



**OHIO**  
STATE ASSOCIATION

## Executive Council Candidate Study Guide

## **Preparing for the Selection Process – Study Guide**

### **Fundamentals to know about Ohio Family, Careers and Community Leaders of America**

The following is a minimum of what each candidate should know about Ohio Family, Careers and Community Leaders of America:

- What is the place of Ohio Family, Career and Community Leaders of America within the program of Family and Consumer Sciences and related career fields?
- Why was Ohio Family, Career and Community Leaders of America organized?
- What are some unique features of Ohio Family, Career and Community Leaders of America?
- What is the Family, Career and Community Leaders of America Mission Statement?
- What is the Ohio Family, Career and Community Leaders of America State Project?
- Relative to the leadership of Ohio Family, Career and Community Leaders of America, know the following:
  - Who are/is the Ohio Family, Career and Community Leaders of America Adviser(s)?
  - What is the Ohio Family, Career and Community Leaders of America Board of Directors and their responsibilities?
  - Who are the current Ohio Family, Career and Community Leaders of America Executive Council Members?
- What is the relationship of the Ohio Family, Career and Community Leaders of America Association to the Ohio Department of Education (ODE)? Explain.
- It is essential that you have a thorough knowledge of the following:
  - Middle school programs and opportunities in Ohio Family, Career and Community Leaders of America
  - The history and current state of Career-Technical Education
  - The history of Family, Career and Community Leaders of America
  - How the organization operates
  - A program of work and how it is developed
  - The essentials of good officer training on the local level
  - Ohio Family, Career and Community Leaders of America Career Development Events, trainings and services for members and advisers
  - National FCCLA Week and other public relations and brand awareness efforts
  - Opening and Closing Ceremonies
  - The Creed
  - The Mission Statement
  - The Motto
  - The Purposes of FCCLA
  - Parliamentary Procedure following Roberts Rules of Order

### **Fundamentals to know about Family and Consumer Sciences and Related Career Field Programs**

Family and Consumer Sciences and related career fields teach a set of courses that draw from a set of disciplines and context (education, social, economic, cultural, technological, geographical, political) to achieve optimal and sustainable living for individuals, families and communities. It is important for candidates to have knowledge of:

- High School Courses
- Middle School Courses
- Career-Technical Education Pathways in Family and Consumer Sciences Education

## **Fundamentals to know about Career-Technical Education**

Career-Technical Education is the platform from which Family and Consumer Sciences, Hospitality and Tourism and Education and Training Education are taught. It is vital to understand this relationship and how it fits into the general education picture. How does Family and Consumer Sciences, Hospitality and Tourism and Education and Training Education fit into Career-Technical Education?

- What is the purpose of Career-Technical Education?
- How did Career-Technical Education begin?
- How is Career-Technical Education funded?
- What other career fields are represented in Career-Technical Education?

## **Practice Impromptu Scenarios**

Many Executive Council Candidates will prepare for the interview process by envisioning and even role playing various scenarios they may encounter as an Ohio Family, Career and Community Leaders of America Executive Council member. This technique allows you to practice the knowledge and skills you have been gaining during your preparation process. To assist you in this technique, the following are examples of questions asked or problems encountered by Ohio Family, Career and Community Leaders of America Executive Council members:

- How can chapter officers develop more enthusiasm and interest among fellow chapter members?
- Where and how should new members start their participation in Ohio Family, Career and Community Leaders of America?
- How can a member develop self-confidence?
- How can membership be increased in a chapter?
- A member has just graduated from high school and suddenly realized the importance of leadership training. What can be done since the member will have fewer contacts with Ohio Family, Career and Community Leaders of America?
- What advice would you give a freshman who wants to become an Ohio Family, Career and Community Leaders of America Executive Council Member?
- What activities do Ohio Family, Career and Community Leaders of America Executive Council Members participate in during their term of office?
- How can a member become high quality Ohio Family, Career and Community Leaders of America Executive Council Member Candidate?
- How did you get your start in Ohio FCCLA and eventually become Ohio Family, Career and Community Leaders of America Executive Council Member Candidate?
- What is the importance of getting a State Degree?
- What activities and projects are chapters doing for fundraising activities?
- How is Ohio Family, Career and Community Leaders of America Association financed?
- How have you benefited from serving the organization as an Ohio Family, Career and Community Leaders of America Executive Council Member?
- A member's parents do not want their son/daughter to participate in Ohio Family, Career and Community Leaders of America, but the student does want to participate. How to proceed?
- What should an Executive Council Member, or member, do when they see an Ohio Family, Career and Community Leaders of America Member smoking in public while wearing the FCCLA official uniform? What are characteristics of an Ohio Family, Career and Community Leaders of America Executive Council Member?
- Who can be an alumni member and what can they do for Ohio Family, Career and Community Leaders of America?
- What should you do after receiving an Ohio FCCLA Endowment sponsored award?
- How do chapter members get their adviser to utilize all the opportunities provided by Ohio Family, Career and Community Leaders of America?

