STATE EXECUTIVE COUNCIL HANDBOOK

Updated August, 2026

Montana FCCLA State Executive Council Handbook

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Family, Career, Community Leaders of America

Opening Ceremony

President: ***Give a rap with the gavel signaling members to stand, and say***
"We are the 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 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 _____*(Name of chapter)*_____ chapter of FCCLA is in session. You may be seated.

Closing Ceremony

President ***Give a rap with the gavel signaling members to stand, and say***
"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: 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.

President: "This meeting of the _____ (Name of chapter)_____ chapter of FCCLA is adjourned."

PURPOSES

- To provide opportunities for personal development and preparation for adult life.
- To strengthen the function of the family as a basic unit of society.
- To encourage democracy through cooperative action in the home and community.
- To encourage individual and group involvement in helping achieve global cooperation and harmony.
- To promote greater understanding between youth and adults.
- To provide opportunities for making decisions and for assuming responsibilities.
- To prepare for the multiple roles of men and women in today's society.
- To promote family and consumer sciences and related occupations.

MISSION

The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through family and consumer sciences. Focusing on the multiple roles of family member, wage earner, and community leader, 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. It reminds us that our contributions to home life today will influence the kinds of homes we have tomorrow; and that the family life we have will influence the community and the world.

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, the color of the rose, as a sign of strength. The swooping arrow arch is a common motif in today’s designs and definitely embodies an active organization that moves toward new arenas.

STATE OFFICER CHARACTERISTICS

- Set a good example for other officers and members to follow. When you're out in a group mix and mingle – don't attach yourself to one person. Exhibit qualities of a team player/member when working with local chapters, state staff, advisers, and executive council members. Officers are expected to work harmoniously and respect the opinions, ideas, and decisions of others. The key tools needed to be a successful team player are a positive attitude, flexibility, and the willingness to be supportive of another's ideas.
- As a State Executive Council member, you have many responsibilities. These responsibilities take priority over other school and community activities. In order to honor these priorities, sacrifices sometimes have to be made, so be prepared to manage them positively.
- Do your best at all times. Make the most effective use of your time.
- Keep all appointments. Plan to arrive ahead of schedule.
- Learn all you can about FCCLA on the national, state, and local levels.
- Start all meetings on time – urge all members to be prompt.
- Set definite deadlines for projects. Help everyone see the value of having projects completed by the assigned time. For yourself, get things done ahead of time and be certain you meet the deadlines that are set. Don't forget to budget time for yourself!
- Make sure any personal Web pages (Facebook, blogs, Twitter, etc.) are a positive reflection of your role as an FCCLA youth leader. Continually monitor your site/s to remove inappropriate comments, photos, or links.

DUTIES AND RESPONSIBILITIES OF STATE OFFICERS

General, For All Officers

- Assist with membership recruitment and chapter development for area chapters
- Provide peer training and give leadership to chapters and members
- Give a presentation about FCCLA to a local organization, civic group, or the school board
- Prepare a monthly report on activities and accomplishments and send to the state adviser/s by the 5th of the month, August through March
- Practice parliamentary procedure, presiding at meetings, public speaking, and written communication
- Attend State Executive Council meetings and preside over assigned sessions
- Attend the National Leadership Conference and complete related duties as assigned
- Work closely with adviser for approval of all written correspondence, oral presentations, and officer project ideas; get final approval from the state adviser/s
- Keep your SEC binder and digital folders up-to-date with copies of all designated information
- Adhere to all deadline dates for responsibilities
- Maintain all personal social media sites and pages to reflect that of a youth leader in FCCLA with no profanity, sexually suggestive or derogatory comments. This includes, but is not limited to, links, photos, chat rooms, screen names, comments, and blogs.

Officer Roles and Responsibilities

This list is subject to change. Leadership roles indicate primary duties of each officer. However, individuals will be active with many other responsibilities as the team works towards overall team goals including coordination of events.

Office	Description	Leadership Role	State Leadership Conference Roles
President Attend Board of Director Meetings	The President shall preside over all business meetings of the state association and of the State Executive Council, appoint State Executive Council committees in consultation with the State Director and serve as an ex-officio member of the committees. The President will serve as an ex-officio member of the Board of Directors and attend all board meetings. They will also lead the Programming Committee.	Attend Board of Directors Meetings & serve on Programming Committee Prepare agenda and run meetings Support team members and help to ensure team goals/deadlines are being met.	Co-coordinator, opening session Give a report during the business meeting
1st Vice President	The 1st Vice President shall assume responsibility in the absence of the president, keep the minutes of all state meetings and meetings of the State Executive Council.	Serve on the BOD awards committee Communicate National FCCLA Programing to Officers & Chapters Take meeting minutes and distribute	Co-coordinate 2nd general session
VP of Finance Attend Board of Director Meetings	The Vice-President of Finance shall provide leadership by serving as an ex-officio member of the State Board of Directors and the Finance Committee. They will attend all Board of Directors meetings.	Attend Board of Directors Meetings & serve on finance committee Give the financial report at SEC meetings	Co-coordinator, opening session Coordinate installation ceremony
VP of Parliamentary Law	The Vice-President of Parliamentary Law shall provide leadership in assuring the business sessions for the state association and the meetings of the State Executive Council are conducted in accordance with acceptable parliamentary law.	Educate chapter officers and SEC on Parliamentary Law Primary contact for new district officers	Coordinate incoming district officer meeting Primary contact for incoming officers
VP of Public Relations	The Vice-President of Public Relations shall provide leadership in planning and implementing the organization's public relations programs.	Assist with the Back to School mailing to chapter advisers Coordinate the Talk of the State newsletter articles Guide Leadership Rally and SLC promotion	Help to identify Leadership Workshops Promote member awards
VP of Competitive Events	The Vice-President of Competitive Events shall provide leadership in planning and implementing the organizations Competitive Events.	Assist with the development/updating of competitive events Educate chapters about competitive event opportunities	Welcome Evaluators Attend Lead/Assistant Meeting Co-coordinate competitive events session
VP of Community Outreach	The Vice-President of Community Outreach shall provide leadership in planning and implementing the organization's community outreach and service programs.	Collect State Outreach Project chapter reports Educate chapters about the State Outreach Project	Help to recognize State Outreach Award Winners Create outreach project presentation

VP of Programs	The Vice-President of Programs shall provide leadership in planning and promoting the organization's individual recognition and peer education programs.	Lead workshop creation for the National Program of the year Serve as the liaison for chapter officers	Lead creation of a workshop for chapters/Leader Rally. Co-Coordinate 2nd general session
VP of Membership	The Vice-President of Membership shall provide leadership in planning and implementing programs for membership promotion and development.	Assist with tracking chapter/member affiliation Educate members about awards/scholarships & other opportunities Support chapters in recruiting and retaining members	Lead creation of a workshop for chapters/Leader Rally.
VP of Development	The Vice-President of Development shall provide leadership in seeking and continuing sponsorships for the organization's programs and events.	Promote FCCLA Week (in February) Educate chapters about tracking service hours Develop special programming, including contests	Thank partners and promote the College & Career Readiness Fair
2nd Vice President	The 2nd Vice President shall provide leadership and assistance to the State Executive Council as needed.	Provide overall leadership to SEC and chapters	Lead Incoming Officer Training

Incoming SEC Officer Position Election Policy

Incoming State Officers' specific officer positions will be determined using the following timeline of activities:

January/February

- SEC Coordinator shares policy with incoming officers and their advisers
- Incoming officers declare interest in specific officer positions with the Officer Position Interest Form.
- Director emails Board seeking volunteers to serve on the interview committee. Committee will consist of 3-5 members including the SEC Coordinator, Board volunteers, retiring SEC and chapter advisers. No committee members shall serve if there is a candidate from their school and/or FCCLA District being interviewed.

