementing the organization's fundraising and financial development
- seek potential leads for corporate sponsorships and partnership
- work with National Executive Council members to include their communication with partnerships
- attend Capitol Leadership Training
- attend meetings with partners upon request
- prepare articles for *The Officer* and *Teen Times* upon request.

Vice-President of Finance shall

- provide leadership by serving as a member of the National Board of Directors and the Finance Committee
- attend National Board of Directors committee meetings
- be knowledgeable about the finances of the national organization including how dues are spent and why
- become acquainted with the national organization's budget for the current year; make an appointment with FCCLA's Chief Financial Officer for an explanation of the budget
- review financial records as presented to the Finance Committee
- make a financial report to the delegates assembled at the National Leadership Conference business session
- attend Capitol Leadership Training
- attend meetings with partners upon request
- prepare articles for *The Officer* and *Teen Times* upon request
- serve a two-year term on the National Board of Directors.

Vice-President of Membership shall

- provide leadership in planning and implementing programs for membership promotion and development
- provide input on FCCLA Alumni & Associates
- prepare membership development articles for *Teen Times* and *The Adviser*
- provide input in updating and modifying the organization's membership campaign
- meet with the Marketing and Membership Manager at the August meeting to discuss plans for the year
- attend Capitol Leadership Training
- attend meetings with partners upon request
- prepare articles for *The Officer* and *Teen Times* upon request.

Vice-President of Parliamentary Law shall

- provide leadership in assuring that the business sessions for the national organization and meetings of the National Executive Council are conducted in accordance with acceptable parliamentary law
- have the following items on hand for business meetings: (1) 2011 *Bylaws*; (2) *Robert's Rules of Order, Newly Revised*; (3) motion cards
- work with Competitive Events Manager and Vice-President of Competitive Events on the Parliamentary Procedure STAR Event
- attend National Association of Parliamentarians meeting upon request
- attend Capitol Leadership Training
- attend meetings with partners upon request
- prepare articles for *The Officer* and *Teen Times* upon request.

Vice-President of Programs shall

- provide leadership in planning and implementing programs for the individual development and recognition of the organization's members
- provide input in updating and modifying the national programs when necessary
- meet with program staff in August to discuss plans for the year
- attend Capitol Leadership Training
- attend meetings with partners upon request
- prepare articles for *The Officer* and *Teen Times* upon request.

Vice-President of Public Relations shall

- provide leadership in planning and implementing the organization's public relations programs
- prepare *The Officer* with input and articles from the National Executive Council which will be distributed via the FCCLA website
- provide input in the *Teen Times* planning
- provide input in the organization's publicity efforts
- provide input in updating and modifying The Guide To Promoting FCCLA
- provide input in the organization's social media efforts
- meet with the Director of Marketing and Membership at the August meeting to discuss plans for the year
- attend Capitol Leadership Training
- attend meetings with partners upon request.

Term of Office

- Officers shall serve for one year on the National Executive Council or until their successors are elected.
- The President and Vice-President of Finance will each serve a two-year term on the Board of Directors.
- The Vice-President of Competitive Events will serve a two-year term on the STAR Events Advisory Team.

Vacancies

- If the office of President should become vacant, the First 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 has been completed, may be considered by the President in consultation with the Executive Director. Appointments will be made by the President and Executive Director as deemed necessary.
- 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 National Executive Council assume responsibilities of that office. The President, in consultation with the Executive Director, shall make such assignments.

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 Ethics found in the National Officer Candidate Application. In signing these forms you are showing that you have read, understand, and are willing to abide by the entire *2012-2013 National Executive Council/Adviser Handbook*.

The following code of conduct applies to all National Executive Council members.

General Guidelines:

1. Behavior at all times should be such that it reflects credit to you, your family, your school, your state, and the national organization.
2. Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring, and citizenship.
3. National Executive Council members' conduct is the responsibility of the local chapter adviser. Officers shall keep their adviser informed of their activities and whereabouts at all times.
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 Leadership Development Manager immediately.
7. Officers that take a trip to include both personal and official business will submit a letter of permission from his/her parent/guardian.
8. Inappropriate physical contact with other officers or members is not acceptable.
9. National Executive Council members must have their dues paid to National Headquarters by October 1.

Any violation of rules 1 through 9 will subject an officer to probation or letter of reprimand. The disciplinary process will be followed.

10. If a National Executive Council member chooses to not communicate or abstains from the betterment of the team for an extended period of time, punishment including but not limited to: revoking attendance to meetings, not publishing articles, taking away assigned responsibilities, etc., will be established as determined by the FCCLA Leadership Development Manager or Director of Programs.
11. All National Executive Council members will observe the 11:30 p.m. curfew.
12. Officers are not allowed in hotel sleeping rooms with other members, officers, or visitors unless they are a designated roommate.
13. National 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 10 through 13 may subject an officer to immediate suspension*; therefore, the officer may be sent home from the event. Transportation home will be arranged at the officer's expense. The disciplinary process will be followed at a later time.

***Suspension** – shall be interpreted to mean a warning to the individual and may eliminate the officer from participating in state or national activities or events for a determined period.

14. National Executive Council members are required to attend the entirety of all assigned meetings including, but not limited to the fall National Executive Council Meeting, Capitol Leadership, assigned National Cluster Meetings, the Executive Leadership Meeting, and the National Leadership Conference.

A violation of rule 14 may subject an officer to review of his/her duties and may result in removal from office.

Removal:

The FCCLA Executive Director, in consultation with the National President, reserves the right to relieve a national officer of responsibilities or dismiss them from office at its discretion.

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. National headquarters may then
 - 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 national officer, local adviser, state adviser, principal, 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.

Relationships

National Executive Council Members

In working with other council members, it is important to be supportive of one another and respect individual viewpoints and opinions.

Being a national officer means being a team member. Throughout the year the team will have many decisions to make and tasks to complete. In working together, it is important to be understanding and patient when others are expressing their viewpoints. Sometimes the best ideas and plans are the ones that result from total group input.

Effective teamwork requires a constant effort on everyone's part. Keep in mind that working with so many people - with unique personalities from different backgrounds, representing a variety of ideas - can be challenging. The key tools needed to deal with these challenges successfully are a positive attitude, flexibility, and the willingness to be supportive of others' ideas.

You must be on time and prepared for all meetings. Members' dues support these meetings. In addition, many people have invested time and energy to make this time together productive. Be sure to check your email once a day and get back to your fellow officers promptly, should they need work from you. Communication is the key to good teamwork.

National Executive Council Adviser

Your NECA will:

- receive a *2012-2013 National Executive Council/Adviser Handbook* containing specific adviser responsibilities
- be certified in Family and Consumer Sciences education and/or related occupations as determined by the state Department of Education
- serve as a consultant and help you prepare for your responsibilities throughout the year
- serve with others as a support system at the National Leadership Conference
- support you in all your activities and help keep communication lines open within your state
- help keep school administrators and teachers informed about your activities and provide guidance if questions or problems arise
- monitor National Executive Council member's academic progress
- monitor National Executive Council member's behavior.

The national Bylaws state that teachers certified in Family and Consumer Sciences education and/or related occupations shall serve as chapter advisers. State or chapter advisers accompanying council members to meetings shall serve as consultants to the National Executive Council. Ideally, the person designated as adviser should be one who has frequent contact with the officer - either in class or during planning periods. Occasionally a teacher from another school in the same school system may serve as the adviser, particularly in cases where that person acts as the principal adviser for the school district. In any event, it should be the person who can fulfill the obligation of this important advisory role.

State Executive Council and State Adviser

You represent the national organization within your own state and region. It is important that you work closely with your state executive council and state adviser by:

- acting as an information link between the state executive council and the national organization
- reporting your national participation and updating your state association with national happenings on a regular basis
- working with state officers in helping to plan state activities such as state and district meetings, workshops, conferences, and leadership trainings
- keeping your state adviser informed of your participation in Family, Career and Community Leaders of America activities at all times
- consulting with your state adviser when you have received an invitation to participate in meetings held within your own state

Please note that National Executive Council members may not be available for state meetings or state activities during nationally sponsored events such as the National Executive Council Fall and Winter Planning Meetings, the National Cluster Meetings, Capitol Leadership Training, and National Leadership Conference. National Executive Council responsibilities will take priority at these events.

