



WESTERN DECA 2008-09

OFFICER ROLES

CHAPTER PRESIDENT

Two presidents will be chosen for the DECA chapter. His/her responsibilities will include the following:

1. Organize and type an agenda for monthly Executive Officer DECA meetings
2. Motivate and lead all DECA members in getting involved through DECA's Competitive Events.
3. Set a good example at all times. Be a team-player.
4. Plan and run all events in the chapter throughout the school year.
5. Attend all DECA events involving our chapter.
6. Oversee all fund raising activities involving our chapter.
7. Motivate all officers to strive to their highest potential.

EXECUTIVE VICE PRESIDENT

One executive vice-president will be chosen for the DECA chapter. His/her responsibilities will include the following:

1. Have all vice-presidents from all grades report to you to discuss their current actions and ideas within the club
2. Work closely with the Chapter President to organize events throughout the year.
3. You will have all of the responsibilities of the vice-president, but more effort will be required from you to run our chapter successfully.
4. You must motivate your vice-presidents in order for them to perform to their highest potential

VICE PRESIDENTS

Six vice-presidents will be chosen for the DECA chapter. His/her responsibilities will include the following:

1. Speak to students throughout our chapter about the competitive events offered in DECA.
2. Work closely with the Chapter President on all aspects of our chapter.
3. Work closely with the Chapter President on running all fund raising activities within our chapter.
4. Promote competition to all members throughout the school year.
5. Help recruit members to attend the Fall Leadership Conference.

TREASURER

One treasurer will be chosen for the DECA chapter. His/her responsibilities will include the following:

1. Be responsible for collecting money for all DECA related fundraisers.
2. Be trustworthy and honest in all activities involving our chapter and financing.
3. Announce total funds collected from an event at club meetings

SECRETARY

One secretary will be chosen for the DECA chapter. His/her responsibilities will include the following:

1. Take detailed notes during our officer/chapter meetings.
2. Participate in collecting forms for upcoming conferences.

HISTORIAN

Two historians will be chosen for the DECA chapter. His/her responsibilities will include the following:

1. Take pictures of all guest speakers and special events in DECA.
2. One of the two must attend the event/conference to take pictures at activity.
3. Must effectively use a digital camera for all DECA related activities.
4. Must compile scrapbook with all other officers of the events of the year

In addition, each officer is expected to do the following:

- Be an advocate to Marketing/Academy of Finance/Business Education and DECA
- Be enrolled in at least one business/AOF/marketing class
- Attend each officer meeting