March at State Leadership Conference

- The written test will be given on Thursday at the State Leadership Conference.
- The committee will meet on Thursday of SLC and will use the rubric included in the policy to determine candidates.
- Candidates participating in the interview include students interested in serving in these positions:
    - President
    - 1st Vice President
    - Vice President of Finance
- Candidates will present a speech (2-3 minutes) to the committee and answer questions during the interview.
- Candidates who receive a score of 80% or more on the interview rubric will then present their speeches to the rest of the incoming SEC. The entire incoming SEC will then vote on the full slate of officer positions.

Any chapter adviser who advises a student running for a Montana FCCLA State Officer position or as a National Officer Candidate shall recuse themselves from all processes related to the determination, evaluation, or selection of:

- Current Montana FCCLA State Officer positions
- Montana FCCLA members seeking National Officer Candidate consideration

Recusal Procedure
Advisers must provide written notice of recusal by email to either:
The State Director
The President of the Montana FCCLA Board of Directors

This notification must be submitted no later than thirty (30) days prior to the start of the Montana FCCLA State Leadership Conference.

The written notification should clearly disclose the adviser's relationship to the candidate (e.g., "I am the chapter adviser of [Candidate Name], who is seeking election to [Position/Nomination].").

Enforcement
Once an adviser has declared recusal, they shall not participate in discussions, scoring, interviews, or decision-making processes related to state or national officer candidate determination.

If recusal is not properly disclosed, the State Director and Montana FCCLA Board of Directors reserve the right to take corrective action to protect the integrity of the election process.

Effective Date
This policy is effective immediately upon approval by the Montana FCCLA Board of Directors and shall be included in the official election policies and procedures of Montana FCCLA. (Adopted October, 2025)

Montana FCCLA State Executive Council

Officer Position Interest Form

Montana FCCLA State Executive Council positions are determined by the State Executive Council. All incoming officers will complete this form and submit to the State Executive Council Coordinator by March 1.

- Officers interested in serving as the President, First Vice-President, or Vice-President of Finance will complete interviews and present a 2-3 minute speech on Thursday of the State Leadership Conference to a committee of 3-5 people consisting of the State Executive Council Coordinator, FCCLA Board Members, and Chapter Advisers.
- Upon completion of the interview and the written FCCLA knowledge test, candidates scoring 80% or higher will be eligible for election to those positions.
- These candidates will then present their speeches to the rest of the incoming SEC. The entire incoming SEC will then review the Officer Position Interest Forms and vote on the full slate of officer positions.
- A ballot vote will be held for each position, beginning at the top of the list, with all interested candidates listed for each position.
    - President, First Vice-President, and Vice-President of Finance must successfully complete the process outlined above to be considered for those offices
    - Once an officer wins the election for a specific office, they are no longer eligible for additional positions
    - The voting process will continue down the list until all offices have been filled

Officer name:

Please rank each of the officer positions below according to your interest in the position, with 1 as highest and 9 as lowest. In the last column, please offer 1-3 sentences explaining your ranking of that position

Office	Ranking	Explanation
President		
First Vice-President		
Vice-President of Finance		
Vice-President of Community Outreach		
Vice-President of Competitive Events		
Vice-President of Membership		
Vice-President of Parliamentary Law		
Vice-President of Programs		
Vice-President of Public Relations		

Montana FCCLA State Officer Interviews Rubric

Category	0-1 Point	2-3 Points	3-4 points	5 Points	Comments
Overall Answers	Did not answer the question.	Answered the questions but did not include detail.	Answered questions with some detail.	Answered questions with a great amount of detail.	
Voice	Spoke with no confidence, mumbled, spoke much too fast, had trouble understanding	Spoke with little confidence, was difficult to understand.	Spoke with confidence but was difficult to understand. Or did not speak with confidence but was easy to understand.	Spoke with confidence and was easy to understand.	
Clarity In Answers	Answers were not clear	Answers were somewhat clear.	Answers were clear.	Answers were clear and concise.	
FCCLA Knowledge	Very little knowledge on FCCLA incorporated in answers.	Some FCCLA knowledge incorporated in answers.	An adequate amount of FCCLA knowledge was incorporated in answers.	Their amount of great deal of FCCLA knowledge was evident because of the answers they gave.	
				Total	/20 Minimum score=16

State Officer Position Ballot

All students declaring interest in each office and meeting the requirements will be listed on the ballot for each position. In the event of a tie, the incoming SEC will re-vote on the positions with a tie

President:

First Vice-President:

Vice-President of Finance:

Vice-President of Community Outreach:

Vice President of Competitive Events:

Vice-President of Membership:

Vice President of Parliamentary Law:

Vice President of Programs:

Vice-President of Public Relations:

NATIONAL OFFICER CANDIDATE SELECTION PROCESS
MONTANA

Eligibility:
Montana is eligible to nominate two national officer candidates annually. Candidates may be affiliated as a comprehensive or occupational member of FCCLA. The qualifications for a national officer candidate are:

- Candidates must have an unweighted cumulative 3.0 GPA for the previous 3 semesters;
- Active participation in FCCLA on local, district and state levels;
- Contribution to family and consumer sciences education program;
- Participation in school and community activities;
- Job experience;
- Personal qualities;
- Recommendations by chapter, advisor, administrator and state association;
- Junior class standing, preferably.

National Officer Candidate Selection Process Procedures
The current Montana FCCLA State Executive Council Coordinator will serve as coordinator for the national officer candidate selection process at the state leadership conference.

- A written test will be required of all national officer candidates. Applicants must score at least 80% on the test to be eligible to advance to the interview. Candidates are urged to use all FCCLA resource materials available, including the Montana FCCLA Study Guide, National and Montana FCCLA websites, The Handbook to Ultimate Leadership, etc.
- The written test will be given on Thursday at the State Leadership Conference.
- Three to five judges will interview all national officer candidates who advance to this stage of the process. The committee shall consist of a current member and a member of the Board of Directors. The remaining committee members will be appointed by the State Advisers.
- In preparing for the interview, candidates should expect questions on personal future goals, personal leadership qualities, importance of career and technical education, the role of a national officer, and application of FCCLA programs. Candidates are expected to apply themselves to different situations that require application of FCCLA facts, programs and processes.
- During the interview, candidates will give a speech up to three minutes in length on the National FCCLA official candidate speech topic. This topic can be found on the national website.
- Applicants must score an average of at least 80% on Montana's national officer candidate evaluation form to qualify as one of the two Montana National Officer Candidates. Should more than two candidates have a score over 80%, then the top two scoring individuals will be the National Officer Candidates.
- A letter will be given to each officer candidate summarizing the selection decision.