School Administrators

Be sure to talk with administrators as soon as possible to inform them of your accomplishment. Explain the educational benefits of your office to the school and community and share some of your responsibilities and activities.

- Spend some time together discussing the educational experiences you'll have as a national officer. Point out specific activities that will strengthen your academic skills - like letter writing (language), handling a budget (math), public speaking (language), meeting with legislators (social studies), seeing professionals at work (career exploration), etc. Also emphasize the personal and leadership skills that will prepare you for the future.
- Discuss the possibility of earning school credit for your national officer experience. As an integral part of the Family and Consumer Sciences education curriculum, your office provides important experiences. Work with administrators to decide what kind of feedback they would like in order to grant school credit.
- Keep administrators informed about your activities throughout the year. Show them clippings and programs that demonstrate your participation in different events.
- Share meeting timelines and present an invitation to school administrators prior to all meetings you will be attending.
- Investigate your school's absentee policy as soon as possible in order to resolve conflicts before they arise. Your adviser can provide guidance in dealing with questions or problems. Before you leave school for a meeting or a Family, Career and Community Leaders of America activity, share your involvement with administrators. The more involved and informed they are, the more supportive they are likely to be.

Teachers

Discuss the possibility of receiving class credit for your experience. Keep teachers informed about travel plans far enough in advance to make up work. Investigate the possibility of dovetailing schoolwork with national officer experiences (e.g., English - letter writing, public policy, History - experiences in Washington, D.C.).

National Staff

As a national officer you will work closely with national staff members as they keep you informed about the organization and its programs. The Leadership Development Manager is a member of the staff who works directly with the national officers and assists them in coordinating national officer responsibilities. This person will serve as primary point of contact for national staff. The liaison should always be aware of your activities and should be copied on any and all correspondence that relates to your role as a national officer.

Other staff members may also call on you from time to time to gather opinions and input on an idea or to participate in a special project. You will have many opportunities to get acquainted with staff throughout the year. Feel free to call on your Leadership Development Manager for any assistance you might need.

Family

Throughout the year, your family will provide many different kinds of support. They are probably very enthusiastic and proud; chances are they are more than willing to lend a helping hand. It is very important to keep all of your family informed of your activities and responsibilities.

During the National Cluster Meetings and National Leadership Conference officers receive **two** complimentary registrations for family members. FCCLA will only comp the registration portion, family members are responsible for any extra expenses, (i.e. Gala, special event, tours, travel, lodging, meals, etc.). Family members must provide payment for any extra expenses they choose to take part in. All family members are welcome to attend these meetings and will have seating reserved up front for the general sessions, regardless of whether their registration is complimentary.

Friends

It is important to have the support and encouragement of your friends. Sometimes it's hard for them to understand your national officer experiences, so be patient with them. Let friends know what you are doing and try to include them when you can, but be careful not to focus on your activities only.



National Executive Council Meetings

National Executive Council Meetings

August 15-19, 2012 – Reston, Virginia

National Executive Council members are required to attend this meeting with expenses provided by the national organization. Officers will receive an extensive overview of roles and responsibilities, officer training, development training, be updated by national staff, participate in team-building exercises, establish goals and a Program of Work for the year, conduct Capitol Leadership Training preparation, provide input on the National Cluster Meetings, plan the NEC workshop for NCM, and choose the National Leadership Conference theme and description.

January 14-20, 2013 – Nashville, Tennessee

National Executive Council members are required to attend this meeting with expenses provided by the national organization. Officers will discuss responsibilities, identify challenges of National Executive Council roles, obtain input to strengthen national resources and publications, receive National Leadership Conference orientation, provide input and plan the National Leadership Conference, present Mid- Year Report to Board of Directors, share workshop plans, participate in board committee meetings, review and evaluate the Program of Work, establish the National Leadership Conference theme skit, and choose the National Cluster Meeting theme and description.

National Board of Directors Orientation

Fall 2012

National Executive Council members will be oriented with other board members on the functions of the board and their roles and responsibilities for the year. This orientation will likely take place via webinar in the Fall.

Capitol Leadership Training

September 29 – October 3, 2012

National Executive Council members are required to participate in the Capitol Leadership Training with fellow FCCLA members in the Washington, DC metro area. Officers will meet with congressional representatives.

National Cluster Meetings

November 9-11, 2012 – Pacific Region Location TBA

November 16-18, 2012 – Indianapolis, Indiana & Oklahoma City, Oklahoma

Note: (Officers attending both weekends will arrive prior to the first weekend of Clusters on Wednesday, November 7th and prior to the second weekend of Clusters on Thursday, November 14th. Officers attending only one National Cluster Meeting will arrive on Wednesday, November 13th.)

National Cluster Meetings are designed to expand leadership training to both students and adults with the main emphasis on reaching chapter leaders and involving them in a nationally sponsored leadership experience. Members have an opportunity to focus on national programs and advisers have an opportunity to attend sessions that address their needs. To involve more local members and advisers, National Cluster Meetings are held in multiple geographic areas each year.

The meetings consist of general sessions, workshops emphasizing chapter and individual leadership, and activities to build cooperation and teamwork skills. Your responsibilities for National Cluster Meetings include participating in the National Cluster Meetings, helping plan and preside at the general sessions, helping plan and present leadership workshops, and participating in state officer training and team trainings. The National Executive Council is required to attend designated meetings with expenses provided by the national organization.

National Leadership Conference

July 7-11, 2013 – Nashville, Tennessee

Note: (Officers tentatively arrive on July 3rd)

As a team, you and your fellow national officers will be responsible for planning and carrying out the focus and content of the National Leadership Conference. Officers are responsible for arriving before the meeting to prepare and rehearse, participating in all general sessions and other meetings as assigned, becoming acquainted with the national officer candidates and their qualifications, planning and carrying out activities to acquaint new national officers with their responsibilities and roles, representing the organization and supporting programs inside and outside of formal sessions, and serving as a role model for all participants—keep in mind appropriate behavior and be friendly.

National Leadership Conference Tips

- Keep an up-to-date list of all your responsibilities.
- Arrive at the National Leadership Conference with all responsibilities completed.
- **Memorize scripts for general sessions and any other activities in which you have a part.**
- Work closely with other council members to divide responsibilities.
- Before the meeting inform your adviser of your responsibilities, activities, and schedule.
- Do your best and enjoy yourself.

National Staff Responsibilities

Members of the national staff are employed to manage the meeting and help you carry out your plans. The staff handles actual management of the meeting including:

- pulling together general session plans and helping produce scripts
- contacting speakers, workshop leaders, and program participants
- arranging for the production of audiovisual materials
- developing promotional materials to send to state associations and chapters
- processing registration
- working with the hotel and convention center on room assignments and equipment needs
- contacting national and local media for press coverage.



Travel and Expenses

Your year as a national officer will be a very busy one, but if you are organized and try to stay one step ahead, you should be able to balance everything with great success.

Calendar Year - Overview

You are required to travel to participate in the following meetings -

- National Executive Council meetings (generally two each year) one held at national headquarters in Reston, Virginia and one held at the 2013 National Leadership Conference site
- National Board of Directors committee meetings
- Capitol Leadership Training
- National Cluster Meetings
- National Leadership Conference

In addition, council members are asked by national staff to represent the national organization at meetings of other organizations and at other events. You may also receive invitations to state, district, and chapter meetings, as well as those for community and civic groups. Your participation in these meetings is encouraged, but will depend on your time limitations.

If you are participating in a meeting at the request of national headquarters, your travel and expenses are reimbursable. You will be covered by an FCCLA insurance policy while traveling on nationally sponsored official business. When participating in a meeting or activity at the request of anyone other than national headquarters, expenses are the responsibility of that group. It is always a good idea to inquire about financial arrangements beforehand. If the group does not cover expenses, you should consider the expense before making your final decision. Never abuse the privilege of being a national officer. Do not leave incidental expenses on your hotel room account, for example, snacks, phone calls, TV movies, laundry, etc. **Do not use room service.** Not only does this type of behavior reflect badly on you and the national organization, it tends to decrease invitations for national officers in years to come.