- A teacher does not want to attend any Ohio Family, Career and Community Leaders of America activities. What can we do to get him/her to do more?
- How does a member qualify for Power of One, Career Development Events or other activities at the State and National FCCLA Conferences?
- What qualities do chapters have that are most successful in chapter award programs?
- A member has just been defeated in running for Ohio Family, Career and Community Leaders of America Executive Council; what advice would you give him/her?
- With the number of programs decreasing, why should Family and Consumer Sciences Education and Ohio Family, Career and Community Leaders of America be offered in our local schools?
- How would you describe the future of FCCLA Ohio Family, Career and Community Leaders of America and Career-Technical Education?
- Does every Family and Consumer Sciences student need to participate in Ohio Family, Career and Community Leaders of America? Why or why not?
- What would you say to inform an adult that has no knowledge of Ohio Family, Career and Community Leaders of America to help educate them on the organization?
- Why should Family and Consumer Sciences and Career-Technical Education Programs be taught in schools?

### **Knowing Yourself**

As stated at the start of this section, the greatest key in a successful journey of preparing yourself for the selection process is knowing the beginning and the end points of your preparation journey. The beginning point is for you to determine. While many feel, they know who they are, it doesn't hurt to become even better acquainted with yourself.

Can you answer these questions?

- What is the first impression you make when you meet someone?
- What are your beliefs? Can you convey them without offending others of different beliefs?
- Can you write a letter or email that will influence the reader?
- How is your individual speaking skills?
- Are you direct? Warm & friendly? Humorous?
- Can you effectively relate your knowledge, skills and experiences to the topic being discussed?
- What are your skills in speaking to groups?
- How are your interviewing skills with various media?
- How well do you work in a team situation?
- Can you team-teach with someone or do you take turns?
- Can you accept and grow from criticism?
- Do you work better with students or with adults?
- Can you present a point persuasively?
- Can you listen to and understand points made by another speaker?
- What are your best talents and how do you use and grow them every day?
- How well can you complete a behavior interview process?

## **Family, Career and Community Leaders of America Basic Information**

### **MISSION**

The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through Family and Consumer Sciences Education. Members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

### **FCCLA MOTTO**

The motto, "Toward New Horizons," is a challenge to all members, officers, and advisers. This reminds us of our contributions to home life today and will influence the kinds of homes we have tomorrow. The family life we have will influence the community and the world.

### **PURPOSES**

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unit of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society.
8. To promote Family and Consumer Sciences Education and related occupations.

### **EMBLEM**

The emblem of the Family, Career and Community Leaders of America shows that FCCLA is a dynamic, active organization bound for the future. The dominant collegiate lettering articulates a focus on education and student leadership. The logo is red and the color of the rose is a sign of strength. The swooping arrow arch is a common motif in today's designs and embodies an active organization that moves toward new arenas.

### **OPENING CEREMONY**

#### **President:**

Gives a rap with the gavel signaling the officers and members to stand, then begins the meeting by stating, "We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences Education."

#### **Officers:**

"Focusing on the multiple roles of family member, wage earner, and community and leader. Members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation."

#### **Members:**

"As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership, and give service."

#### **President:**

"This meeting of the \_\_\_\_\_ Chapter of Family, Career and Community Leaders of America is now in session. You may be seated."

## CLOSING CEREMONY

### President:

“Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed.”

**Members:** (Speak the Creed)

### CREED

We are the Family, Career and Community Leaders of America.