Should a Montana FCCLA District experience a vacancy to the position of Vice-President, and the District President is unable to fulfill his/her duties as the District President (including serving as a candidate for national FCCLA office), the remaining members of that district's Executive Council will appoint one of the elected officers to serve as the District President. In the event that there are no elected officers who can/will assume that office, the position will be vacant for the remaining term.

If a candidate is selected to represent Montana, they complete the National FCCLA Intent to Run Form. National FCCLA then selects the top 20 candidates to compete at the National Convention. Travel expenses to compete at the National Convention are the responsibility of the candidate.

If elected at NLC to be on the National Executive Council officers and their advisers will coordinate with National FCCLA to complete all responsibilities. More information can be found here:
http://fcclainc.org/youth-leaders/national-elections-information.php

If not elected at NLC to be on the National Executive Council, officers and their advisers will coordinate with Montana FCCLA to be on the Montana State Executive Council as the 2nd Vice President for the remainder of the year.

NATIONAL OFFICER CANDIDATE EVALUATION

Candidate: _____

Chapter: _____

Evaluation Criteria	Points Possible	Judge's Score	Comments
1. Application	(30 pts)		
● Complete, informative, neat	5		
● Contributions to FCCLA and Family and Consumer Sciences Education at local, district and/or state level	15		
● Participation in school and community activities	5		
● Above average scholastic rating	5		
2. Appearance	(5 pts)		
● Business attire, well-groomed, good posture	5		
3. Verbal/Nonverbal Communication	(25 pts)		
● Eye contact, poise, body language	10		
● Clarity of expression, ability to express ideas, grammar	15		
4. Personal Qualifications	(40 pts)		
● Knowledge of organization from written test	10		
● Response to oral interview questions	25		
● Creative, confident, mature, responsible, enthusiastic	5		
Total	100		

Montana FCCLA National Officer Candidate Application

***Due date*:** February 1

***What to submit*:** Applications will not be accepted unless they are complete (this includes all signatures). A completed application includes:

- Online Application Demographics and Questions (see pages 4-5 for questions)
- Documentation uploaded as a PDF file to the online application. Documentation includes:
    - Official High School Transcript
        - To be eligible to run for national office, candidates must have an unweighted cumulative grade point average of 3.0 for the previous 3 semesters.
    - Narrative Description
        - Provide a one-page written narrative description indicating what qualifies you to represent Montana as a national officer candidate. Size 12 font. Double spaced.
    - Two Letters of Recommendation
        - Two (2) letters of recommendation from an employer, school official, clergyman, etc.
    - Statement of Support from each of the following individuals indicating that they have closely reviewed the National Executive Council/Adviser Handbook and are prepared to support the candidate and fulfill their responsibilities as outlined in the handbook.
        - School Administrator
        - FCCLA Adviser
    - Signed MT FCCLA National Officer Candidate/State Officer Agreement (pages 6-8)

***Where to submit*:** online at http://mtfccla.org/national-officer-candidate-application/

Note: Officer candidate and adviser will receive an email confirmation with 48 hours of online submission. Please check with the State Director, (director@mtfccla.org) if a confirmation is not received.

Informational questions (to be answered on the online form):

Applicant Information:

Name _____ Email address _____

Home Mailing Address _____ City, State, Zip _____

Home Phone _____ Cell Phone _____

Years as an affiliated member of FCCLA _____ Current Year in School _____

First and Last Names of Parents/Guardians _____ Parents/Guardians Mailing Address (if different than above) _____

Chapter Information:

Chapter Name _____ Adviser Name _____

School Mailing Address _____ City, State, Zip _____

School Phone _____ Adviser Cell Phone _____

Adviser email _____ MT FCCLA District _____

School Information:

Principal Name _____ Principal Phone _____

Principal email _____

Candidate Questions (to be answered directly on the online form):

Name _____

1. What Family and Consumer Sciences Education classes have you taken or are currently taking? Include course title, grade level and length of course (quarter, semester, yearlong, etc.). Please list the course titles as they appear on your transcript.

2. Describe any offices and/or leadership positions have you held as a part of your FCCLA Chapter?

3. Describe any offices and/or leadership positions have you held at the Montana FCCLA District and State Levels?

4. Describe your participation and leadership roles in other activities in your school and community.

5. I am currently an affiliated member of Montana FCCLA with dues fully paid for the current year.
    - Yes
    - No

National Officer Candidate/State Officer Agreement

Submit signed form online with the application.

Candidate Name _____

Adviser Name _____ Chapter/School _____

As a National Officer Candidate representative of Montana, I will assume the additional duties outlined in the Constitution and Bylaws of the Montana Association of Family, Career and Community Leaders of America and fulfill the following expectations.

- **If elected as a National Officer**, I will resign from the Montana State Executive Council. As a National Officer, I will serve as a liaison to the SEC and participate in those meetings and activities as much as possible.
- **If not elected as a National Officer**, I will serve as the 2nd Vice President on the State Executive Council for the 2027-28 year.

By signing this agreement, I will:

1. Abide by the Montana FCCLA Code of Conduct at all times.
2. Conscientiously serve the Association and assist and encourage FCCLA members and chapters to take an active part in the organization, school and community.
3. Set an example for members of the State Association as a good student, courteous person and a responsible citizen.
4. Strive to improve my leadership ability and give as much time as required to carry out my duties.
5. Represent the State Association credibly at meetings, banquets and other gatherings when asked to do so, speaking clearly, concisely and enthusiastically, using proper grammar at all times.
6. Thoroughly familiarize myself with the constitution and policies of the organization, parliamentary procedure, and Family and Consumer Sciences in Montana.
7. Strive to maintain a good working relationship between FCCLA and the public.
8. Purchase required items for official FCCLA dress (blazer and polo provided by Montana FCCLA).
9. Meet with my local chapter adviser a minimum of twice a month to maintain communication regarding district and state-level matters.
10. Actively communicate with team and State Leadership Team at all times in a professional manner. This includes meeting all deadlines and having the proper equipment (computer with reliable internet) throughout the year to complete work electronically and participate in online meetings.
11. Participate in monthly team conference calls.
12. Attend, prepare for, and actively participate in all required Montana FCCLA State Executive Council meetings. Failure to attend a meeting will result in dismissal from office.

Travel:

	Conference calls	2027 State Leadership Conference	2027 NLC	2027 Summer Meeting	2027 Fall Leadership Rally	2027 Winter Meeting	2028 State Leadership Conference
Dates	Monthly	March 16-19 (officers arrive on Tuesday)	June 22-26	TBA	TBA	Late January	March 14-17 (officers arrive on Tuesday)
Location	Zoom (link provided)	Bozeman	San Antonio, TX.	Emigrant	Billings	TBA	Bozeman
Adviser Attendance	Yes	Some	Yes*	Yes	Yes*	Yes	Some
Adviser Attendance Information	Advisers may call in separately but should still be on the call.	~3 advisers arrive Tuesday to help with preparations; rest arrive with chapter on Thursday. Transportation must be provided by adult.			~3 advisers arrive Saturday to help with preparations; rest arrive with chapter on Sunday. Transportation must be provided by adult.		~3 advisers arrive Tuesday to help with preparations; rest arrive with chapter on Thursday. Transportation must be provided by adult.
Travel expenses paid by MT FCCLA**	N/A	Meals, mileage, hotel, registration fee	Support provided by Chapter*	Meals, mileage, hotel	Meals, mileage, hotel	Meals, mileage, hotel	Meals, mileage, hotel, registration fee
***All dates, locations, & other details are subject to change. MT FCCLA will be diligent in notifying officers & advisers of updates in a timely manner.							