National officers must keep their school administration informed of all travel once elected to office. Over the summer and as soon as you return to school, remind administrators and potential teachers of scheduled travel dates for required FCCLA meetings. Additional meeting dates will be provided to the national officers of possible partner meetings throughout the year onsite once elected. Please provide the school administrators with these dates as well. We understand school administrators may require approval at least 30 – 40 days notice prior to travel and FCCLA will try to provide as many dates as possible. However, at times sudden dates become available for meetings for a national officer to attend, which is out of our control, but we will work with the officer to ensure all information is provided as quickly as possible. Some national officers will also be requested to attend a state meeting and national FCCLA does not know who is asked to attend until the request comes in. We will provide that officer with the dates as soon as possible, so the officer can check with their school.

Travel

Before a meeting, the Leadership Development Manager will contact the officer with the best option(s) for travel based on schedule and travel costs. Officers should discuss the option(s) with their NECA and parents to determine if or which one will work best for them. Once approved, the Leadership Development Manager will book the transportation and send the officer his/her confirmed travel information.

Liability Insurance

While traveling at the request of national headquarters you are insured by a travel accident policy. It covers \$2,000 for medical expenses like injuries and provides \$100,000 death and dismemberment insurance. This insurance policy does not cover emergency medical illness.

Traveling Alone

Throughout your year as a national officer, you will be required to travel alone to some meetings. Traveling alone isn't as frightening as it may seem. Actually, it can be a fun and exciting experience. Listed below are a few tips to make traveling alone a little easier.

- Relax! Airport personnel, ticket agents, skycaps, and flight attendants are sympathetic to the needs of teenagers traveling alone. Don't be afraid to ask questions!
- If you have a flight cancelled or you become aware that you will miss a connection, go directly to the ticket counter and ask to be put on the next available flight and contact the Leadership Development Manager and/or your staff contact for that particular trip. Your Leadership Development Manager is available to walk you through this process and make calls on your behalf when necessary. After receiving the new flight information, contact your family to notify them of the situation.
- Make sure you carry a credit card or enough additional money to pay for a room in case a flight cancellation or delay causes you to spend the night in a hotel.
- When changing planes in an airport, check TV monitors or other posted flight schedules for gate and flight information. If you can't locate these, ask the nearest available ticket agent.
- Remember most airlines prefer and provide discounts for checking in online within 24 hours before your scheduled flight.
- Upon arrival at your destination, proceed to the baggage claim area in the airport. Once you have your bags, you'll find ground transportation (limos, taxis, and buses) located nearby. Ask skycaps for information if you need it.

Additional Tips for National Officer Travel:

- Inform school administrators, teachers, and family of plans. Give them flight numbers and times, your schedule and emergency contact information. Emergency contact information will be provided for required travel.
- *Always* carry national staff and headquarters phone numbers and one copy of the notarized parental consent form in case of an emergency.
- Anticipate your financial needs and plan accordingly. It is always better to have too much money than not enough. Make sure you have a credit card, debit card, and/or enough additional cash in case of an emergency.
- When traveling on national organization business, the national organization assumes responsibility for your travel arrangements.
- When traveling on national organization business, you will have an adult contact. When you arrive at the hotel, contact the adult to announce your arrival. Do not leave the hotel without an adult.
- When another group or state association has requested your participation, the group extending the invitation is responsible for your travel arrangements.

Hotel Sense

- Officer name tags should be worn when attending meetings. Remove name tags when outside the hotel unless you are participating in a meeting activity.
- Never travel outside the hotel alone. An adult should accompany you. Use good judgment when talking to people not connected with FCCLA.
- Never give your room number to anyone you don't know.
- Lock and bolt your hotel room doors. Open only when you know who is on the other side. All hotel personnel will be in uniform and have an identification badge. If in doubt, call the hotel operator and ask that security come and verify the employee's identity.
- Don't leave valuables or money in hotel rooms. Keep them in a hotel safety deposit box. Such boxes are available at the hotel registration desk at no charge.
- Note the fire escape exits on your floor. As an added precaution, count the number of doors from your room to the nearest exit in case smoke-filled hallways block your vision.
- Be considerate of all hotel guests when using the elevators.
- Use pay phones or cell phones for placing long distance and local calls.
- Do not use room service.
- Be considerate of sleeping hours and the privacy of other hotel guests and FCCLA members.
- Double-check your room prior to departure to make sure all personal items have been removed, otherwise you assume responsibility for costs of shipping items to you.
- Males and females should not be in the same hotel room together.
- Keep room organized and clean.

Travel Reimbursement

Payment of expenses

As a member of the National Executive Council, your expenses will be paid for:

- National Executive Council meetings
- Capitol Leadership Training
- National Cluster Meetings
- National Leadership Conference
- any other meeting national staff asks you to attend as a representative of the national organization.

You will be notified by national staff of meetings that you are to attend in ample time for you to make plans with your family, school administrators, and chapter adviser. You will be reimbursed for the following items relating to travel:

Transportation

- By train: a first-class round-trip ticket including an upper berth, if the trip involves night travel; or a round-trip economy ticket if the trip can be made in one day.
- By plane: economy-class or lowest available fare, round-trip ticket. Discount/super saver fares must be used whenever possible. **National officers will also be responsible for additional expenses incurred as a result of scheduling flights too close to departure date or itinerary changes after the ticket has been issued.** An exception to this is last-minute or itinerary changes requested by the sponsoring party. National officers are responsible for additional expenses incurred for personal travel attached to nationally sponsored travel.
- By bus: a round-trip ticket.
- By car: mileage. (The total allowance authorized, including cost of meals and housing, will be limited to the cost of economy-class airfare [baggage fees will not be included to the airfare cost] unless travel by private automobile is determined to be advantageous to the organization and is authorized in advance by national staff. Only one person per car can claim mileage reimbursement. Check with national staff for the current rate per mile allowed. The rate allowable for mileage also applies to car mileage from your home to point of departure and return home, amounting to one round trip).
- Taxi or limo service: from point of arrival to meeting location. Airport buses/limo service should be used if more economical than taxis.

Meals

A maximum allowance per day will be granted for meals while attending the meeting and traveling to and from the meeting. Receipts are to be attached to the expense reimbursement form. This amount includes tips. When some meals are provided, the full daily allowance does not apply. Check with national staff for the current rate and with any questions pertaining to the meal allowance.

Lodging

Rooms at rates arranged by the national staff and lodging while traveling to and from the meeting, if necessary, are reimbursable. Please get approval for lodging to and from meetings from national staff in advance. In most cases, the national organization will secure accommodations for officers so that they are not burdened with large personal expenses.

Tips

- 15 - 20% for meals
- 15% for taxis
- \$1- \$2 per day for maid service
- \$1 bag for handling in and out of hotel or airport

Other reimbursable items

- airline baggage fees for up to two regular bags
- registration fees
- special events in connection with the meetings such as bus fare to special events or any other such activity that is planned as a part of the regular National Leadership Conference or National Cluster Meeting program
- telephone calls to confirm plane reservations
- parking fees for car when essential for travel to and from point of departure
- tolls on highways and bridges.

You will not be reimbursed for the following travel items:

- personal telephone calls
- room service charges
- between-meal snacks
- overweight baggage fees
- entertainment expenses or TV movies
- taxi fare to restaurants, unless no food service is available at or near the hotel
- automobile rental.

Travel Expense Forms

Claiming reimbursement for travel expenses

- Submit a travel expense report within 30 days after each meeting.
- Payment for expenses will be made directly to you unless you indicate otherwise.
- Refer to travel and reimbursement policies written on the Travel Expense Report.
- Use two forms for meetings lasting longer than a week.
- Record actual cost of each meal, including the tip under the correct heading on the form.
- Remember that the daily allowable amount is adjusted for each meal already provided.
- List tips for baggage separately; list each taxi or limousine fare and indicate between what points you traveled. Don't forget receipts.
- Attach receipts for all expenses except tips to the expense report form. *Reimbursement cannot be made if required receipts are missing.*
- Include dates and name of meeting on expense form.
- Sign the expense form or it cannot be processed.

