



OHIO
STATE ASSOCIATION

Executive Council Candidate Handbook

Running for Executive Council

Congratulations on pursuing the opportunity of running for a Regional or State Executive Council position!

Being an Executive Council Candidate (ECC) is a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you are elected or not, you've accomplished a great deal and should be proud of yourself.

Being an Executive Council Member involves tremendous time commitment and responsibility to the organization. Ohio Family, Career and Community Leaders of America must be a priority for the entire year. There will be times when other activities and interests may conflict with an Ohio Family, Careers and Community Leaders of America training or event, and you must miss that special game or event.

Expectations

Executive Council members are:

- Strongly encouraged to complete their State Degree during their elected term.
- Dedicated and committed to the total program of Family and Consumer Sciences and related career fields and Ohio Family, Career and Community Leaders of America.
- To commit the entire year to your Executive Council Member activities and consider Executive Council Member activities to be their primary responsibility.
- Willing and able to independently travel while serving the Ohio Family, Career and Community Leaders of America Association.
- Knowledgeable of current events in the areas of Family and Consumer Sciences, Hospitality and Tourism and education and training career fields, Career-Technical Education, and Ohio Family, Career and Community Leaders of America.
- To project a desirable image of Ohio Family, Career and Community Leaders of America.
- To regularly, and on time, write all letters, thank-you notes, e-mails and other correspondence that are necessary and desirable.
- To strive to improve their ability to carry on meaningful and enjoyable conversations with all individuals.
- To accept and search out constructive criticism and evaluation of their performance.
- To maintain and protect their health and abstain from all use and/or consumption of alcohol, tobacco and illegal substances always during my year of service to Ohio Family, Career and Community Leaders of America.
- To treat all Ohio Family, Career and Community Leaders of America members equally by not favoring one over another.
- To conduct themselves in a manner that commands respect without any display of superiority.
- To maintain dignity while being personable, concerned and interested in contacts with others.
- To avoid places or activities that in any way would raise questions as to one's moral character or conduct beyond reproach.
- To use wholesome and appropriate language in all detrimental to other Ohio Family, Career and Community Leaders of America members and adults.
- To work cooperatively with other Executive Council Members of the Ohio Family, Career and Community Leaders of America Association as well as other members of CTSO organizations; always maintaining a cooperative attitude.
- To be willing to take and follow instructions as directed by those responsible for the Executive Council members, state and local and Ohio Family, Career and Community Leaders of America programs.

Out of School Requirements

State Executive Council members are to attend all scheduled meetings. These meetings will consist of 15-20 days of school missed. There is a possibility that additional special events will be added to a member's calendar throughout the calendar year.

Regional Executive Council members are to attend all scheduled meetings. Attendance at all events will require students to miss 2-3 days of school during their term.

Interview Process

Attire

Executive Council Candidates should wear official FCCLA uniform –

- Ladies - Official blazer, white blouse, black skirt or black pants, and black dress shoes
- Men - Official blazer, white shirt, black dress pants, and black dress shoes

Executive Council Interview will follow the process below:

General Interview - 100 points.

The General Interview consists of a 6-8-minute interview with the panel of evaluators.

- The candidate will introduce him/herself and give a brief address on why they would like to serve as an Ohio FCCLA Executive Council member.
- The candidate will be expected to perform the opening and closing ceremony (as the president).
- The remainder of the general interview will consist of a committee asking questions surrounding the candidate's Ohio Family, Career and Community Leaders of America experiences, leadership activities and other pertinent Family and Consumer Sciences and related career field Education activities.

Extemporaneous Speech - 100 points

The Extemporaneous Speech consists of five minutes; three minutes will be given to the candidate to prepare a two-minute speech using the situation provided. Candidates will have two minutes to deliver the speech to the panel of evaluators.

Impromptu Scenario Interview - 100 points

The Impromptu Scenario Interview occurs in front of a panel of evaluators. This activity is a six-minute interview between the candidate and a special guest.