*National Leadership Conference (travel arrangements made by adviser/school)

- Travel expenses for National Officer Candidates is the responsibility of the candidate.

**Meeting Travel Reimbursement Policy

- Meals: Receipts required. Reimbursement is $11.20 for breakfast, $13.30 for lunch and $19.20 for dinner.
- Mileage: Carpooling is required for reimbursement. The person who drives is paid mileage at half of state rate.
    - Advisers or parents must always drive. State officers are not allowed to drive due to the liability involved for schools and families.
    - Advisers are responsible for getting students to the FCCLA carpool location and/or providing transportation to the meeting.
- Hotels/Motels: The State FCCLA Office arranges a motel for officers and advisers when they attend official meetings---usually placing 3-4 in a room. FCCLA pays the bill.

Signatures:

State Officers represent all members of the State Association and are looked to by members as an example and a leader. Applicants for National Officer Candidates should consider each of the following statements carefully before signing the application, as this is a CONDITIONAL PRIVILEGE. We recognize that the privilege can be withdrawn by the State Board of Directors. The privilege is conditional depending upon officer suitability to participate as determined solely by the State Board of Directors.

Officer Candidate Signature: (initial each section to indicate agreement and then sign below)

Initial	Section
	National Officer Responsibilities: I have read the National Executive Council/Adviser Handbook and am prepared to represent Montana as a National Officer Candidate and am able to meet all requirements per National FCCLA. This includes collaborating with my family, adviser, school and state to be aware of and in support of their responsibilities.
	State Officer Responsibilities: I understand that any action detrimental to the FCCLA image will not be tolerated and may result in disciplinary action by the FCCLA State Board of Directors up to and including dismissal from the organization. If I plan to take an early graduation option, I will forfeit my duties as a State Office. By signing this agreement I am committing myself to the responsibilities outlined in this contract.
	Code of Conduct: I have read and signed the Montana FCCLA Code of Conduct; it is on file with my Chapter Adviser.

Signature	Printed Name	Date	Phone Number

Parent/Guardian, Adviser & Administrators: (initial each section to indicate agreement and then sign below)

Parent/ Guardian Initial	Adviser Initial	Administrator Initial	Section
			State Officer Support: We have reviewed the application for FCCLA District President/State Officer. By signing this agreement, if elected, the officer will have our full support and cooperation in carrying out the responsibilities of the office to the best of his/her ability.
			National Officer Support: I have read the National Executive Council/Adviser Handbook and am prepared to fully support the National Officer Candidate per the national guidelines including expectations, adviser and student travel, etc.
			Code of Conduct: The Montana FCCLA Code of Conduct has been signed by all parties and is on file with the Chapter Adviser.
			Liability Release: All persons under legal age must have their parents/guardians agree to and initial and sign the statement below in order to attend official meetings of National and Montana FCCLA. The undersigned, being parents or guardians of _____, a member of the student organization known as Family, Career and Community Leaders of America, hereby agree to release the State of Montana, Family, Career and Community Leaders of America, its representatives, agents, servants, and employees from liability for any injury resulting from any cause whatsoever occurring at any time while said minor is attending a convention or meeting of FCCLA, including travel to and from such meetings.

	Signature	Printed Name	Date	Phone Number
Parent or Guardian				
Adviser				
School Administrator				

STATE OFFICER EXPECTATIONS

Officer Pledge and Code of Conduct

As part of the state officer candidate process, a copy of the FCCLA Member Code of Conduct, State Officer Pledge, and State Officer Commitment Forms sent to state officers and their advisers prior to the State Leadership Conference. This is to emphasize the importance of state officers maintaining an image that is a positive example for our members. The pledge is signed by the officer, a parent or guardian, and the adviser to indicate all understand the standards of behavior and appearance expected of a state officer. The discipline process, approved by the Montana FCCLA Board of Directors, is included within this handbook. A copy of all documents can be found in the *Miscellaneous Forms* section of this handbook.

Performance and Leadership Award

The Rubric for State Officer Performance and Leadership Award will be used by Montana FCCLA State Executive Council Members, SEC Advisers, and the State Leadership Team to evaluate the officer's performance of general responsibilities and those unique to the specific office. Scores will be used to determine the monetary amount of the State Officer Leadership Award, up to $500. The earned leadership award will be given to the state officer's chapter at the close of the state officer's term. The complete rubric can be found in the *Miscellaneous Forms* section of this handbook. Additional policies regarding officer performance can be found in the *Disciplinary Process* section of this handbook.

Officer Reports and Correspondence

Monthly progress reports are expected of each officer and are due within seven days of the meeting. The report should be completed and submitted through Montana FCCLA's website. A copy of the Monthly *Report Form* is provided in the *Miscellaneous Forms* section of this handbook.

Montana FCCLA utilizes G-Suite products for all email correspondence and file storage. Every state officer will be required to use their Gmail account to access emails and documents. It is recommended that officers check their email at least twice per week. When communicating with officers, the State Leadership Team will always copy the officer's adviser on the email. Below are additional guidelines for email communication:

- When emailing anyone on the State Leadership Team, CC your Adviser
- When emailing your district chapters, CC the State Director, State Officer Coordinator, and your Adviser

All correspondence, presentations, and scripts must receive prior approval, first from your adviser and then from the State Leadership Team.

Social Media

Throughout their term, state officers may be provided administrative access to certain association accounts (social media accounts, etc.). These passwords must remain confidential, and are not to be shared or distributed to fellow officers, advisors, parents, members, etc.

Only Montana FCCLA staff are authorized to represent the Montana FCCLA State Association in online and print conversations. Montana FCCLA members, including elected officers, advisers, and staff that choose to participate in a conversation where Montana FCCLA is mentioned or implied will need to keep the following

guidelines in mind, accurately identify yourself and your role within the organization, and the fact that the things you post are your own individual opinion. If you create or contribute to blogs, wikis, social networks, virtual worlds, or any other kind of Social Media where Montana FCCLA is mentioned or implied, here are some guiding principles for you to keep in mind and follow:

Think Before Posting. No use of social media publication may include confidential Montana FCCLA material, employment documents, or information that may deem detrimental to our members, advisers, partners, employees, or stakeholders.

Identify Yourself. When posting content related to Montana FCCLA or its members you must identify yourself with the proper title and identify that it is your personal/individual opinion. Any specific comments related to a statement from the Montana FCCLA State Association must be made through the State Leadership Team.

Remember Your Work Responsibilities. Do not let social media interfere with your ability to work with the student body or serve the organization.

Don't Mislead Others. Never represent yourself or the Montana FCCLA State Association in a misleading manner. You are solely responsible for the content you post or interact with online. Tell the truth, and don't reference fellow members, advisers, or others without their expressed permission.

Legal Matters. Never comment on anything related to legal matters.