We face the future with warm courage and high hope.

For we have the clear consciousness of seeking old and precious values.

For we are the builders of homes,

Homes for America’s future,

Homes where living will be the expression of everything that is good and fair,

Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.

We face the future with warm courage and high hope.

### PLANNING PROCESS:

---

#### IDENTIFY CONCERNS



Brainstorm concerns, evaluate concerns, narrow to one workable idea.

---

#### SET A GOAL



Get a clear picture of what you want to accomplish, write it down, and evaluate it.

---

#### FORM A PLAN (WHO, WHAT, WHEN, WHERE, HOW, COST, RESOURCES, AND EVALUATION)



Plan how to achieve your goal; decide who, what, where, when, why and how.

---

#### ACT



Carry out project.

---

#### FOLLOW UP



Evaluate project, recognize participants.

---

## TERMS TO KNOW

These are explanations of terms you may hear frequently during the coming year.

**Assistant Director for Family and Consumer Sciences:** Chairperson of the Ohio Board of Directors, *ex officio*

**Board of Directors (BOD):** Affiliated chapter advisers, ODE state staff, business and educators at secondary and post-secondary level and SEC shall be the governing body of the Association.

**Career Development Events (CDE):** Competitive events that members may participate in at the Regional level, with the possibility of advancing to state and national levels.

**CDE Events Lead Consultant:** An adult in charge of coordination of a specific Career Development Event at State Competition.

**CDE Events Lead Coordinator:** An adult in charge of coordinating evaluators, chairs, and Lead Consultants before and during State Competition.

**Career Technical Student Organization (CTSO):** Intra-curricular student organization that aligns with Career-Technical Education programs

**Executive Council Candidates (ECC):** Members who are interested in running for a position on the Regional or State Executive Council.

**National Leadership Conference (NLC):** Annual meeting of the association; primary vehicle for training state and national leadership, and election of national officers.

**Ohio FCCLA Endowment Board of Trustees:** Chapter Advisers, Ohio Family, Career and Community Leaders of America State Adviser and an appointed State Executive Council Member oversees restricted funds using returns on investments as the source to support Ohio Family, Career and Community Leaders of America programming for its members.

**Ohio Family and Consumer Sciences Newsletter:** By-monthly newsletter from Ohio Department of Education Family and Consumer Sciences Program Specialists.

**Regional Executive Council (REC):** elected from the membership, responsible for hosting Regional Conferences and Regional Competitive Events.

**State Executive Council (SEC):** elected from the membership; responsible for input into public relations, and planning state sponsored events.

**State Leadership Conference (SLC):** Annual meeting of the Ohio Family, Career and Community Leaders of America with participation in Leadership Training, Career Development Events, state projects, Member Recognition and the election of Regional and State Executive Councils.

**State Adviser(s):** Full-time employee(s) of the Department of Education to oversee and coordinate Ohio Family, Career and Community Leaders of America programming and Executive Council trainings.

**State Staff:** Full-time employees of the Ohio Department of Education who work to see that ideas and programs are researched, developed, and implemented to fit member's needs; reports the Assistant Director of Family and Consumer Sciences Education.

## Acronyms for FCCLA Stakeholders

Use acronyms for the following list of organizations associated with Ohio Family, Career and Community Leaders of America only after spelling out the full name.

Association	Acronyms
American Association of Family and Consumer Sciences	AAFCS
Ohio Association Family and Consumer Sciences	OAFCS
Association for Career and Technical Education	ACTE
Career Technical Education	CTE
National Association of State Supervisors of Family and Consumer Sciences	NASSFCS
National Organizations for Youth Safety	NOYS
Ohio Association for Career and Technical Education	OACTE
Ohio Association Teacher Family and Consumer Sciences	OATFACS
Ohio Department of Education	ODE

## Ohio Career Technical Student Organizations

There are seven Career and Technical Student Organizations (CTSOs) including Family, Career and Community Leaders of America.

Career-Technical Student Organizations	CTSOs Acronyms
Business Professionals of America	BPA
Family, Careers and Community Leaders of America	FCCLA
FFA	FFA
DECA	DECA
Skills USA	Skills USA
Health Occupations Students of America	HOSA
Educators Rising (formerly FEA Ohio)	ER