Knowledge Test - 50 points

The Knowledge Test consists of 25 multiple-choice questions which will focus on all aspects of the Family and Consumer Sciences, Hospitality and Tourism and Education and Training Career-Tech and Ohio Family, Career and Community Leaders of America programming.

Election Process

Slating Process

A cut score must be met through the interview process to be slated to the ballot for election. Two candidates will be slated for each position. Candidates will be announced during the Opening session of State Leadership Conference.

Attire

Executive Council Candidates must wear official FCCLA uniform –

- Ladies - Official blazer, white blouse, black skirt or black pants, and black dress shoes
- Men - Official blazer, white shirt, black dress pants, and black dress shoes

State Leadership Conference Business Meeting

Impromptu Speech

Each Executive Council Candidate will be provided an impromptu speech topic. The candidate will then have five minutes to prepare a three-minute speech that will be delivered to the delegation during the Business Meeting Session at State Leadership Conference.

Assembly of Delegates

Voting delegates will evaluate Executive Council Candidates on their impromptu speech and the information provided in the Executive Council Candidate Handbook. Voting delegates will cast their ballot for the candidate they feel is best qualified for the position in which the candidate has been slated. The new Executive Council Members will be announced and the State Executive Council will be installed office during the closing of State Leadership Conference.

Final Note

Candidates are encouraged to work with their adviser to prepare for the potential outcomes of the election. It is critical that candidates understand that not being elected isn't the end of their FCCLA involvement. Candidates can still have a big impact in their local chapter and at the regional and state levels no matter their position.

If elected to Regional or State Executive Council

Once elected to an Ohio Family, Career and Community Leaders of America Executive Council position, you must remember you have been elected by your peers to serve in an Ohio Family, Career and Community Leaders of America leadership position. Serving at an Ohio Family, Career and Community Leaders of America Executive Council Member is a tremendous responsibility and an exciting, and rewarding challenge.

General Responsibilities and Conduct

Regional Executive Council

- Regional Executive Council members have many responsibilities. These responsibilities should take priority over other school and community activities. To honor these priorities, sacrifices sometimes should be made, be prepared to manage them positively.
- Regional Executive Council members' behavior reflects upon the image of Ohio Family, Career and Community Leaders of America. Student conduct should make a positive contribution to the excellent reputation already established.
- Communication is extremely important to work effectively. You are a link between the state and local levels, so keeping your chapter adviser informed of your activities and responsibilities is essential.
- Set up a time at least once a week to meet with your chapter adviser to keep each other informed and up to date.

State Executive Council

- State Executive Council Members have many responsibilities. These responsibilities should take priority over other school and community activities. To honor these priorities, sacrifices sometimes should be made, be prepared to manage them positively.
- Communication is extremely important to work effectively. You are a link between the state and local levels, so keeping your chapter adviser informed of your activities and responsibilities is essential.
- Set up a time at least once a week to meet with your chapter adviser to keep each other informed and up to date.
- Set up a time to meet with the school principal, superintendent, and supervisors once a month to keep them informed of upcoming meetings and events.
- State Executive Council members' behavior reflects upon the image of Ohio Family, Career and Community Leaders of America. Student conduct should make a positive contribution to the excellent reputation already established.
- State Executive Council members shall become familiar with the responsibilities of all council members.

Program Development

State Executive Council Members will participate in meetings of the Ohio Family, Career and Community Leaders of America Board of Directors.

Composition

Per the Code of Regulations (revised 2017) of the state organization, The State Executive Council is composed of no more than 10 active students elected for one year terms by the delegation at State Leadership Conference. The offices may include but not limited to President, First Vice President, Secretary, Vice President of Service Engagement, Vice President Publications, Vice President of Program Outreach, Vice President of Member Engagement and Vice President of Program Outreach. These titles are subject to change as state staff determines programming needs. Duties will be assigned by state staff.

