

Descriptions for DECA officer responsibilities

PRESIDENT

Agendas
Calendars
Initiation
DECA Week

- organize, write & type the agenda for each **monthly** meeting.
- supervise and ensure that all DECA projects are carried out.
- schedule Officer Team meetings
- preside at Officer Team and chapter meetings
- create monthly calendars
- plan and implement activities – DECA Poster Chair
- co-organize the DECA member initiation ceremony with VP
- attend **all** DECA Officer Team meetings, chapter meetings & DECA activities

EXEC VP

DECA day
Newsletter

- fulfill responsibilities of the President in the President's absence
- plan, organize and implement activities
- create chapter newsletters-**quarterly**
- work with all project chairpersons
- plan fun activities – help head DECA Poster
- attend **all** DECA Officer Team meetings, chapter meetings & DECA activities

VP COMMUNICATIONS

Minutes
Annual Report

- record & type the minutes of each officer and chapter meeting (within 1 week)
- compile all meeting agendas/minutes
- provide Advisors with typed copies of meeting minutes
- write and send letters of invitation and thank you's (guest speakers, admin, etc)
- responsible for completing the Annual Report
- attend all DECA Officer Team meetings, chapter meetings & DECA activities
- prepare and send out monthly meeting reminders

VP PUBLIC RELATIONS

Promotions
Announcements
DECA website

DECA
Facebook
Pictures
Videos

- write all press releases/articles (including *Mail Tribune*, **DECA Direct** magazine, etc)
- encourage positive attitudes for our chapter by sending correspondence to members (birthday cards, etc.)
- DECA Poster
- attend all DECA Officer Team and chapter meetings & DECA activities
- prepare DECA promotional tri-fold board for use a various events
- take photos as well as collect photos taken by members
- post photos on social media

- create and update DECA Facebook page, message members
- attend all DECA Officer Team and chapter meetings & DECA activities

Requirements to be a DECA Officer

1. Commit to being an active DECA member
2. Effectively Communicate with each other and DECA Advisors
3. Attend **all** officer meetings
4. Possess effective communication and leadership qualities/skills
5. Participate
6. Compete in DECA at District **and/or** State Competition
7. Help with the 2015-2016 major "Fundraising Event" (TBD)
8. Have Reliable Transportation
9. Participate in EVERY DECA fundraiser/chapter project
10. Be open and flexible to change and new ideas
11. Keep up with DECA dates, fundraisers, projects
12. Love DECA 😊😊 !!

Thanks for your interest!
Good Luck!