General Conference and Meeting Expectations

- **Know the schedule.** Take time to know every detail of your schedule, and most important – be on time!
- **Be sincere.** Your sincerity will help make people feel comfortable and appreciated.
- **Speak and act with honesty.** If you always speak with integrity and believe in your own words and actions, others
- will pick up on this and mimic it, fostering an atmosphere of trust.
- **Be aware of body language.** Your body language sends a strong message to others, so be aware of your posture and gestures.
- **Make time for the members.** A conversation that is simply small talk to you can mean a lot to someone else who is shy or feels their opinion isn't taken into consideration.
- **Listen to others.** Always listen to what people are saying to you, not just their words. Make it a point to look into their eyes, listen to their words and tone of voice, and watch their body language.
- **Be helpful.** Your role at a conference is to help the host chapter or association in any way possible. Offer your help frequently and accept all tasks with humility.
- **Say please and thank you.** Having excellent manners will go a long way to help boost your influence with members, advisors and professionals.
- **Be enthusiastic.** State officers should always strive to be the most enthusiastic person in the room. You have a passion for FCCLA, show it!

DISCIPLINARY PROCESS

Tracking Progress

The State Officer Performance and Leadership Award rubric will be used to track each officer's engagement and completion of tasks. The rubric is stored on Google Drive and will be reviewed with the officer, State Officer Coordinator and/or the State Director at each SEC meeting. Scores will be updated on each officer's rubric within 10 business days of the conclusion of a conference call or meeting. The rubric will be completed at the State Leadership Conference or at the end of the officer's term, whichever is first. Officers are expected to maintain an 80% average score on the designated rubric to maintain a status of "Good Standing" with the SEC team and be eligible to earn the State Officer Performance and Leadership Award, or they will face the disciplinary process outlined below.

When an Officer Doesn't Fulfill Their Commitment

1. At any point, when an officer has fallen below an average score of 80% on the State Officer Performance and Leadership Award Rubric, or who has committed another violation of their agreement as a state officer, will be notified immediately that the officer is considered to be on probation and disciplinary process has begun, and then in written form via certified mail within 10 business days following the verbal notification. This information will also be sent to the officer's parent/guardian, local adviser and administrator.
2. Upon review of the officer's actions, Montana FCCLA may take any of the following actions:
    a. send letter of reprimand to officer and place letter in officer's file
    b. place officer on an extended period of probation
    c. place officer on suspension
    d. remove officer from office
3. The state officer, local adviser, principal, parent/guardian shall be notified via certified mail within 10 business days of the decision.
4. Officers that are removed from office will not be eligible for the State Officer Performance and Leadership Award.

DRESS CODE FOR STATE OFFICERS

Officer Uniform and Dress Code

The Montana FCCLA Dress Code applies to state officers during participation in any FCCLA activity or meeting. It is provided on the following page. Because state officers are expected to set a positive example for other members, you are held to a higher standard. In addition to the guidelines found in the code, please note the following:

- When representing FCCLA wear the official uniform, unless otherwise requested or approved by state staff. There will be no smoking when in uniform or at any FCCLA function.
- The only pins worn on the uniform are the officer pin and the name badge. Other pins (i.e. Power of One) should be worn on the chapter uniform or other garment. The officer pin should be worn over the heart with the guard to the left and slightly below the emblem.
- Do not wear individual pieces of your official uniform for non-FCCLA related activities, as you will want to keep these items in good condition.
- Any items loaned to the officer are expected to be returned to the State Association at the end of the officer's term.

Failure to follow the Montana FCCLA Dress Code and the standards above may result in the officer being prohibited from participating in the FCCLA meeting/activity or sent to change clothing.

MONTANA FCCLA DRESS CODE

One of the eight purposes of FCCLA is as follows: "To prepare for the multiple roles of men and women in today's society." Therefore, an important part of the educational experiences provided by FCCLA includes developing an understanding of appropriate behavior and dress for business meetings and functions.

STATE LEADERSHIP CONFERENCE

General Sessions

- FCCLA red blazer
- Red, black, or white polo or professional white shirt (may include FCCLA logo)
- Black or khaki bottoms (slacks, skirt, sheath dress)
- Dress shoes
- Chapter polo's in the school colors may be worn if they have a collar and the FCCLA emblem

STAR Events

- Follow STAR event specifications and wear appropriate clothes for the nature of the presentation (includes professional attire)

Advisers/ Chaperones/ Guests

- Business professional

DISTRICT MEETINGS

State Leadership Conference approved attire, OR:

- Collared shirts
- Slacks or khakis
- Skirt with blouse
- Dress shoes
- Neck tie and sport coat

ALL ATTENDEES

Jeans or denim of any color, t-shirts, athletic wear, hats/caps, or flips flops are not acceptable at any Montana FCCLA event, unless otherwise communicated.

DRESS CODE FOR NATIONAL FCCLA MEETINGS AND EVENTS

National FCCLA has instituted a dress code for all nationally sponsored meetings and events. This code is found on the national website (www.fcclainc.org). When participating in national activities, Montana state officers will be expected to follow the national dress code. For most national activities, Montana officers will be in uniform. A uniform schedule for each day will be prepared by state staff or the state president and distributed to the SEC in advance of the meeting or activity.

PUBLIC SPEAKING TIPS

Keep It Real. The best presentations give a feeling of spontaneity, even if they are highly scripted. The more natural you are, the more comfortable you will be on stage, and the more receptive your audience will be hearing what you have to say.

Tell the Story Your Way. You may be tempted to emulate speakers you admire or even peers on your team. If you do that, your message could end up feeling forced. Instead, map out the structure that seems most natural and tailored to your personal speaking style.

Work the Crowd. Before your presentation, if there's an opportunity, try to network with conference attendees. The small talk will give you a better sense of your audience. Even better, you'll see more friendly and supportive faces in the crowd when you take the stage.

Psych Yourself Up, Not Out. Public speaking is one big mind game. Try not to stand backstage thinking about what could go wrong. Think more like an athlete before a big game. Psych yourself up with positive affirmations. You'll feel those thoughts enter your body and boost your confidence.

Practice, Then Practice Again. The best way to calm your nerves and ensure that you're ready to deliver your message is thorough practice. This means reading through your scripts, practicing your speaking parts in front of the mirror and rehearsing at least twice on stage with your full officer team. Be sure to come fully prepared for your moment and treat it with the respect it deserves. You will look your best on stage!

Be Okay with the Unexpected. You may forget a word, someone may drop something backstage, or there might be a technical difficulty. Take a moment, breathe deeply and just roll with it. The audience will follow your lead. Sometimes there are roadblocks to the finish line, but what's important is that you reach the destination of conveying your message.

MAKING OFFICIAL OFFICER VISITS

When you visit a conference, meeting, or chapter:

- Find out as much as possible about the chapter or group before your visit.
- Get acquainted with as many members as possible.
- Give encouragement to members and advisers.
- Recognize the good things the group is doing.
- If it seems advisable, tell them a few of the good things other groups are doing.
- Be of whatever help possible to members and officers.

DUTIES OF STATE EXECUTIVE COUNCIL ADVISERS

The adviser to a state officer plays an important role in guiding the work of your officer throughout the year. Because this is a youth-centered organization, advisers must frequently remain in the background while allowing the officer to assume more leadership responsibilities. Since so many experiences will be new to our officers, you have a very special role to play – letting go of your student so he/she will develop and grow as a leader and young adult, while still being there to provide support, encouragement, and guidance. The state officer and the adviser work cooperatively together in completing officer tasks and in advancing the mission of Family, Career and Community Leaders of America.