Regional Executive Council is comprised of four (4) elected members to each of the four regions. There are four regions in Ohio for a total of up to 16 members for a one year term. Each Region will have a President who is elected by the delegation at State Leadership Conference. All others serve as Executive Council members.

Term Limits

A State Executive Council member may serve up to two one year terms if elected. Candidates must be active members who are currently freshmen, sophomores and juniors. The president cannot serve more than one term as president.

A Regional Executive Council members may serve up to three, one year terms if elected.

President Requirements

The President cannot serve more than one term as President. President candidates must have served one prior term on the State Executive Council.

Code of Conduct/Code of Ethics

The primary purpose of this standard of behavior is to insure the safety and well-being of all participants. Youth are expected to function within the guidelines of Ohio Family, Career and Community Leaders of America. Participants shall be individuals of personal integrity. All Executive Council members will be expected to sign and abide by the Ohio Family, Career and Community Leaders of America Code of Conduct and Code of Ethics found on the Executive Council Application. In signing these forms, you are showing that you have read, understand, and are willing to abide by the entire Executive Council Handbook.

Executive Council Members will:

- Uphold an individual's right to dignity, self-development, and self-direction.
- Accept supervision and support from professional staff and volunteers while involved in the program.
- Accept the responsibility to represent their individual chapter, school and the state with dignity and pride by being positive representatives of the program.
- Conduct themselves in a courteous and respectful manner, and exhibit good sportsmanship.
- Respect and adhere to rules, policies, and guidelines established for the program.
- Not commit a felonious criminal act.
- Perform duties in a responsible and timely manner.
- Accept the responsibility to promote and support Ohio Family, Career and Community Leaders of America to develop an effective local, state, and national program.
- Dress appropriately for the event in business casual or in the assigned dress of the day.
- Not have inappropriate physical contact is not acceptable.
- Sign the Social Media Contract guiding their online presence while in office.

Removal from Office

- In the event an Executive Council Member does not meet an assignments due date, on the first offense, the Executive Council Member and their adviser will be notified in writing that the student is on probationary status and must submit work within ten days.
- In the event of a second offense or failure to meet the ten-day deadline, the Executive Council Member, adviser, parents and principal will be notified that the officer is on probation and has ten days to submit missing items.

- In the event of a third failure to submit by the given deadline or failure to meet the ten-day deadline, the officer will remain on probation until the State Staff determines if the student may remain in office.
- In the event an Executive Council Member is not fulfilling the duties of office, that Executive Council Member may be removed from the office as decided by the State Staff.
- Any blatant infraction stated in the Code of Conduct.
- Any conduct unbecoming of an Executive Council Member is subject to; but limited to; removal from office.
- All decisions made by the State Staff are final.

Disciplinary Process

- The Executive Council Member who has committed the offense will be notified immediately and in written form via email within 10 working days following verbal notification. This information also will be sent to the Executive Council Member, parent/guardian, adviser, and principal.
- State headquarters may then:
 - Send a letter of reprimand to the officer and place the letter in the officer's file
 - Suspend the officer
 - Remove the officer from office
- The Executive Council Member, adviser, principal, and parent/guardian shall be notified via email within 10 working days of the decision.
- All written correspondence will be sent by email.

Executive Council Resignation

- In the event the office of President becomes vacant by resignation or otherwise, the first vice president shall assume the duties of the office for the unexpired term.
- If an any other office becomes vacant it will remain vacant for the unexpired term.

Relationships

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 an Executive Council member 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 in 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 members successfully are appositive 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 officers promptly, should they need work from you. Communication is the key to good teamwork.

State Staff

As an Executive Council member, you will work closely with state staff, as they keep you informed about the organization and its programs. State Adviser(s) who works directly with the Executive Council members and assists them in coordinating responsibilities. If there are multiple State Advisers, it is imperative that both be kept in the loop always.