Reimbursement should reach you within 30 days from the time the Travel Expense Report is received at national headquarters.

\$100 Reimbursement

You will have expenses as a result of carrying out responsibilities as a council member. Each officer will have \$100 budgeted to cover postage, phone calls, supplies, costume and props. You will need to plan carefully in order to stay within it. The Leadership Development Manager must approve expenses in excess of this amount before being spent or you will not be reimbursed. Save receipts for all costs. Reimbursement cannot be made without them. Included in your expenses may be such items as:

- postage, post cards, or stamped envelopes (these may be more economical than buying stamps and envelopes separately)
- paper and envelopes
- costumes and props for National Cluster Meeting and National Leadership Conference
- long-distance telephone calls made to persons other than national staff in order to carry out FCCLA's business (call toll-free to national headquarters)

Claiming \$100 reimbursement

- Use the appropriate form provided to claim reimbursement for your budgeted expenses.
- Be sure items you include on the claim form are valid ones. (Review section on expenses)
- Receipts must be attached for items on the claim form.
- Send claim form to the Leadership Development Manager at national headquarters immediately following your term of office.
- Forms received after August 15 will not be honored.



Public Relations & Networking

Public Relations is the constant process of building a positive image of FCCLA. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FCCLA chapter, state, and national organization. Your actions should show others you are a proud and well-informed representative of the national organization. You should also reflect a clear understanding of the goals, projects, and ideals of FCCLA and the ability to express them clearly and accurately in your own words. **All correspondence that you send as a national officer should be approved by the Leadership Development Manager before mailing.** If you have any questions or need help regarding Public Relations please contact the Director of Marketing & Membership.

Public Relations Basics

The official name of the organization is Family, Career and Community Leaders of America, Inc. and you should use this name and the tagline, The Ultimate Leadership Experience, or FCCLA when referring to it. (In many situations, especially when speaking, you may omit "Inc.") Family, Career and Community Leaders of America, Inc. includes two types of members; those who have participated or are participating in comprehensive or occupational Family and Consumer Sciences education, or as determined by the state department of education.

The Guide to Promoting FCCLA has been created to help you and other FCCLA members and advisers promote FCCLA in the same way. Use it to help you when talking about and promoting FCCLA. Additional information is available on the FCCLA website in the News & Media section.

Think of public relations as sophisticated "show and tell." It can be as simple as being excited about a project and transferring this to friends, making them excited, too. Or, it can be as complex as a television interview explaining the structure of our organization. Whether simple or complex, in order to tell your story effectively, you must have a plan.

Your basic plan needs to cover the following:

| | |
|--------|----------------------|
| Who: | the audience |
| What: | the message |
| When: | the timing |
| Where: | the location |
| Why: | the purpose |
| How: | method or tools used |

Use *FCCLA...The Handbook to Ultimate Leadership*, *The Guide to Promoting FCCLA*, and the "FCCLA...What's It All About" DVD to develop your plan.

Telling the story

Several times during the year national staff will provide press releases about your National Executive Council participation. You are responsible for delivering these to your local media. Please send clippings of any printed articles to the Leadership Development Manager.

Other public relations tools include interviews, telephone calls, letters, and speeches. Each method requires you to think on your feet and be prepared. You want to make a good impression, so make sure you know your facts.

Attending Meetings

Throughout the year, you will have many opportunities to spread the word about FCCLA. Be prepared to make the most of each opportunity.

Before Attending a Meeting

- Become informed by carefully reviewing FCCLA publications.
- Analyze the group and prepare presentations accordingly. If the group is not familiar with the organization, they may want to know about goals, programs, and how a chapter works.
- If you are asked to make a speech, make sure your facts are accurate. Review current information from the national organization. Ask your adviser to review your speech with you. Use varied techniques for involving the audience.
- Use visuals if they will help illustrate points you wish to make. To explain FCCLA to some groups, it might be helpful to distribute program information sheets or other current publications listed in the publications catalog. You may also want to utilize the "FCCLA...What's It All About" DVD, or some of the PowerPoint's located on program CDs and/or the FCCLA national website.
- Use *The Guide to Promoting FCCLA* to review information about the media and how to address the media.

Networking

Networking is like public relations work within the organization. Throughout your year in office, you will have the opportunity to work with many different groups of people in order to carry out responsibilities and complete tasks. As a national officer, you are in a key position to keep FCCLA's network alive. State and local officers and members look to you to keep them informed.

Some of the groups you will be working with throughout the year are the State Presidents Network, National Competitive Events Network, National Connection Team, National Finance Team, National Membership Network, National Program Team, and other groups. Some groups are elected or appointed within their state and receive special training at national conference. You should work with them to help unify national, state, and chapter action to strengthen and publicize FCCLA nationwide.

As a national officer you will also work closely with state officers from various states. National officers are assigned a group of states they are responsible for keeping in touch with throughout the year. You will serve as a point of contact for these specific states during your term in office and will assist them in any way possible.

Use *The Guide to Promoting FCCLA* to help you when talking to these groups. We want everyone saying the same thing about FCCLA to develop and maintain a unified brand and you are the key to promoting that and setting the example.

National Meetings of Other Organizations

FCCLA is frequently invited to send representatives to participate in national and/or regional meetings of other national organizations and groups.

Participation

To determine who participates in these meetings, national staff uses the following guidelines:

- involvement of council members in other activities
- emphasis of the meeting and its relationship to council members' talents, responsibilities, and interests
- location of the meeting
- national headquarters budget.

Invitations to these meetings are issued through national staff. Council members will be notified far enough in advance to inform school administrators, ask permission, plan schedules, and make travel arrangements.

State, Regional, District, and Chapter Meetings

The decision to attend a meeting *not requested* by national staff is to be determined by the state adviser and the officer involved. In determining whether to accept any invitation, base your decision on:

- whether or not you can accept this responsibility in addition to your schoolwork
- willingness of school administrators and teachers for you to miss school
- whether or not the group issuing the invitation will pay your expenses
- the distance of the meeting from your home and the number of days involved to travel and attend the meeting
- number of invitations you have received (If invitations are numerous, you may want to decline some requests, especially for district or chapter meetings where distance is great. In declining an invitation, you might refer meeting organizers to your state adviser, who may be able to suggest a state officer nearby).
- whether or not the amount of time and money spent is in proportion to your level of participation in the meeting
- special interest.

Within your own state, you may receive invitations to:

- state, district, or chapter meetings
- meetings of other career and technical student organizations - Technology Student Association (TSA), DECA, Future Business Leaders of America - Phi Beta Lambda (FBLA-PBL), Future Educators Association (FEA), National FFA Organization (FFA), Health Occupations Students of America (HOSA), Business Professionals of America (BPA), and Skills USA.
- governor's or mayor's commissions or committees
- state or local civic group meetings.

From other states you may receive invitations to:

- state association meetings
- district or chapter meetings.

Request for National Officer Form

When a state adviser or any other person from a state other than the officer's home state requests a National Executive Council member to attend their meeting, the National Executive Council member should provide the Request for National Office Form. This form needs to be submitted to the Leadership Development Manager at national headquarters.

- **Note:** Please do not accept assignments at state meetings other than your own state without prior approval of the national office. **Also, note that National Officers may not serve as STAR Events evaluators or room consultants.**

Case Statement

Use this statement for promoting the organization.

FCCLA: The Ultimate Leadership Experience 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.

What to Tell Others

As you work with individuals and groups you need to help them see an overall picture of FCCLA.

