**2015 – 2016: DECA Officer Positions & Descriptions**

Below is a description of the chapter officer positions available for next year. We have revised many of the positions so that students have something “tangible” to present on their resumes, college applications, and in an interview where leadership experience is coveted. Anyone interested in applying should complete the attached application & submit their desire to run to Ms. Shaffer by Friday, May 1, 2015. Officer Elections will take place Tuesday, May 12, 2015.

**All Vice President & Presidential Candidates should be able to complete the following:**

* Attend officer meetings when prompted by President or Advisors
* Officer should be knowledgeable with DECA competitions and Marketing subject matters
* Attend parent meetings to provide student perspective regarding policies & procedures
* Works with other officers & advisors to coordinate housing & student registration for the State Conference
* Needs to be willing to assist with specific duties assigned prior to each competitive conference
* Should be organized, people oriented, and comfortable speaking in front of larger crowds.
* Assist with chapter t-shirt design ideas & illustrations
* Must be able to devote time after school to work on projects
* Be viewed as a positive role model on campus & in the chapter
* Be able & willing to tolerate sarcasm, bad jokes, & anything Mr. Hicks asks you to sign up for

**President: Tony Menachery Next Years Title: President**

As president you serve as the head of the entire chapter. Specific duties and qualifications listed below.

**Duties:**

* Oversee the DECA officer team (plan and hold officer meetings)
* Lead chapter DECA meetings
* Create agendas and presentations for meetings
* Meet with advisors regularly
* Coordinate community events (Homecoming parade, Springfest DECA booth, car washes, community service, etc..)
* Coordinate/delegate responsibilities in preparation for Districts, States, and ICDC
* Other responsibilities to be delegated:
  + Remind 101, Twitter, Instagram, etc…
  + Booking space for meetings
  + ICC Reps
  + Bulletin Board

**Secretary: Sydney DiMartino Next Year’s Title: VP of Fundraising**

This title will shift to Vice President of Fundraising but will continue to have elements of a secretarial position included.

* Responsible for taking notes at officer, chapter, and parent meetings & reading these notes at the next meeting
* Should have strong organizational & writing skills
* Coordinate’s AK DECA’s fundraising efforts for the school year. Typically this is just one fundraiser per year that helps keep student costs throughout the year at a minimum
* Send thank you notes to chaperones who volunteer their time & money to attend conferences

**VP of Finance & Registration: Saheli Parekh Next Year’s Title: VP of Membership**

This title will be changed to Vice President of Membership as its focus will be primarily on recruiting & retaining members for next year; as well as, facilitating membership goals.

* Organize membership interest forms at the beginning of the year & assist with online registration for NC DECA
* Work with current seniors & former AK alumni to build are alumni membership
* Reach out to community members to build our Professional Membership
* Work with other officers & advisors to coordinate housing & student registration for the State Conference
* Officer should be knowledgeable in various DECA competitions and Marketing subject matters
* Needs to be willing to assist with specific duties assigned prior to each competitive conference
* Should be organized, people oriented, and comfortable speaking in front of larger crowds.

**VP of Public Relations: Chris Edwards Next Year’s Title: VP of Community Service**

This title will shift to a more focused role centering on increasing Community Service within the club; as well as, assisting with specific Chapter Activities.

* Work with various organizations within the community to provide members with a variety of community service opportunities
* Track all community service hours earned by members so that we can account for & recognize those that take part
* Coordinate DECA’s involvement in AK’s Adopt-A-Spot program (this year it was the softball field).
* Assist in the setup and facilitation of the Homecoming Parade & Springfest festivities.

**Historian: Annabelle Johnson Next Year’s Title: VP of Public Relations**

This position will focus on tracking our chapter success stories through pictures, video, and social media posts. In addition, this person will communicate with the school specific highlights so that the DECA brand is better understood.

* Document the clubs success by picture taking photos & acquiring other member pictures at all DECA events. This includes Meetings, Conferences, & Chapter Events
* Create the end of the year video that highlights all members & chapter ongoings
* Controlling the AK DECA Instagram account.
* Create & Maintain the AK DECA Bulletin Board throughout the year
* Should be semi-creative & a little tech savvy to organize photos & videos