Executive Council Trainings

State Executive Council members are required to attend the following trainings:

- **June** – Focus will be team development, National Leadership Conference, Chapter Officer and Adviser Training, FCCLA Leadership Training
- **August** – Focus will be leadership development, Board of Directors Meeting, Chapter Officer and Adviser Training, FCCLA Leadership Training and Regional Conferences
- **September** - Focus will be leadership development, FCCLA Leadership Training, Regional Conferences and Regional Competitive Events
- **December** - Focus will be leadership development, Regional Conferences, Regional Competitive Events, Executive Candidate Training and State Leadership Conference
- **March** - Focus will be leadership development, Executive Candidate Training and State Leadership Conference

Regional Executive Council members are required to attend the following trainings:

- **June** – Focus will be team development, National Leadership Conference, FCCLA Leadership Training
- **Saturday in August** – Focus will be leadership development, FCCLA Leadership Training and Regional Conferences
- **Saturday in September** - Focus will be leadership development, FCCLA Leadership Training, Regional Conferences and Regional Competitive Events
- **Saturday in December** - Focus will be leadership development, Regional Conferences, Regional Competitive Events and State Leadership Conference

Before each training Executive Council Members will receive an agenda. Trainings will include leadership training, development training, updates from state staff, participate in team building exercises, establishing and implementing goals and a Program of Work for the year.

Board of Directors Meetings

All State Executive Council members are expected to attend the two Board of Directors Meeting per year.

Chapter Officer and Adviser Training

There will be four (4) locations, one in each region of Chapter Officer and Adviser Training. These trainings will take place in early September. Start time will be at 4:00 P.M. requiring State Executive Council Members to leave school early to arrive on time. Council members will be assigned regional locations.

FCCLA Leadership Training

This October training will help members fulfill their potential through effective leadership training in areas such as: team building, Ohio Family, Career and Community Leaders of America program and knowledge, decision making and communication skills. Executive Council members will participate in the training with fellow FCCLA members.

Regional Conference

This February training will provide educational training promoting leadership, personal improvement, Ohio Family, Career and Community Leaders of America knowledge and a service learning event. There will be four (4) locations, one per region, with the Regional Executive Council hosting. Assigned State Executive Council members will provide a motivational speech and lead a workshop.

Regional Competitive Events

These February and March events will take place in each region with a separate Culinary Competitive Events and a separate Career Development Events. Regional Executive Council members will serve as host to the Career Development Events and State Executive Council members will be assigned to hosts Culinary Competitive Events.

Executive Council Candidate Interview Training

This March event will be hosted by senior Executive Council Members. They will have candidates go through practice interviews.

State Leadership Conference

April – Ohio Expo

As a team, you and your Executive Council Members will be responsible for implementing and carrying out the focus and content of the State Leadership Conference. State Executive Council Members will arrive in Monday to prepare and rehearse, participating in all general sessions and other meetings as assigned, representing the organization and supporting programs inside and outside formal sessions, and serving as a role model for all participants – keep in mind appropriate behavior and be friendly.

National Leadership Conference

June – July Location to be announced

State Executive Council is to attend all general sessions and assigned workshops and training of National Leadership Conference representing the Ohio Delegation and supporting members inside and outside of formal sessions, and serving as a role model for all participants – keep in mind appropriate behavior and be friendly.

State Executive Council Chapter Visit Request

September – through March

There will be times when a State Executive Council Member will be requested to visit a chapter or district meeting to be keynote speaker and/or provide workshops. These requests will be directed through the state office for approval. The State Executive Council Member's responsibility is:

- To check personal calendar for availability and confirm with the state office that the date and time works.
- Advise parents, adviser and school that this is an extra request from the state office.
- Work with school and parents to make travel arrangements for that day.
- Once the state staff has confirmed with the school the State Executive Council Members availability it is then the responsibility of the SEC to work directly with the requesting on details of the day.
- Expenses incurred are the responsibility of the requesting chapter or district. You may use the state provided travel expense report form as an invoice and should be submitted no later than five days after the presentation.
- A written summary report of the visit is due to the state office two weeks after the presentation.

