

# North Forsyth DECA - Officer Positions 2020-2021

## Vice President of Leadership (2 Positions):

- Consults with DECA Advisors before meetings for information on upcoming events, etc.
- Make weekly officer meeting agendas (creative, fun, etc.)
- Leads Officer Meetings with the other VP of Leadership
- Creates a monthly deadline for each officer and keeps track each month by collecting 5<sup>th</sup> of the Month sheets. Reports back to advisors on officer duty and special assignment progress.
- Determines the need for and calls any SPECIAL meetings
- Helps any other officer or DECA Advisors as needed
- Make sure everything is done and if it is not then you are responsible for getting it done!
- Creates Agenda and Speaking Orders for Chapter meetings
- Manages time during all meetings to ensure they are conducted within the proposed time frame
- Handles the discussions in an orderly manner
- Responsible for putting together the Chapter Meeting: include all of the following— sign in sheets, presentation, copy of speaking order, raffle tickets and bucket for tickets, food, drinks, plates, ice, etc.
- In charge of obtaining talent or game for each chapter meeting, as well as, promoting theme
- Keeps attendance records at each DECA officer and chapter meeting and reports to VP of Career Development : Membership
  - Types names into an excel document and saves into the Google Drive for future reference.
- Types meetings for the monthly chapter meeting and provides the Web Designer with the minutes for site updates
- Types minutes DURING officer meeting and emails to officer group & Advisors – places a copy in the Google drive for future reference
  - DECA Officer Meeting, Date of meeting, Topics discussed, dates known, any additional information needed, must be professional minutes!
- Works with the other VP of Leadership & VP Hospitality to plan Membership Induction, DECA Week, and Annual Banquet
- Reaches out to middle school elective course teachers and creates leadership and career development program for DECA Members to conduct in the middle schools and possibly the elementary schools
- Presides over membership induction with other VP of Leadership
- **Recruits a DECA sponsor for the year, 2 professional members, and 5 student members.**
- Represents the organization at school and civic events as a LEADER!

## VP Career Development: Membership & Competition (2 Positions)

- Creates and implements membership, promotional and community service campaigns at the local, state, and national level.

### Membership

- Creates and implements membership campaigns for both North Forsyth, GA and national recognition.
  - Creates and implements incentives to increase meeting attendance and student engagement. (Drawings, breakfast, etc.)
- Leads the planning of Raider Rush, Clubapalooza and Rise Up Raider Event to increase DECA Membership
- Leads the creation of a presentation and promotional materials for DECA to be used in all marketing classes during the first month of school
- Print Certificates for Participation at Conferences
- Assist with DECA t-shirt orders/payments/deliveries (tag all shirts on day of delivery)
- Willingness to support and communicate with all officers and send officer emails/texts
- Writes thank you notes to all people involved with DECA
  - In charge of thank you notes and newsletters getting to each professional member and advisory board members.
- Maintains contact with Alumni Members and encourages their involvement in the chapter
- Develop and maintain a relationship with community members (professional members, etc.).
- Responsible for maintaining the DECA membership binder and tracking membership attendance at events throughout the year (student, professional, alumni)
- Responsible for Membership Processing on DECA website. Once entered works with Mrs. Cline to process invoices for payment.
- Distributes membership cards and pins at the membership induction
- Track membership activity for acknowledgement and awards. Will work with Hospitality VP to share needed information.
- **Recruits a DECA sponsor for the year, 2 professional members, and 5 members.**
- Represents the organization at school and civic events as a LEADER!!

# North Forsyth DECA - Officer Positions 2020-2021

## Competition

- Plan and present, with the other officers, competitive events to marketing classes and encourage members to sign-up before the end of August!
- Create posters for both Marketing Classrooms with sign-up space for all competitive events for both Region & State Competitions
- Organize all competitive event materials
- Coordinate Mock Role Play and Practice Presentation Days
- Creates a competition committee to help disperse information and materials.
- Distribute study material, Competition University logins
- Check in materials when returned after Regions, State, and ICDC
  - Create a bin or system of “turning in material”
- Write pre-conference thank you notes to chaperones and post-conference thank you notes that competitors sign
- Order DECA Blazers if needed, label and organize. Work with Advisors for this process.
  - Check in/out all competitors and blazers.
- Make Spreadsheets, Itinerary, reminders, etc. before competitions
- Prepare and lead Competition Meetings during September to November
  - Download all new National competitive event samples from [www.deca.org](http://www.deca.org) to NOFO DECA Google Drive.
  - Attend all practices
  - Choose role-play and get copies made
  - Make tips and hints
  - Make a “How to Run a Role-Play Practice” sheet for officers who will be running the meetings
  - Keep attendance of competitors
- Put together a schedule of events for ICDC
- Send out messages to competitors reminding them of dates and things due
  - Prepare reminders to send to competitors about events.
- Create a note to wish competitors good luck for competition!
- Write thank you notes to all people who help with competition (professional members who listen to presentations and all chaperones)
- **Recruits a DECA sponsor for the year, 2 professional members, and 5 members.**
- Represents the organization at school and civic events as a LEADER!!