- Explain your activities as a member of the National Executive Council and activities of your chapter.
- Help others understand how chapters operate as an integral part of the Family and Consumer Sciences education program.
- Tell what belonging to the organization means to you.
- Emphasize the ways in which chapters provide opportunities for all members to participate at state and national levels.
- Illustrate ways in which participation in the national organization's programs contributes to members, their families, communities, and employment.
- Point out ways the national organization helps prepare members to fulfill their multiple roles as leaders in their families, careers, and communities.
- Explain the importance of paying membership dues that support project and program development.
- Explain the opportunities members have to develop leadership skills.
- Be prepared to explain how involvement in FCCLA's programs and activities help members become student leaders in families, careers, and communities.
- Explain how FCCLA is unique among student organizations because its programs are planned and run by members. It is the only in-school Career and Technical Student Organization with the family as its central focus. Participation in national programs and chapter activities helps members become strong leaders in their families, careers, and communities.
- Use *The Guide to Promoting FCCLA* to gain the basic knowledge of what the national organization is saying about programs, ideas, and promotions.
- The key messages sheet in *The Guide to Promoting FCCLA* gives you a precise description of the national programs and meetings to help you prepare.

Emblematic Materials

The pin worn by National Executive Council members is a gold-plated pin with a guard. It is your privilege to wear this pin during your term of office. At National Leadership Conference you will present a pin to your successor as part of the installation ceremony. Should you lose the pin and guard, it will be your responsibility to replace it.

API, Inc. is the only official manufacturer of emblematic materials approved by the National Executive Council and National Board of Directors.

Officers must wear an official FCCLA uniform, including red blazer with FCCLA patch on left pocket, along with white oxford button down shirt. Males may wear black dress pants and dress shoes along with FCCLA tie given to them at the beginning of their office with an FCCLA tie stay. Females may wear black skirts or pants with black stockings and 2-inch black pumps.



Organizational Structure & Policymaking

National Staff Structure

National staff works to see that ideas and programs are researched, developed, and implemented to fit the needs of members. Specific responsibilities are listed below:

Executive

- determines, with National Board of Directors, organizational policies, programs, services, procedures, and strategic development plans
- administers fiscal planning and monetary expenditures
- directs activities of national staff and determines staffing needs and employee roles
- establishes office and staff policies and procedures.

Finance and Administration Department

- assists administration in planning both functional and building budgets
- maintains all financial records and prepares fiscal reports and inventory statements
- carries out all other fiscal operations such as banking, bill payments, invoicing and processing publications orders, IRS audits, payroll, and employee benefits
- manages computer operations
- develops procedures for the maintenance of affiliation records and the preparation of membership statistical reports
- manages building maintenance, operations, and security.

Programs/Marketing and Membership Development Services/Conferences and Events

- plans and conducts major training programs for national officers, state officers, peer educators, and other FCCLA chapter members, including the annual National Leadership Conference and National Cluster Meetings
- designs and conducts adult professional development programs for state advisers, chapter advisers, and Family and Consumer Sciences education teacher educators
- directs development and administration of national programs and develops related publications
- coordinates the publishing, promotion, and public relations functions of the organization
- produces *Teen Times*, *The Adviser*, a wide variety of membership materials, chapter information kits, and general information/public relations materials for the organization
- serves as liaison with state and chapter advisers for membership and/or affiliation information
- plans and implements strategies for membership recruitment, development, and recognition
- manages the national Alumni & Associates membership.

National Staff's Relationship to Council

National Executive Council members extend the reach of national staff by assuming responsibility for promotion of all phases of the organization's work. Therefore, it is important that you understand the role of the staff and be supportive of the organization's policies.

Keep staff informed of meetings and activities in which you are participating as a national officer. Be especially careful to meet deadlines. Send plans, materials, and forms in promptly.

In addition to public relations and meeting planning functions, participation in policymaking is a responsibility of the National Executive Council. It is your job to consider the ideas and needs of the membership and form them into recommendations for the National Board of Directors.

Each change or development of policy or bylaw is not the decision of the council or board alone; rather, it is a joint decision that must be carefully planned and researched. Decisions of the council and board should reflect the needs and wants of members and adult advisers. Special committees made up of people representing all interests of the organization are often formed to evaluate specific suggestions.

National Board of Directors

Structure

The National Board of Directors consists of members elected by related organizations and groups, *ex officio* members, youth members, and members elected by the board. The number of board members may vary year to year, but the total will not exceed eighteen (18) members. Refer to the national *Bylaws* (revised 2011) for an exact description of the board's composition.

Function

Responsibilities of the National Board of Directors include:

- authorizing and participating in an ongoing process of planning the organization's direction and determining major program and financial policies
- assuming leadership in creating a healthy environment in which Family, Career and Community Leaders of America, Inc., may develop strong leaders in families, careers, and communities
- effectively and competently managing Family, Career and Community Leaders of America, Inc., while delegating sufficient authority to the executive director to administer the organization successfully
- securing and preserving financial resources sufficient to meet operating costs and maintain Family, Career and Community Leaders of America, Inc., in a condition consistent with its stated mission.

Operation

Officers

- Board members, upon nomination, elect the officers of the National Board of Directors (chairperson, vice-chairperson, secretary, and treasurer).

Meetings

- The board meets three times a year, once for orientation in the fall, once in the winter, and once in conjunction with National Leadership Conference.

Committees

- Committees of the National Board of Directors are set up to carry out the functions of the board. They are as follows:
 - Executive Committee which consists of the officers of the board, the chairpersons of all the standing committees, the president of the National Executive Council, and the Executive Director.
 - Standing Committees whose functions include:
 - *Program Committee* - Recommend, review, and evaluate the programs and meetings of the organization and recommend direction or modifications to the board.
 - *Communications/Membership Committee* - Make recommendations to the board regarding the communications, publications and public relations policies, and membership activities of the organization.
 - *Finance Committee* - Make recommendations to the board for the overall direction and control of the finances of the organization.
 - Special committees are appointed by the chairperson of the board with the approval of the board and are established when needed.

Working Relationship of the National Executive Council and Board of Directors

The National Board of Directors and National Executive Council are the decision-making bodies of the national organization. The council has representation on the board which brings youth perspective into the decision-making process. The board is responsible for major policy decisions. Voting delegates at the national meeting are responsible for making bylaw changes.

The board and council work together to:

- make decisions regarding recipients of Alumni Achievement Awards, National Honorary Memberships, and Distinguished Service Awards
- keep each other informed of separate actions
- exchange ideas and plans of mutual interest
- determine some policies and procedures affecting the organization.

Committees

Each standing committee of the board includes at least one council member and each council member serves on a standing committee. Committee appointments are made by national staff based on interests, involvement in other activities, and the officer's designated office. As a committee member you will have some additional responsibilities:

- providing input at the committee meetings
- serving as a voting member of the committee.

Tips for Effective Participation in Board Meetings

- As a national officer, your input on the board is very important. You have a responsibility to represent the interests of the membership you serve.
- It is essential that you speak up and express your views.
- Do your homework on the issues at hand so your views will be respected.
- Pay close attention to what is going on. Listen to everyone’s comments and feel free to contribute to the discussion at the appropriate time.
- Make certain your comments are well thought out and pertain to the discussion.
- Your appearance and behavior say a lot about you. Check your wardrobe and grooming – you’ll want to look neat, professional, and poised. No chewing gum.

Who Makes the Decisions?

The following is an overview of how the most common decisions in Family, Career and Community Leaders of America, Inc., are processed. Not all decisions are handled in the same way. Formal bylaws and established policies as well as informal procedures, when appropriate, guide the process.

The legal governing body of FCCLA, Inc. is the National Board of Directors with the essential functions of policy making and the responsibility of sound management. The board determines general program and financial policies in accordance with the organization’s goals and purposes.

Planning Functions

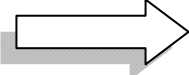
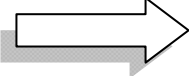
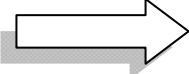
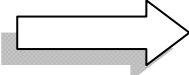
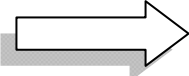
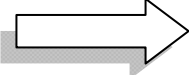
Board of Directors

- Authorize
- Provide direction
- Review/modify
- Approve
- Evaluate
- Assess

National Staff

- Research
- Recommend
- Develop
- Submit
- Implement

WHO MAKES THE DECISIONS?

| Type of Decision | | Initiated / Recommended by | How Processed | Final Decision |
|--|---|---|---|--------------------|
| Major Policies |  | Members, NEC, State Advisers Coordinating Committee, Staff, Others | Board of Directors Committees | Board of Directors |
| Budget |  | Staff | Board of Directors Finance Committee | Board of Directors |
| Dues Schedule |  | Finance Comm. | Finance Committee, NEC, Board of Directors | Voting Delegates |
| Honorary Membership, Alumni Achievement, and Distinguished Service Awards |  | Chapters, State Associations, Staff, NEC, Board of Directors, Alumni & Associates Members | Board of Directors Communications & Membership Committee | Board of Directors |
| National Leadership Conference and National Cluster Meeting Sites |  | Staff | Board of Directors Program Committee | Board of Directors |
| Meeting Content |  | NEC, Staff, Others | NEC, Staff | NEC, Staff |



National Executive Council Advisers

Before Running for Office...