Travel and Expenses

Calendar Year Overview

State Executive Council are required to travel to participate in the following meetings –

- State Executive Council trainings
- Ohio FCCLA Board of Directors
- Chapter Officer and Adviser Training
- FCCLA Leadership Training
- Regional Conference
- Regional Competitive Events
- Executive Council Interviews
- State Leadership Conference
- National Leadership Conference

Travel

If you are participating in a meeting at the request of the state office, your travel and expenses are reimbursable. Transportation to these events are a local decision. If the school provides transportation they will not be reimbursed. If a State Executive Council member or their parents drives, they will be reimbursed for expenses.

You will be covered by a FCCLA insurance policy while traveling on state sponsored official business. Be a servant leader and help in every way possible at meetings.

For National Leadership Conference the following expenses will be reimbursed –

- Transportation
- Registration – will not pay for Competitive Event fees, tours or special events
- Hotel
- Meals – a check will be issued to each State Executive Council member before traveling to National Leadership Conference. A maximum allowance per day will be granted for the exact number of days of the conference based on the U.S. General Services Administration’s current CONUS rates. Tips will not be included. Itemized receipts are to be turned into state staff at the August training along with any money not used. If a school sponsors a meal(s) you should return that allotment of money.

Travel Reimbursement

By car: mileage. Only one person in the car can claim mileage also applies to car mileage from home to point of departure and return home. If a parent drives they can only get one way reimbursement, amounting to one-round trip.

Claiming reimbursement for travel expenses:

- Submit a travel expense report within 30 days after each meeting.
- Payment for expenses will be made directly to State Executive Council member unless otherwise indicated.
- Reports must be signed in order to be processed.

Regional Executive Council transportation is not reimbursable.

Public Relations and Networking

Public Relations are the constant process of building a positive image of Ohio 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 and state organization. You should reflect a clear understanding of the goals, projects, and ideals of Ohio FCCLA and the ability to express them clearly and accurately in your own words. All correspondence that you send as an Executive Council member should be approved by state staff before sending.

Public Relations Basics

The official name of the organization is of Ohio Family, Careers and Community Leaders of America, and you should use this name and tagline, “The Ultimate Leadership Experience, or FCCLA when referring to it. Family, Careers and Community Leaders of America, Inc., include two types of members: those who have participated or are participating in comprehensive, and/career field programs of Family and Consumer Sciences education.

Networking

Networking is like public relations work with the organization. Throughout your term, you will have the opportunity to work with many different groups of people to carryout responsibilities and complete tasks. As an Executive Council member, you are in a key position to keep Ohio Family, Careers and Community Leaders of America network alive. Local officers and members look to you to keep them informed. Use *The FCCLA Branding and Promotion Guide* to help you when 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.

Special Meeting Requests

State Executive Council Members *may* be involved in representing Ohio Family, Career and Community Leaders of America at the request of the state office. These meetings when assigned may include chapter visits, district meetings, state sponsored professional and youth organizations.

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 and related career field programs.

What to Tell Others

As you work with individuals and groups you need to help them see an overall picture of Ohio Family, Careers and Community Leaders of America.

- Explain your activities as a member of the Executive Council and activities of your chapter.
- Help others understand how chapters operate as an integral part of the Family and Consumer Sciences education and related career field programs.
- Tell what belonging to the organization means to you.
- Emphasize the ways in which chapters provide opportunities for all members to participate at the state and national level.
- Illustrate ways in which to participate in the national organization’s program contribute 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 supports project and program development.
- Explain the opportunities members have to develop leadership skills.
- Be prepared to explain how involvement in of Ohio Family, Careers and Community Leaders of America programs and activities help members become student leaders in families, careers, and communities.
- Explain how Ohio Family, Careers and Community Leaders of America is unique among student organizations because its programs are planned and run by members. It is the only intra-curricular student organization with careers as its central focus. Participation in state and national programs and chapter activities helps members become strong leaders in their families, careers, and communities.
- Use *The FCCLA Branding and Promotion Guide* to gain the basic knowledge of what the national organization is saying about programs, ideas, and promotions.
- The key messages sheet in *The FCCLA Branding and Promotion Guide* gives you a precise description of the national programs and meetings to help you prepare.