Advisers need to accompany and supervise officers on all official trips for meetings, presentations, or other functions where the officer is representing Montana FCCLA. Where this is not possible, other arrangements need to be made and approved by the state adviser(s) for an adult to accompany the officer.

As a supportive adviser, you play a key role. Following are some thoughts about how you can help throughout the year:

COMMUNICATIONS:

- Establish a good relationship and talk about expectations of the officer, your role, state staff, and the state association.
- Be aware of commitments and encourage the officer to be prompt.
- Establish a friendly, supportive role with your officer.
- Realize it is the student's office and you serve in a consultant capacity.

- Work as a check system in making sure the officer keeps everyone informed.
- Encourage, double-check, help out, or take photos and enjoy a special relationship.
- Monitor the officer's social networking sites to make sure no inappropriate language, photos, comments, or links are posted.

SUPPORT:

- Help the officer know who to contact at school to prepare for missing classes. Either make contacts yourself or go along with the officer.
- Working with the state staff as needed, discuss the importance of school, accompanied travel, and absences with student, parents, and administrators.
- Call the officer's parents or guardians to discuss the year ahead and to answer any questions they may have.
- Assist the officer with contacts with teachers, administrators, and counselors to help interpret responsibilities and potential absences from school.
- Assist the officer with planning class schedules at the beginning of the year.
- Assist the officer in balancing responsibilities of the office with other extracurricular activities and classes; keep in mind the school's master calendar. Remind officer of commitment to Montana FCCLA when conflicts occur. Caution students not to overextend themselves thereby endangering their health or grades

KEEP IN TOUCH WITH STATE STAFF:

- Alert state staff to any conditions that may affect the officer's participation, such as problems with grades.
- Read the materials that come to you from the state office, including this handbook.
- Call or email if you have any questions.
- Maintain lines of communication with the state staff.

TROUBLESHOOTING:

- If problems arise, discuss them immediately.
- Stressors common to state officers are: (1) missing school and keeping teachers happy; (2) changes in social life/keeping friends happy; and (3) maintaining grades and health while fulfilling officer responsibilities.
- Let the officer know about problems that are critical and if your discussions with the officer do not bring about a solution, outline the process to be followed in dealing with the issue.
- Ask questions before jumping to conclusions.

SPECIFIC ADVISER ASSIGNMENTS:

- During the State Leadership Conference, or at other times if the need arises, SEC advisers may be asked to assume special responsibilities to assist the state staff in coordinating activities. These requests will be made in advance with consideration toward other responsibilities the adviser may have.

Montana FCCLA is grateful for your dedication and hard work in helping your state officer get the most out of this year!

OFFICER/ADVISER EXPENSES AND REIMBURSEMENT

The state officer and their adviser will be expected to attend specific meetings, outlined below. Travel expenses will be reimbursed for activities requested or approved by the state director. Lodging and most meals for SEC meetings, Leadership Rally, and State Leadership Conference will be on a master account paid by the state association.

MEALS

Any meals consumed while **traveling to** a Montana FCCLA event will be reimbursed according to the rates set by the State of Montana. In 2027-28, the meal reimbursement rates are: $11.20 for breakfast, $13.30 for lunch and $19.60 for dinner. Meals consumed while traveling from a Montana FCCLA event do not qualify for reimbursement.

MILEAGE

Mileage driven to SEC meetings may be reimbursable. Drivers can be reimbursed for their total mileage up to half of the Montana state rate. In 2027, mileage is reimbursed at the standard state rate for personal vehicles, which is .337. Advisers or parents must always drive officer(s) to any Montana FCCLA event. State officers are not allowed to drive due to liability involved for schools and families. Advisers are responsible for getting students to a carpool location or provide transportation to the meeting.

SUBMITTING REIMBURSEMENT INFORMATION

To receive reimbursements for mileage or meals, advisers (or accompanying adult) must complete an Expense Form, and submit to the State Director within 30 days of the meeting. An itemized receipt is required for all meals.

WHAT TO DO WHEN YOUR YEAR AS A STATE OFFICER IS OVER

Your year as a state officer, with all its involvement and activities, will quickly come to an end. You have planned and carried out a state conference and other important projects that gave many students and adults important leadership experiences, and memories to last forever. After the conference with all its excitement and activity, you'll realize your term is complete! There are new state officers now and they are about to enjoy some of the same experiences you have just had.

Make sure you have completed all responsibilities assigned as part of your year as an officer. There may be a need for follow-up emails and reports, or final visits to area chapters. Be sure you have left your electronic media and state officer notebook in good order. Copies of your letters, presentations, reports, and other written work will save the new officer time and be excellent resources in carrying out his/her responsibilities. Complete the *State Officer Tips & Tricks* form and review it with the new officer during the State Leadership Conference. So, what now?

You might be feeling sad that your term has ended. It's normal to feel this way! There will be some adjustments to make and a good thing to do is stay involved. Your leadership skills will remain valuable to FCCLA, but you need to let the organization know you're interested. You are also a good resource for chapters across the state. If you wish to continue active involvement, whether still in high school or not, let the State Leadership Team or your adviser know where you will be and the activities in which you wish to be involved. Make your interest known to community and school groups, as well.

When it's over, it will have been quite a year! You will have accomplished many things, had fun and exciting memories, and faced many challenges! Take these things with you because they will be helpful in the many new and exciting experiences that lie ahead. Your future possibilities are limitless and the doors of opportunity are just waiting for you to knock!

Within the organization you will serve as a valuable resource as an Alumni & Associates member and recruiter. Dedicated support through the years has helped FCCLA become the strong organization it is now. You have the opportunity to provide some support and maybe give back to FCCLA some of what it gave you. If you are interested in being actively involved in the A&A organization, consider joining on the National FCCLA website.

Your term as a state officer will be over, however, you will have many opportunities to influence your environment, serve your community, and be a great leader!

SEC Travel Policy

The safety of members and advisers is a top priority for Montana FCCLA. Although the State Executive Council is scheduled to meet in person at the State Leadership Conference, the National Leadership Conference and in Montana locations in both July and January annually, as well as for Rotunda Day on odd calendar years, weather may impact the possibility of safe travel to/from the meetings.

- Three days prior to a scheduled State Executive Council meeting, the State Director will review forecasts for the meeting location as well as the travel routes that will be utilized by each of the SEC members. The State Director will share the findings with the Board President and the State Executive Council Coordinator regarding any anticipated weather threat.
- In the event that a weather threat is issued for any meeting locations or travel areas, it will be the policy of Montana FCCLA to adjust the in-person meeting to a virtual one, if possible.
- If a virtual meeting is not possible, the meeting will be rescheduled when feasible.
- When a decision is made to change the format of the meeting, the State Executive Council Coordinator will communicate with the SEC members and their advisers, with the goal of providing 48 hours of notice of any meeting changes.
- In the event a weather threat impacts the travel of students or advisers but not the location of the meeting, it shall be the decision of the local school administration and/or chapter adviser if the state officer will attend the meeting virtually or in person.
  (Updated April, 2025)

Miscellaneous Forms

Forms are also found in the Google Drive folder provided for the State Executive Council.