You play a very important role in the 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 national officer candidate's specific meeting times and locations at the National Leadership Conference during the National Officer Candidate Adviser orientation.

Deciding to Run for a National Office

All national officer candidates should be given a *2012-2013 National Executive Council/Adviser Handbook* prior to deciding to run for office, these documents are available on the national headquarters web site at www.fcclainc.org under the Youth Leaders. National officer candidates and their parents should be made aware of the extent of their responsibilities. **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.

National officer candidates and their parents should be informed of the liability incurred by members of the Board of Directors, which includes the newly elected President and Vice-President of Finance. When the member is a minor, the parent or guardian assumes legal liability. Members of the Board of Directors may be sued individually, although it is highly unlikely. Advisedly, the national organization carries liability insurance to cover board members as individuals.

Who is the National Executive Council Adviser?

The national *Bylaws* (revised 2011) state that teachers certified in Family and Consumer Sciences education and/or related occupations as determined by the Department of Education, shall serve as chapter advisers. State or chapter advisers accompanying a national officer to meetings shall serve as a consultant to their respective officer. Ideally, the person designated as adviser should be the one who has frequent contact with the officer either in class or during planning periods. Occasionally a teacher from another school in the same school system may serve as the adviser, particularly in cases where that person acts as the principle adviser for the school district. In any event, it should be the person who can fulfill the obligation of this important advisory role.

Expectations as a National Executive Council Adviser

Advisers of students elected to serve as national officers will be expected to attend the National Executive Council Advisers (NECA) Meeting, held in conjunction with the National Executive Council Meeting, at national headquarters in Reston, Virginia, August 15-17, 2012. The primary objective of this meeting is to prepare for their roles in the coming year at the 2013 National Leadership Conference. Potential time commitments should be discussed with administrators before having a national officer candidate, especially with more schools limiting teacher's time away from school.

The designated National Executive Council Adviser (NECA) must attend the August meeting and the 2013 National Leadership Conference in Nashville, Tennessee, July 7-11, 2013. The same adviser is expected to attend both meetings. Substitutions at meetings are not permitted unless arranged prior to elections.

National FCCLA does not cover expenses for adviser travel to any other meeting the officer attends. If an officer is not permitted to travel alone, the school or state association will be responsible for covering the adviser's expenses. In addition, if an adviser substitution must be made at the August meeting, or the 2013 National Leadership Conference, the school, or state association will be responsible for covering the adviser's expenses. If this is a problem, the student should not make plans to run for a national officer position.

After a Candidate's Application is Submitted

Information on the election process can be found on pages 2-3 of this handbook. National Officer Candidates, National Officer Candidate Advisers, and their state advisers will receive additional information regarding national officer candidate responsibilities following the application deadline. This information will include a schedule for national officer candidates, a letter detailing responsibilities, installation scripts and additional details. Local and state advisers will receive a copy of the letter via email. National officer candidates are expected to complete various forms and memorize the appropriate portions of the installation ceremony prior to arriving at the 2012 National Leadership Conference.

Communication between national FCCLA and advisers is done primarily by email. Please provide the best email address to receive information over the summer. A webinar for National Officer Candidate Advisers will be held in June to help orient advisers on 2012 NLC expectations.

Activities at the National Leadership Conference for 2012-2013 National Executive Council Advisers

- National Executive Council Meet & Greet
- Orientation meeting to prepare advisers for meeting at national headquarters.
- Luncheon for current and incoming National Executive Council Advisers. (Photographs may be taken during this function.)
- Reserved seating at Closing General Session.

If Your Officer is Elected

Congratulations! It is a tribute to you that your chapter member has been elected to be a 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.

National Executive Council 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 National Executive Council Code of Conduct, Code of Ethics, and your national officer's specific duties found in chapter 2 of the *2012-2013 National Executive Council/Adviser Handbook*.

It's hard to estimate how much time will be required of you as an NECA. 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, district, and state meetings. However, in the end, the time required of an NECA is a great responsibility that affects most areas of your life. It's important to develop a clear understanding so you can fulfill your obligations to the fullest.

The national staff also 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 state level. The Leadership Development Manager has primary responsibility for the NEC.

Roles & Responsibilities

In addition to the support role NECA play for their officer's term, the following position descriptions have been developed in order to better involve NECA at the national level. Additionally, review the Designated Officer Positions and descriptions on pages 5-7 of this handbook to learn more about each NEC member's roles and responsibilities throughout the year. Note: These roles are tentative and will be determined by the Marketing & Membership Manager prior to the August meeting.

- **President** – Work with national staff to organize NECA events at national meetings (e.g. NECA Workshop and NECA Luncheon at NLC).
- **First Vice-President** – Work with national staff to support Alumni & Associates activities at NLC.
- **Vice-President of Community Service** – Work with national staff to organize National Outreach Project event at National Leadership Conference.
- **Vice-President of Competitive Events** – Work with Competitive Events staff at National Leadership Conference to perform duties as required.
- **Vice-President of Development** – Works with Competitive Events staff at NLC to perform duties as required.
- **Vice-President of Membership** – Act as national liaison to support current and new advisers and utilizes National Membership Network as needed throughout the year.
- **Vice-President of Parliamentary Law** - Work with national staff to develop and conduct Adviser Recognition Session at National Leadership Conference.
- **Vice-President of Finance** – Compile and write Board of Director reports for January and July meetings. Assist national staff with registration and logistics needs at national meetings.
- **Vice-President of Programs** – Works with national staff to develop adviser sessions for National Cluster Meetings and National Leadership Conference.
- **Vice-President of Public Relations** – Works with Communications Coordinator to develop adviser information for the national publications: *Teen Times* and *The Adviser*.

In addition to the responsibilities you and your officer have, you represent the image and voice of the national organization. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FCCLA chapter, state, and national organization. Please review public relations information found in chapter 5 of this handbook for key messages.

Meetings

NECA are involved in a variety of meetings. The following is a brief list of opportunities at each meeting.

National Executive Council Adviser Meeting

August 15-17, 2012 – Reston, Virginia (**Attendance is required**)

NECA are to attend this meeting with expenses provided by the national organization. Advisers will—

- receive an extensive overview of roles and responsibilities
- be updated by national staff
- participate in team-building exercises
- receive National Cluster Meeting information
- plan for National Leadership Conference
- complete adviser checklist for public relations
- become reacquainted with other national officers and advisers.

Because this meeting is packed with scheduled activities, you are asked not to plan personal visits or independent sightseeing during the meeting.

National Cluster Meetings

November 9-11, 2012 – Pacific Region Location TBA

November 16-18, 2012 – Indianapolis, Indiana & Oklahoma City, Oklahoma

The National Cluster Meetings will most likely be your officer's first opportunity to shine in front of a multi-state audience. Your attendance is optional; however, we hope you will make every effort to be on hand to support your officer and national staff. The national office does not pay travel expenses for adviser travel to National Cluster Meetings. NECA will have many opportunities for involvement in the meeting; however, some are more difficult to take advantage of when chaperoning chapter members. Your officers will be presiding at general sessions and presenting leadership workshops. Reserved seating will be available for National Executive Council Advisers at all general sessions.

National Leadership Conference

July 7-11, 2013 – Nashville, Tennessee (Note: Advisers tentatively arrive on July 5th)

Attendance is required. National headquarters pays expenses for this meeting. Advisers have many responsibilities at the meeting. Reserved seating will be available for NECA at all general sessions.