## VP Marketing, Media & Social Media: 2 Positions

### Marketing

- Creates and hangs “Welcome” and “Join DECA” posters the week before school starts back.
- Creates flyers for Chapter Meetings
- Creates and designs monthly chapter newsletter by the due date – works with Advisors to create
- Create meeting flyers and promotes any special meetings
- Makes flyers, announcements, and any other promotional items to be hung/completed by at least ONE week before the event.
  - If needed forms committees to create and hang posters, flyers and/or commercials for each event.
- Publicize for DECA month and all events.
- Monthly news release with photos (FC News, School paper, School Magazine, NFHS Newsletter), due **3** days after the event. Obtain contacts in August! In constant contact with [NFHS Newspaper](#) (article in each edition) and [Yearbook](#) (all events).
- Submits a DECA Direct Article each month. [DECA DIRECT](#)
- Monthly hall bulletin board/classroom bulletin board: DUE Week prior to the 1st of each month.
- Provide Media Officer with updates for social media and website
- Help VP Career Development with conference registration and membership processing
- **Recruits a DECA sponsor for the year, 2 professional members, and 5 members.**
- Represents the organization at school and civic events as a LEADER!!

### Media/Social Media: 1 Position

- Photography - take pictures at EVERY FUNCTION. We must have a photographer at every event, including meetings. If not able to attend, appoint a replacement. Upload all pictures to NOFO DECA Google drive and label in a folder by event no later than 24 hours after the event.
- Communicates with community businesses, administrators, teachers, other students, and notify parents with updates and volunteer requests (work w/ career development).
- Creates an End of the Year Slideshow
- Designs and operates the presentation for the Chapter Meeting to include photos and graphics

# North Forsyth DECA - Officer Positions 2020-2021

- Create a video of Competition (Region/State)
- Creates and maintains DECA website that contains all information (2<sup>nd</sup> Monday of each month)
  - All Member forms, officer info/contacts, yearly calendar, pictures
  - Fundraisers, calendars/dates, pictures, important events/reminders
- Create a Social Media plan for NOFO DECA due by July 23, 2021
  - Run and update all Social Media for NF DECA. This will need to be done at least 4- 5 times a week if not more. Refer to GA DECA and National DECA for ideas and other chapters. Create incentives for people to join our social media groups/pages/etc.
- ***Recruits a DECA sponsor for the year, 2 professional members, and 5 members.***
- Represents the organization at school and civic events as a LEADER!

## VP Hospitality (2 Positions)

### DECA Event Coordinator

- Helps create, plan and organize, with advisors, all non-competitive and social events
- Coordinate events for DECA (fundraisers to raise money for the chapter and before conferences, holidays, etc.)
- Coordinate DECA week activities with VP Leadership I & II
- Help with any events NFHS DECA works on
- Help with Civic Events (monthly) –help communications with promotions
- DECA Month Activities “Person-in-charge” (assign people to the different days)
  - Promotion Day
  - Teacher Appreciation
  - Member Day
  - Administration Appreciation Day
  - DECA Member of the Month (2 per month)
- Arranges for refreshments for each meeting and gets all other materials ready for meeting
- Plan beginning of the year social, holiday social, and end-of-the-year social
- Plans and organizes membership induction with other officers
- Plans and organizes Homecoming float themes and meetings.
- **Recruits a DECA sponsors for the year, 2 professional members, and 5 members.**
- Represents the organization at school and civic events as a LEADER!!

### Volunteer & Social Coordinator

- Helps create, plan and organize, with advisors, all non-competitive and social events
- Coordinate events for DECA (fundraisers to raise money for the chapter and before conferences, holidays, etc.)
- Coordinate DECA week activities with VP Leadership I & II
- Help with any events NFHS DECA works on
- Help with Civic Events (monthly) –help communications with promotions
- DECA Month Activities “Person-in-charge” (assign people to the different days)
  - Promotion Day
  - Teacher Appreciation
  - Member Day
  - Administration Appreciation Day
  - DECA Member of the Month (2 per month)
- Arranges for refreshments for each meeting and gets all other materials ready for meeting
- Plan beginning of the year social and holiday social
- Plans and organizes membership induction with other officers
- Plans and organizes Homecoming float themes and meetings
- **Recruits a DECA sponsors for the year, 2 professional members, and 5 members.**
- Represents the organization at school and civic events as a LEADER!!