MONTANA FCCLA MEMBER CODE OF CONDUCT

1. Behavior at all times should reflect a positive, professional image of you, your school, the state of Montana and the FCCLA organization. Students are representatives of their school district. As such, they must comply with the Board of Trustees policies regarding student conduct.
2. Students will follow the approved Montana FCCLA Dress Code available on the Montana FCCLA website. Only students appropriately dressed will be allowed to participate. Students will wear their identification badge at all times.
3. Students shall attend, be on time and act in a professional manner at all general sessions, workshops and related activities in conjunction with the event for which they are registered.
4. Any accidents, injuries or illnesses should be reported to the adult chaperone/adviser and state director immediately. A copy of this signed Code of Conduct and a medical release form will be retained by the school and one will be brought to the conference by the adviser/school representative.
5. All students will observe the curfew issued and be quiet in their assigned rooms. Unnecessary noise at any hour shall be avoided in respect to other guests. Hotel regulations must be observed; this includes pool conduct, hours, etc.
6. Students will keep their adviser/adult chaperones informed of their activities and whereabouts at all times. The student shall spend the night or nights at the assigned hotel in his/her assigned room. Delegates are to remain on the conference premises unless permission to leave has been granted by the local adviser/adult chaperone, and the student is in the company of an adult upon departure.
7. Students must refrain from the use or possession of illegal drugs, tobacco or alcohol in any form. Possession is defined as having in one's belongings such as a purse or luggage, in one's hotel/motel room, or having knowledge that illegal drugs, tobacco or alcohol are in one's hotel/motel room or in another person's possession at any time during the FCCLA activity.
8. Students are not allowed in the sleeping rooms of the opposite gender, except when an adviser/adult chaperone is present.
9. Students shall not deface property, litter the premises, and/or put at risk the health and well-being of self or others. Any damages to property, furnishings or buildings shall be paid for by the individual or individuals responsible.
10. The enforcement of the Code of Conduct is the responsibility of the adviser/school representative. The adviser/school representative will call the school administrator for direction. For violation of any of the above, parents will be contacted and students will be sent home at their own expense.
11. The adviser/school representative will submit this Code of Conduct to the school administration and/or Board of Trustees.
12. Any action detrimental to FCCLA image will not be tolerated and may result in disciplinary action up to and including dismissal from the organization.

I have read, understand and agree to abide by and support the above regulations.

Please note: Students, their work and activities will be photographed and videoed during this conference. These photographs and videos may be published on our website and in our publications and may be distributed to each participating school.

If you have reasons for your student not to be photographed, please send a written request stating those reasons to director@mtfccla.org

Student	Date
Parent or Guardian	Telephone Number of Parent/Guardian
Adviser/School Representative	School Name and District Number
School Administrator	Administrator Phone Number

MONTANA FCCLA STATE OFFICER COMMITMENT FORM

Candidate Name _____ Adviser Name _____

Chapter/School _____

As a State Officer, I will fulfill the following expectations:

1. Abide by the Montana FCCLA Code of Conduct at all times.
2. Conscientiously serve Montana FCCLA and assist and encourage FCCLA members and chapters to take an active part in the organization, school, and community.
3. Set an example for members of the State Delegation as a good student, courteous person and a responsible citizen.
4. Strive to improve my leadership ability and give as much time as required to carry out my duties as a state officer during the term.
5. Represent the Montana FCCLA credibly at meetings and other gatherings when asked to do so, speaking clearly, concisely and enthusiastically, using proper grammar at all times.
6. Thoroughly familiarize myself with the constitution and policies of the organization, parliamentary procedure, and Family and Consumer Sciences in Montana.
7. Strive to maintain a good working relationship between FCCLA and the public.
8. Purchase $50-$100 of required items for official FCCLA dress (blazer and polo provided by Montana FCCLA).
9. Meet with my local chapter adviser a minimum of twice a month to maintain communication regarding district and state-level matters.
10. Actively communicate with the team and State Leadership Team at all times in a professional manner. This includes meeting all deadlines and having the proper equipment (computer with reliable internet) throughout the year to complete work electronically and participate in online meetings.
11. Participate in monthly team conference calls.
12. Attend, prepare for, and actively participate in all required Montana FCCLA State Executive Council meetings. Failure to attend a meeting in-person will result in dismissal from office.
13. An evaluation process will be implemented to track State Officer performance.

	Conference calls	2027 State Leadership Conference	2027 NLC	2027 Summer Meeting	2027 Fall Leadership Rally	2027 Winter Meeting	2028 State Leadership Conference
Dates	Monthly	March 16-19 (officers arrive on Tuesday)	June 22-26	TBA	TBA	Late January	March 14-17 (officers arrive on Tuesday)
Location	Zoom (link provided)	Bozeman	San Antonio, TX.	Emigrant	Billings	TBA	Bozeman
Adviser Attendance	Yes	Some	Yes*	Yes	Yes*	Yes	Some
Adviser Attendance Information	Advisers may call in separately but should still be on the call.	~3 advisers arrive Tuesday to help with preparations; rest arrive with chapter on Thursday. Transportation must be provided by adult.			~3 advisers arrive Saturday to help with preparations; rest arrive with chapter on Sunday. Transportation must be provided by adult.		~3 advisers arrive Tuesday to help with preparations; rest arrive with chapter on Thursday. Transportation must be provided by adult.
Travel expenses paid by MT FCCLA**	N/A	Meals, mileage, hotel, registration fee	Support provided by Chapter*	Meals, mileage, hotel	Meals, mileage, hotel	Meals, mileage, hotel	Meals, mileage, hotel, registration fee
***All dates, locations, & other details are subject to change. MT FCCLA will be diligent in notifying officers & advisers of updates in a timely manner.							

I understand that State Officers represent all members of the State Association and are looked to by members as an example and a leader. I recognize that the privilege can be withdrawn by the Montana FCCLA Board of Directors. The privilege is conditional depending upon officer suitability to participate as determined solely by the Montana FCCLA Board of Directors and the policies they have in place. I commit to the 2027-28 State Executive Council team.

State Officer Signature	Printed Name	Date

MONTANA FCCLA STATE OFFICERS ADMINISTRATOR COMMITMENT FORM

Candidate Name _____ Adviser Name _____

Chapter/School _____

As the administrator of a State Officer, I will fulfill the following expectations:

1. Work in cooperation with the state officer and adviser to provide support, encouragement, and guidance when completing officer tasks and in advancing the mission of Family, Career and Community Leaders of America.
2. Assist the adviser in making travel arrangements for the state officer if the adviser cannot travel with the student, and seek approval from the State Director.
3. Be aware of commitments and deadlines; encourage the officer to be prompt.
4. Assist the officer in balancing responsibilities of the office with other extracurricular activities and classes, keeping in mind the school's master calendar. Remind officers of commitment to state organization when conflicts occur.