Some of the responsibilities are:

- registration assistance
- headquarters room assistance
- elections assistance
- professional development session facilitator
- host/usher orientation
- new national officer adviser orientation/luncheon
- others-depending on what's happening at the meeting

Chaperoning at the National Leadership Conference

Due to the numerous responsibilities at the National Leadership Conference, NECA cannot be responsible for chaperoning chapter members at the National Leadership Conference. Advisers are expected to arrive prior to the meeting and may be housed in a different location than chapter members. Therefore, it is necessary for NECA to make arrangements with state advisers prior to the meeting to be certain a chaperone has been assigned for chapter members attending the meeting. FCCLA does not accept the liability for members without chaperones.

Travel

Before a meeting, the Marketing & Membership Manager will contact the adviser with the best option(s) for travel based on schedule and travel costs. Advisers should determine if or which option will work best for them. Once approved, the Marketing & Membership Manager will book the transportation and send the adviser his/her confirmed travel information. Keep the Marketing &

Membership Manager informed if there are any changes to your flight itinerary prior to meetings. Changes to flight plans or itinerary may be charged to the school or state association.

As an NECA, FCCLA will cover expenses for:

- 2012 NECA Meeting in August
- 2013 National Leadership Conference
- Any other meeting national staff asks you to attend as a representative of the national organization.

NOTE: If substitutions must be made, the school or state association will be responsible for covering the adviser's expenses.

Transportation

By train: a first-class round-trip ticket including an upper berth, if the trip involves night travel; or a round-trip economy ticket if the trip can be made in one day.

By plane: coach-class or lowest-available fare, round-trip ticket (always call early for reservations to get the best airfare).

Discount/super saver or economy fares must be used whenever possible.

- **National Executive Council Advisers will be responsible for additional expenses incurred as a result of scheduling flights too close to departure date or itinerary changes after the ticket has been issued.** An exception to this is last-minute or itinerary changes requested by the sponsoring party.
- National Executive Council Advisers are responsible for additional expenses incurred for personal travel attached to nationally-sponsored travel.

By bus: A round-trip ticket.

By car: Mileage. (The total allowance authorized, including cost of meals and housing, will be limited to the cost of economy-class airfare unless travel by private automobile is determined to be advantageous to the organization and is authorized in advance by national staff. Only one person per car can claim mileage reimbursement. Check with national staff for the current rate per mile

allowed. The rate allowable for mileage also applies to car mileage from your home to point of departure and return home, amounting to one round trip.)

Taxi or limo service: from point of arrival to meeting location. Airport buses/limo service should be used if more economical than taxis.

Lodging

In most cases, the national organization will secure accommodations for advisers at rates arranged by the national staff. Lodging while traveling to and from the meeting must be preapproved for reimbursement. The national organization cannot accommodate requests for single rooms for NECA attending the August meeting or the National Leadership Conference. If a single room is necessary for any of these meetings, it will be the advisers responsibility to pay for the single room.

Liability

The national organization assumes liability for all activities it sponsors. Any other activities sponsored by state associations and national headquarters does not cover local chapters. Check with your local school district to determine their liability coverage for you and your national officer when not on official business authorized by the national office.

Insurance

While traveling at the request of national headquarters you are insured by a travel accident policy established by FCCLA national office. It covers \$2,000 for medical expenses like injuries and provides \$100,000 accidental death and dismemberment insurance.

Child Care

Bringing infants and/or young children to meetings of the National Executive Council Advisers is strongly discouraged. The meetings are professional development sessions held in a business environment that does not lend itself to their needs and care. Further, the organization's insurance policy covers national officers and their advisers, not other family members. In situations where a NECA must bring infants and/or young children to meetings, it is recommended that the adviser make child care arrangements in the city where the meeting is being held. NECA accompanied by a child will be requested to have their own room, at their own expense. Childcare and lodging expenses for single rooms cannot be reimbursed.

Travel Reimbursement

A sample of a completed expense report is attached, in Chapter 8, for your reference.

- Submit a travel expense report to the Marketing & Membership Manager within 30 days after each meeting.
- Payment for expenses will be made directly to you unless you indicate otherwise.
- Refer to travel and reimbursement policies written on the travel expense report.
- Use two forms for meetings lasting longer than a week.
- Record actual cost of each meal; including the tip under the correct heading on the form.
- Remember that the daily allowable amount is adjusted for each meal already provided.
- List tips for baggage separately; list each taxi or limousine fare and indicate between what points you traveled. Don't forget receipts.
- Attach receipts for all expenses except tips to the expense report form. Please don't tape receipts to separate sheets of paper. Reimbursement cannot be made if required receipts are missing.
- Finally, sign the expense report before it is mailed to national headquarters. Your expense report will not be processed if it is not signed. Reimbursement should reach you within 30 days from the time the expense report is received at national headquarters.

Meals

A maximum allowance of \$45.00 per day will be granted for meals while attending meetings and traveling to and from the meetings. Receipts are to be attached to the expense reimbursement form. This amount includes tips. When some meals are provided by the national organization or the sponsoring party, the full daily allowance does not apply. Check with national staff for the current rate and with any questions pertaining to the meal allowance.

| | |
|------------------|-------------|
| Breakfast | \$10 |
| Lunch | \$15 |
| Dinner | \$20 |
| Snacks | \$0 |
| Total/Day | \$45 |

Tips

- 15 - 20% for meals
- 15% for taxis
- \$1 per day for maid service
- \$1 per bag for handling in and out of hotel or airport

You will not be reimbursed for the following travel expenses-

- personal telephone calls
- room service charges
- between-meal snacks
- laundry expenses
- overweight baggage fees
- entertainment expenses or TV movies
- taxi fare to restaurants, unless no food service is available at or near the hotel.



National Executive Council Forms

Leader Profile

Please complete the Leader Profile and bring it with you to the National Leadership Conference on Saturday, July 7, 2012.

Parental Consent Form

Complete five copies of the Parental Consent Form and have them **notarized**. Send four copies of the Parental Consent Form to the Leadership Development Manager by August 1, 2012. A notarized copy **must** also be carried by the officer at all times when on national FCCLA business. Medical facilities will not treat minors without a notarized medical release form. **ALL** medical information pertaining to the national officer must be fully disclosed on the form. All five forms must be notarized, not one notarized copy and the rest photocopied.

Health Form

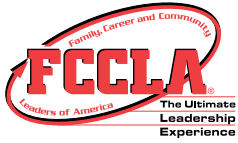
Members of the National Executive Council are required to receive a physical exam signed by their physician and submit it along with the Parental Consent Form by August 1, 2012.

Request for National Officer Form

When a state adviser or any other person from a state other than the officer's home state requests a National Executive Council member to attend their meeting, the National Executive Council member should provide the Request for National Officer Form. This form needs to be submitted to the Leadership Development Manager at national headquarters.

- **Note:** Please do not accept assignments at state meetings other than your own state without prior approval of the national office. **Also, note that national officers may not serve as STAR Events evaluators or room consultants.**

Sample Travel Expense Report



2012-2013 National Executive Council Leader Profile

Please complete this form, typing all information, and bring it to the National Leadership Conference. If you are elected, you will need to turn it in at the National Leadership Conference on Saturday, July 7, 2012.

Name: _____ Birth date (mm/dd/yy): ____ / ____ / ____ 2012-2013 Grade: ____

Hometown (City, State): _____ School: _____

Adviser's Name: _____ Favorite National Program: _____

Favorite STAR Event: _____ After school job: _____

Favorite music/performer: _____ Favorite book/author: _____

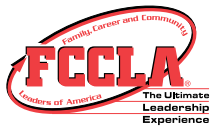
Favorite movie/TV show: _____ Favorite food: _____

Why did you join FCCLA and what has FCCLA done for you?

If elected, what will be your goals as an FCCLA officer?

Involvement in school activities (other than FCCLA):

Future Goals: Where do you plan to do after high school and what are your career goals?



