

RESPONSIBILITIES of STATE OFFICERS

- Be responsible and represent the organization in a positive manner at all times.
- Communicate with advisers (State and Chapter) and other officers.
- Attend and serve at the National Convention, Fall Conference, Legislative Meeting and State Convention.

President:	Conduct management team meetings. Start meetings on time and keep them moving efficiently Hold all officers accountable for their responsibilities Sponsor a NATIONAL PROGRAM as a statewide project State Convention Opening Session
Vice President:	Preside in absence of President Serve as National Committee Member Development Sponsor a MEMBERSHIP statewide project State Convention Awards Session
Sec./Trea.:	Keep minutes of management team meetings and present at the following meeting for approval Keep record of meeting attendance Present financial report at executive meetings Sponsor a NATIONAL PROGRAM as a statewide project State Convention Business Session
Public Relations:	Responsible for reporting news of the chapters and their members Member of the National Connection Team at National Convention Work with Web designer to update webpage Manage Facebook and other Social Media pages. State Convention Keynote and Entertainment Sessions
Parliamentarian:	Know the rules of simple parliamentary procedure. Help meetings run smoothly Keep By-Laws up to date Represent Wyoming as a Voting Delegate at National Convention Sponsor a NATIONAL PROGRAM as a statewide project Assist in State Convention Sessions

State Leadership Training (April or May)

- Be trained in leadership roles
- Prepare for National Convention
- Begin planning for Fall Conference and State Convention
- Develop relationships with the new officer team

National Convention (July)

- Represent the State Association of Wyoming
- Continue to develop leadership skills
- Collect information and ideas to bring home to local chapters
- Conduct State Meetings while at Convention
- Build relationships with officers and Wyoming members

Fall Conference (October)

- Attend and assist in the Activities of Fall Conference
- Plan for State Convention

Executive Council Meetings

- Develop and maintain a program of work for the organization
- Provide student input on decisions affecting FCCLA members

Legislative Meeting (February)

- Meet with legislators and government officials to represent FCCLA
- Plan details of the State Convention
- Continue to build relationships and leadership skills

State Convention (March)

- Conduct all sessions and follow through with all activities planned
- Set up, clean up and maintain facilities of the convention
- Assist the State Adviser and staff in needs throughout the convention
- Build relationships with Wyoming FCCLA members

Other Activities/Responsibilities:

- Provide information for State Website
- Lead workshops
- Provide State Projects information and guidelines
- Encourage member participation
- Promote FCCLA throughout the state of Wyoming

DISTRICT OFFICER EXPECTATIONS

State Leadership Training (April or May)

- Be trained in leadership roles
- Prepare for National Convention
- Begin planning for Fall Conference and State Convention
- Develop relationships with the new officer team

Fall Conference (October)

- Plan and carry out the Activities of Fall Conference

State Convention (March)

- Conduct the District Meeting
- Set up, clean up and maintain facilities of the convention
- Assist the State Adviser and staff in needs throughout the convention
- Build relationships with Wyoming FCCLA members

Other Activities/Responsibilities:

- Provide information for State Website
- Lead workshops
- Provide State Projects information and guidelines
- Encourage member participation
- Promote FCCLA throughout the state of Wyoming