Organizational Structure and Policymaking

State Staff Structure

State staff works to see that ideas and programs are researched, developed, and implemented to fit the needs of members.

State Staff Relationship to Council

The Executive Council, works directly with state staff throughout their term. It is important that members communicate with state staff about meetings and activities that they are participating in both in and outside of FCCLA. Open communication allows the staff and the executive council member to build a working relationship to allow for a successful term.

State Board of Directors

Structure

The Ohio Family, Careers and Community Leaders of America Board of Directors consist both elected and ex officio members. The number of board members may vary year to year, but the total will not exceed 14 members excluding the State Executive Council Members. Refer to the Code of Regulations (revised 2017) for descriptions of the Boards composition.

Function

Responsibilities of the of Ohio Family, Careers and Community Leaders of America Board of Directors

- Authorize and participate in an ongoing process of planning the organization’s direction and determine major program and financial policies;
- Assume leadership in creating a healthy environment, that allows Ohio Family, Career and Community Leaders of America, to develop strong leaders;
- Effectively and competently managing Ohio Family, Career and Community Leaders of America, while delegating sufficient authority to state staff to administer the organization successfully;
- Secure and preserve financial resources sufficient to meet operating costs and maintain Ohio Family, Career and Community Leaders of America, in a condition consistent with its stated mission.

Working Relationship of the State Executive Council and Board of Directors

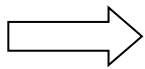
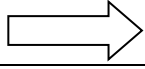
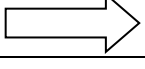
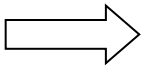
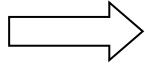
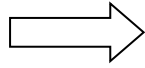
The of Ohio Family, Careers and Community Leaders of America Board of Directors is the governing body of the state organization. The council has representation on the board that brings youth perspective into the decision-making process. The board is responsible for policy decisions. Voting delegates at the state meeting are responsible for approving membership dues and election of executive council members.

The board and executive council work together to:

- Keep each other informed of separate actions;
- Exchange ideas and plans of mutual interest;
- Determine some policies and procedures affecting the organization.

Tips for Effective Participation in Board Meetings

- As an State Executive Council Member, your input to the board is very valuable. You have a responsibility to represent the interests of the membership you serve but to ultimately support the decision that is best for the organization.
- It is essential that you speak you up and express your views in a professional manner.
- Do your homework on the issues at hand so your view will be respected. 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. Official dress is required. You will want to look professional, neat and poised. (No chewing gum, falling asleep, or using your phone.)

<u>WHO MAKES THE DECISIONS?</u>				
Types of Decision		Initiated/ Recommended by	How Processed	Final Decision
Policies		Members, SEC, Staff, Others	Board of Directors	Board of Directors
Budget		State Staff	Board of Directors	Board of Directors
Dues Rate		State Staff	Board of Directors	Voting Delegates
Programming, Guidelines and Procedures		SEC, State Staff	State Staff	State Staff
State Leadership Conference, Regional and State Events Sites		SEC, State Staff	State Staff	State Staff
Meeting Content		SEC, State Staff, Others	SEC, State Staff	State Staff

Executive Council Advisers

It is a tribute to you if your chapter member is elected to an Executive Council position. You play an important role in the Executive Council Member's experience. Please familiarize yourself with the Executive Council Code of Conduct, Code of Ethics, and your member's responsibilities. Communication between the two of you is vital to keep both of you informed about all of events and responsibilities.

Roles and Responsibilities

In addition to the responsibilities you and your council member have, your actions represent the image and voice of the state organization, this image is shaped by your actions and efforts. The way you look and act, and the impressions you make when meeting the public reflects not only upon you, but your FCCLA chapter and state organization. Please review the public relations information in this handbook for key messages.