PARENTAL CONSENT FORM
Family, Career and Community Leaders of America, Inc.
1910 Association Drive • Reston, Virginia 20191-1584

All national officers will be expected to travel on behalf of Family, Career and Community Leaders of America during their term of office. It may be necessary for a national officer to travel alone. It is essential that officers, their parents/guardians, chapter adviser, state adviser and school administrators understand this responsibility of national officers and support them traveling alone. Both the national officer and his/her parent(s)/guardian(s) agree to release Family, Career and Community Leaders of America, its officers, directors, employees and agents from any and all liability resulting from any occurrence during the national officer's term.

_____ has my permission to receive medical treatment by a physician should an illness or accident occur while traveling as a National Officer of Family, Career and Community Leaders of America. The following information may be helpful if such a situation arises:

Medical Information

Family physician: _____ Phone: _____

Physician's address: _____

Known allergies: _____

Medical/physical/mental health condition(s): _____

Signs and symptoms to look for: _____

Medication(s) currently taking: _____

Other condition(s): _____

Prescription # and pharmacy for medication(s) currently taking: _____

Comments: _____

Emergency Contact

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Comments: _____

Insurance Information

Social Security #: _____

Insurance Company: _____

Identification #: _____

Group #: _____

Location of Card: _____

Insurance Company Phone #: _____

I have thoroughly provided all medical/physical/mental health information and have read and consent to the above.

 (Signature of Parent)

 (Signature of Officer)

 (Signature of Notary)

 (Date)

Note: National Executive Council members must submit four signed and notarized copies of this form before traveling for FCCLA. Officers are responsible for updating FCCLA Leadership Development Manager with any changes on this form as they occur. Officers should have a signed and notarized copy of this form with them when they are traveling for FCCLA purposes.

PAST MEDICAL HISTORY (cont.)

Please check all that apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> ADHD (Attention-Deficit-Hyperactivity-Disorder) | <input type="checkbox"/> Anemia | <input type="checkbox"/> Anorexia Nervosa |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Bulimia | <input type="checkbox"/> Convulsions/seizure |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Epilepsy/seizures | <input type="checkbox"/> Heart Abnormalities |
| <input type="checkbox"/> Hearing aid/problems | <input type="checkbox"/> Hemophilia | <input type="checkbox"/> Hepatitis |
| <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Kidney Disease | <input type="checkbox"/> Migraines |
| <input type="checkbox"/> Mononucleosis | <input type="checkbox"/> Stomach Problems | <input type="checkbox"/> Thyroid Disease |
| <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Vision/eye sight problem | |

Please give details to the above checked medical problems: _____

IMMUNIZATION

Give list of last inoculation.

- | | | |
|----------------------|---------------|-----------------|
| Tetanus toxoid _____ | Measles _____ | Polo _____ |
| Diphtheria _____ | Mumps _____ | Pertussis _____ |
| _____ | | |

PHYSICAL EXAMINATION

To be filled out by a licensed health-care practitioner.

- | | | | |
|------------------------------|----------------|------------------|-------------|
| Height _____ | Weight _____ | BP _____ / _____ | Pulse _____ |
| Vision: Normal _____ | Glasses _____ | Contacts _____ | |
| Hearing: Normal _____ | Abnormal _____ | Explain _____ | |
- Limitations (activity, diet, etc.): _____

Signature: _____ Date: _____
Licensed health-care practitioner

Print Name: _____ Date: _____
Licensed health-care practitioner

Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____

Return to:
 FCCLA
 Attn: Leadership Development Manager
 1910 Association Drive
 Reston, VA 20176
 Phone: 703-476-4900
 Fax: 703-860-2713



Family, Career and Community Leaders of America, Inc. 2012-2013 Request for National Officer

1. **Contact Person** _____ State _____

Telephone _____ Fax _____ E-Mail _____

Street Address _____

City _____ State _____

2. **Type of meeting/training**

Date(s) _____ Time(s) _____

Site _____

Street Address _____

City _____ State _____ Phone _____

Expected attendance for meeting _____

3. **Name of National Executive Council member requesting:** _____

4. **Presentation Responsibilities:**

| Type of Presentation | Topic | Audience Type | # of Attendees | Date/Time | Additional Information: |
|----------------------|-------|---------------|----------------|-----------|-------------------------|
|----------------------|-------|---------------|----------------|-----------|-------------------------|

****If more responsibilities than five, please attach another sheet.*

5. **Check expenses that you agree to cover (*National headquarters is not responsible for any NEC expenses when requested by a state or chapter.)**

- Transportation
- AV equipment
- Supplies/Printing up to \$
- Lodging
- Meals

Contact person's signature: _____ Date: _____

Mail, email, or fax to:

Edie Doane, Leadership Development Manager
Family, Career and Community Leaders of America, Inc.
1910 Association Drive • Reston, VA 20191-1584
Fax: 703-860-2713 • Email: edoane@fclainc.org

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.

Board of Directors (BOD): Legal decision-making body of the organization; primary focus on policy making and fiscal responsibility.

E-Adviser: The *E-Adviser* is the official online newsletter for national FCCLA. Bringing current FCCLA updates monthly to all chapter and state advisers registered for the Chapter Adviser List serv.

The Adviser: This newsletter recognizes advisers' important role in the organization and provides ideas and updates to make their jobs easier. *The Adviser* is mailed with the chapter mailings in September and January and will be available online in May.

Executive Committee: Committee of the board of directors. Members include all officers of the Board, Chairpersons of all standing committees, the president of the National Executive Council, and the Executive Director.

Executive Director: Full-time employee of the organization responsible for management of the association; oversees personnel; reports to the BOD.

Headquarters Room: Information Center at any nationally sponsored meeting.

Leadership Development Manager: Primary staff contact for national officers; adult contact on most nationally sponsored travel when adviser is not present.

Leadership Training Team (LTT): Team of FCCLA Alumni who train FCCLA officers and give presentations for a fee.

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

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 Conference (NLC): Nationally sponsored 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; reports to the Executive Director.

NEC Individual End-of-Year Report: Written summary of officer's year, including highlights of year and suggestions for improving the experience distributed to newly elected officer and Leadership Development Manager.

NECA Mid-Year and End-of-Year Reports: Written summaries of NECA activities compiled and reported by the President's adviser to the National Board of Directors.

Monthly Report: A written summary of each NEC members program of work for each month. This is compiled and posted to the FCCLA national website.

STAR Events Advisory Team (SEAT): Serves as a support committee for the STAR Events program. Team members are selected and serve on a rotation basis. The advisory team is composed of ten members including state advisers, chapter advisers, student members, national staff, a Board representative, and the current and immediate past national Vice-Presidents of Competitive Events.

State Advisers Management Meeting (SAMM): State Advisers meet at the National Leadership Conference (NLC) site to go over logistics and FCCLA information for the upcoming conference.

Special Committees: Committees that are created to serve a specific and 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 Bulletin (SAB): Provided electronically 11 times per year to update state advisers, state administrators, NEC and their advisers, Board of Directors, and the National Consultant Team on organizational news and developments.

State Leadership Team (SLT): State advisers elected by region by their peers to give input into state adviser programming.

The Officer: Articles written by the National Executive Council members for the state officers FCCLA programs, meetings, and relevant information.

State Supervisor/ State Administrator: 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.

- Action for Healthy Kids (AFHK)
- 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)
- Department of Labor (DOL)
- Family and Consumer Sciences Education Association (FCSEA)
- Health and Human Services (HHS)
- National Association of State Administrators of Family and Consumer Sciences (NASAFACS)
- National Association of Secondary School Principals (NASSP)
- National Association of State Directors of Career and Technical Education Consortium (NASDCTEc)
- National Association of Teacher Educators of Family and Consumer Sciences (NATEFACS)
- National Association of Teachers of Family and Consumer Sciences (NATFACS)
- National Coordinating Council for Career and Technical Student Organizations (NCCCTSO)
- National Education Association (NEA)
- National Highway Traffic Safety Administration (NHTSA)
- National Organizations for Youth Safety (NOYS)
- Occupational Safety and Health Administration (OSHA)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office of Vocational and Adult Education (OVAE)
- United State Department of Agriculture (USDA)
- United States Department of Education (USDE)
- Youth for Understanding USA (YFU-USA)
- Youth Service America (YSA)

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

There are nine career and technical student organizations (CTSO's) including Family, Career and Community Leaders of America:

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