	Conference calls	2027 State Leadership Conference	2027 NLC	2027 Summer Meeting	2027 Fall Leadership Rally	2027 Winter Meeting	2028 State Leadership Conference
Dates	Monthly	March 16-19 (officers arrive on Tuesday)	June 22-26	TBA	TBA	Late January	March 14-17 (officers arrive on Tuesday)
Location	Zoom (link provided)	Bozeman	San Antonio, TX.	Emigrant	Billings	TBA	Bozeman
Adviser Attendance	Yes	Some	Yes*	Yes	Yes*	Yes	Some
Adviser Attendance Information	Advisers may call in separately but should still be on the call.	~3 advisers arrive Tuesday to help with preparations; rest arrive with chapter on Thursday. Transportation must be provided by adult.			~3 advisers arrive Saturday to help with preparations; rest arrive with chapter on Sunday. Transportation must be provided by adult.		~3 advisers arrive Tuesday to help with preparations; rest arrive with chapter on Thursday. Transportation must be provided by adult.
Travel expenses paid by MT FCCLA**	N/A	Meals, mileage, hotel, registration fee	Support provided by Chapter*	Meals, mileage, hotel	Meals, mileage, hotel	Meals, mileage, hotel	Meals, mileage, hotel, registration fee
***All dates, locations, & other details are subject to change. MT FCCLA will be diligent in notifying officers & advisers of updates in a timely manner.							

I understand that State Officers represent all members of the State Association and are looked to by members as an example and a leader. I recognize that the privilege can be withdrawn by the Montana FCCLA Board of Directors. The privilege is conditional depending upon officer suitability to participate as determined solely by the Montana FCCLA Board of Directors and the policies they have in place. I commit to supporting the state officer and adviser to the best of my ability.

Administrator Signature	Printed Name	Date

STATE OFFICER'S PLEDGE

I _____, _____
(name) (office)

pledge to the Montana Association of Family, Career and Community Leaders of America the following:

- To fulfill the duties of my specific office and the general duties of state officers, as described in the handbook,
- To come prepared to all council meetings and other functions,
- To make the office to which elected first priority this year,
- To comply with the state officers' Code of Conduct and Dress Code, as well as all policies of the association,
- To maintain my overall GPA of 2.5 or above,
- To fulfill all responsibilities under the direction of my local adviser,
- To conduct myself as a leader and in a manner befitting a state officer, realizing that I am an example at all times for members statewide. If I should fail to do so, I understand that I may be relieved of the office.

I accept this pledge and consider it an honor and a privilege to serve the Montana Association of Family, Career and Community Leaders of America for the coming year.

The signature of the parent or guardian supports this pledge and:

- **Gives permission for the officer's name and photo/image to appear on the Montana FCCLA website, in promotional materials and videos.**
- **Gives permission for the officer to be transported by a State Executive Council adviser or staff member to and from meals and other activities while attending meetings.**

_____ _____
Officer's signature Adviser's signature as Witness

_____ _____
Parent/Guardian Date

2027-28 Rubric for State Officer Performance and Leadership Award

The following rubric will be used by Montana FCCLA State Executive Council Members, SEC Advisers, and the State Leadership Team to evaluate the officer's performance of general responsibilities and those unique to the specific office. Points will be earned by submitting a report within 7 days of a conference call or in-person meeting, and submitting District Meeting Reports on time. Points earned will be calculated against the points available to determine the state officer's leadership award level, up to $500. The earned leadership award will be given to the state officer's chapter at the close of the state officer's term.

The rubric will be stored on Google Drive and reviewed with the officer, State Officer Coordinator and/or the State Director at each SEC meeting. Scores will be updated on each officer's rubric within 10 business days of the conclusion of a conference call or meeting. The rubric will be completed at the State Leadership Conference or at the end of the officer's term. Advisers are invited to accompany the officer if they are in attendance. The table below will be used to track the number of points the officer has earned to date.

Month	Type of Report	Points Available	Points Earned
June	Virtual Meetings (2)	20	
July	Conference Call & Meetings* *NLC & SEC Summer Meeting	30	
August	Conference Call	10	
September	Conference Call & Meeting	30	
October	Conference Call	10	
November	Conference Call	10	
December	Conference Call	10	
January	Meeting	20	
February	Conference Call	10	
March	Meeting	20	
District Meetings	Planning & Post-Meeting	20 (10 points each)	
Total		200	

*Reports submitted more than two days late will result in a point deduction each day until it is turned in.
**District Meeting reports that are complete and submitted on time will earn full points.

State Officer Leadership Level	
Points	Award Amount
200-180: Gold	$500
179-160: Silver	$400
159-140: Bronze	$300
Below 140:	$0-200

State Executive Council Conference Call Report (10 points)

To be submitted on the Montana FCCLA website within one week after the conference call. Please provide your score and explain your participation or activity for each question.

I attended this month's conference call and engaged with others.
0 – I didn't attend the call
1 – I attended but was not engaged
2 – I attended and meaningfully contributed to the conversations.

I completed all the duties required of me in the last month.
0 – Didn't complete any tasks
1 – Completed half of my tasks
2 – Completed all of my tasks

I promoted FCCLA in at least two ways this month. (Ex: facilitated a meeting, created a social media post, published a Talk of the State, contacted others in my district, etc.)
0 – I didn't promote FCCLA at all
1 – I promoted FCCLA in one way
2 – I promoted FCCLA in two ways

I helped the State Officer Team achieve one or more of its goals.
0 – I didn't contribute to the team's goals
1 – I put forth minimal effort to contribute to the team's goals
2 – I put forth maximum effort to contribute to the team's goals

I have maintained positive, professional behavior at all times.
0 – I have not been professional.
1 – I have been professional some of the time.
2 – I am always positive and professional.

What are the tasks that you will be working on this month?

Rate your overall wellbeing on the scale below.
1 – I am struggling.
3 – I am doing fine, but could use some support.
5 – I am doing well and don't need any additional support.

State Executive Council Meeting Report (20 points)

To be submitted on the Montana FCCLA website within one week after the meeting. Please provide your score for each question and explain your participation or activity.

I attended the meeting and engaged with the others.
0 – I didn't attend the meeting
1 – I attended but was not engaged
2 – I attended and meaningfully contributed to the meeting.

I arrived to the meeting prepared.
0 – I was not prepared
1 – I was minimally prepared for the meeting
2 – I was fully prepared and ready for the meeting

I completed all the duties required of me at the meeting.
0 – Didn't complete any tasks
1 – Completed half of my tasks
2 – Completed all of my tasks

I helped the State Officer Team achieve one or more of its goals.
0 – I didn't contribute to the team's goals
1 – I put forth minimal effort to contribute to the team's goals
2 – I put forth maximum effort to contribute to the team's goals

What are three things you would like to remember from this meeting? (3 points)

List the responsibilities (include deadlines) assigned to you during the meeting. (5 points)

I have maintained positive, professional behavior at all times.
0 – I have not been professional.
1 – I have been professional some of the time.
2 – I am always positive and professional.

What is one task that you will be working on this next month?

Rate your overall wellbeing on the scale below. Where do you need additional support?
1 – I am struggling.
3 – I am doing fine, but could use some support.
5 – I am doing well and don't need any additional support.

State Executive Council Tips & Tricks

To be completed by a retiring officer and shared with a new officer during the State Leadership Conference.

NAME: _____ STATE OFFICER POSITION: _____

My officer activities for the past year included:

Responsibilities I found difficult and suggestions for improvement / ways to do things differently:

Tips for managing state officer responsibilities (include those specific to this position):

Congratulations, and have a great year as a state officer!