**LOCAL EXECUTIVE COUNCIL**

The executive council of the Buckhorn High School Family, Career and Community Leaders of America Chapter, shall consist of a President, 1st Vice President,….

**EXECUTIVE COUNCIL OFFICER DUTIES**

**PRESIDENT**

* Presides at all business meetings of the BHS Chapter
* Set the agenda for the weekly meetings & executive council meetings
* Appoint all committees and serve as an ex officio member of those committees
* Guide the planning of the program of work for the year
* Have dates of all deadlines and check with appropriate officer to make sure deadlines are met
* Work with Treasurer and review and check for accuracy the chapter affiliation form and have in the mail on prior to deadline
* Fill our all master calendar requests and submit to principal for approval (get advisor signature)

**VICE PRESIDENT**

* Be an aide to the president and, in the absence of the president, perform the duties of that office
* Chair the Membership Committee, which will help plan and promote the activities of the chapter for the year
* Submit transportation request forms to principal for approval on all chapter trips (get advisor signature)
* Prepare a Chapter Member Handbook and include calendar of year’s activities, programs, and other important information
* Assist in preparing order for plagues/awards
* Prepare program for Chapter Recognition Ceremony/Banquet

**VICE PRESIDENT OF CORRESPONDENCE AND RECORDS: SECRETARY**

* Keep an accurate record of the proceedings of all meetings
* Keep attendance records
* Write and handle all correspondence for the chapter
* Work with advisor to keep point system information log
* Remind officers of unfinished business
* Work with Public Relations Officer
* Count and record chapter votes
* Keep records of all activities and projects preformed throughout the year
* Compile a scrapbook documenting all the activities throughout the year

**VICE PRESIDENT OF FINANCE: TREASURER**

* Keep accurate financial records: date received, date paid, source, amount, balance, etc.
* Keep record of receipts for all money paid out, to whom it was paid, and amount
* Keep record of receipts for all money brought in, whom it was from, and amount
* Keep record of dues paid
* Prepare a treasure’s report for each meeting
* Assist in collecting dues and any other transactions
* Will serve as an ex officio member of all fundraiser committees
* Assist in any financial paperwork

**VICE PRESIDENT OF PUBLIC RELATIONS: HISTORIAN**

* Maintain chapter Twitter, Instagram, Email, Facebook, Website, etc.
* Update social media sources on a regular basis
* Gather information for press releases
* Write press releases/articles and submit to whomever necessary
* Take photos at events
* Send school yearbook/newspaper staff pictures & articles
* Compile all photos/videos in end of the year slideshow
* Record information of events
* Keep FCCLA bulletin boards up to date
* Send school public relations advisor items to post on school website
* Make announcements
* Compile yearly activities, photos, and program of work (work with secretary to make scrapbook)
* Help create signs, decorations, or artwork for certain activities and for awards banquet

**VICE PRESIDENT OF PARLIMENTARY LAW: PARLIAMENTARIAN**

* Assists and advises the president on the parliamentary law
* Organize and conduct any elections held by the chapter
* Shall submit all forms related to membership recognition by the deadline
* Prepare member information booklet-FCCLA Facts
* Promote membership and develop programs and retention strategies
* Update local by-laws and constitution yearly

**VICE PRESIDENT OF FUNDRAISING**

* Head of all fundraising
* Come up with fundraisers, organize, and lead fundraisers
* Promote/advertise fundraisers
* Work with VP of Service Learning

**VICE PRESIDENT OF MEMBERSHIP**

* Assist the treasurer in collecting chapter dues
* Keep an updated spreadsheet of members including contact information
* Work with other chapter officers to develop membership campaign
* Recruit new members
* Distribute signs, membership flyers, etc.
* Work with chapter advisor to complete membership forms
* Assist in planning and organizing membership activities including food, transportation, and entertainment
* Present membership activities to the executive council (who, what, when, where, and how)
* Met local, state, and national membership deadlines

**VICE PRESIDENT OF SERVICE LEARNING**

* Plan, make contacts and promote community service projects
* Organize and supervise community service-related projects
* Work with VP of Fundraising
* Assist VP of Fundraising in all responsibilities
* Work with VP of Public Relations to publicize community service projects
* Plan school wide activities, like “Red Ribbon Week”
* Contact other organizations at BHS who might assist in the organization in achieving our project goals
* Shall serve as ex officio member of all community service committees
* Become familiar with state and national FCCLA Outreach projects

**VICE PRESIDENT OF PEER INVOLVMENT: SOCIAL CHAIR**

* Plan and organize membership activities including food, transportation, and entertainment
* Create a monthly calendar page of all FCCLA activities and meetings for display
* Work with VP of Public Relations to update all forms of communication, social media, bulletin board, flyers, posters, etc.
* Keep updates of activities on social media, website, etc.
* Create slideshow for banquet