

MONTANA FCCLA

STATE OFFICER ADVISER GUIDE

WHAT TO EXPECT AND STEPS TO SUCCESS

2025-26



MONTANA
STATE ASSOCIATION

MONTANA FCCLA

CONGRATULATIONS!

While serving as the adviser to a Montana FCCLA State Officer is an amazing opportunity for our members, not everyone chooses this path. Thank you for believing in your student and offering them the ultimate leadership opportunity.

This guide was created to help orient State Executive Council advisers to the SEC experience and to help communication expectations and responsibilities for the year.

While every effort was made to produce a comprehensive resource, please do not hesitate to reach out if you have questions or concerns at any time. We are here to support you and your student during their experience as a Montana FCCLA State Officer.



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SEC TIMELINE OF EVENTS

Typical activities for SEC members are outlined below, along with the timeline for when the activities take place.

Before Installation at the
State Leadership Conference

December through March:

Prepare for State Leadership Conference by:

- Securing the officer uniform components
- Review available FCCLA officer positions
- Prepare for the FCCLA officer exam and interviews
- Attend online District Officer Training opportunities
- Review the State Executive Council Handbook
- Complete incoming SEC survey



After Installation at the State Leadership Conference

Each month:

- SEC members will participate in a Zoom meeting. These meetings usually last about 45 minutes, often beginning early in the morning before the school day.
- Members are expected to keep the camera on and participate fully in the meeting, contributing ideas to FCCLA business and events.
- Attendance by advisers is optional.
- SEC members are required to complete the monthly meeting report form within one week and email to the SEC Coordinator.

March through June:

Prepare for National Leadership Conference by:

- Participating in trading pin and attendee gift discussions
- Developing meeting scripts

Prepare for Fall District Meetings by:

- Organizing the Preplanning meeting
- Submitting Preplanning meeting report

July through September:

Attend the Summer SEC meeting, typically held in July in Emigrant:

- Make recommendations for SLC
- Develop resources and presentations for District Meetings
- Begin committee work

SEC TIMELINE OF EVENTS

After Installation at the State Leadership Conference

July through September (continued):

Attend the National Leadership Conference:

- Participate in officer trainings
- Lead State meetings
- Serve as a positive role model and encourage member engagement

Begin Fall Rally preparations:

- Develop and rehearse scripts for sessions
- Develop session presentations

October through November:

- Plan and host District Meetings
- Conduct District Officer elections according to the Montana FCCLA Policy

January through February:

SEC members will prepare for and conduct online District Officer trainings
Prepare for State Leadership Conference



TRAVELING WITH SEC

When completing their officer application, your student agreed to attend specific meetings throughout the year. Some of these meetings will require adviser participation, and all of them will require adult transportation, which means either the officer’s parent/guardian or an adviser to a State Officer will be responsible for their transportation.

Montana FCCLA reimburses for travel expenses, providing the Montana FCCLA travel policies are followed and a travel plan is submitted and approved. These reimbursements often require carpooling and will require shared lodging arrangements. Reimbursement and travel policies can be found in the SEC Handbook.

Another important element of the SEC Handbook is the Montana FCCLA Code of Conduct. As State Officers, our SEC agrees to represent Montana FCCLA for the entire year, both in person and online. As the chapter adviser, we count on you to both remind your SEC member of the terms of the Code of Conduct and hold your student accountable. Members choosing to break the Code of Conduct can be removed from office.

To be informed of and assist with SEC activities, advisers are expected to attend meetings, as well as the State Leadership Conference for the conferences beginning and ending their officer’s term. A summary of annual meetings can be found in the table below.

Not included on the table below are the three virtual District Officer Trainings, held in January and February, when the SEC team will offer training for District officers throughout the state. Dates will be determined in at the 2025 Winter Meeting.

	Conference calls	2025 State Leadership Conference	2025 NLC	2025 Summer Meeting	2025 Fall Rally	2025 Winter Meeting	2026 State Leadership Conference
Dates	Monthly	March 20-21	July 5-9	July 13-15	September 28-29	January	March 17-20 (officers arrive on Tuesday)
Location	Zoom (link provided)	Bozeman	Orlando, FL	Emigrant	Billings	TBA	Bozeman
Adviser Attendance	Yes	Yes	Yes*	Yes	Yes	Yes	Some
Adviser Attendance Information	Advisers may call in separately but should still be on the call.	Attend with chapter	Per the SEC Handbook, chapters not attending NLC pay for lodging for the adviser agreeing to supervise the SEC member attending.	Attendance priority is given to new SEC Advisers and based upon lodging availability.	~3 advisers arrive Saturday to help with preparations; rest arrive with chapter on Sunday. Transportation must be provided by adults.	Attendance required.	~3 advisers arrive Tuesday to help with preparations; rest arrive with chapter on Thursday.
Travel expenses paid by MT FCCLA**	N/A	None; students travel with their chapter.	Support provided by Chapter*	Meals, mileage, hotel	Support provided by chapter for advisers; provided for SEC members	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.

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SUPPORTING YOUR STUDENT

Of course, your student already has exceptional leadership skills, but even the best leaders thrive in a supportive environment. Some ways that you can enhance your state officer's effectiveness during their term include:

- Regular communication with your student, including following-up regarding tasks associated with the roles of state officers and the monthly meetings
- Communicate proactively with the State Executive Council Coordinator with questions as they arise
- Ensure you and your student are meeting deadlines for submitting reports and travel plans for meetings
- Be a cheerleader and advocate for your student
- Although optional, attending the monthly Zoom meetings is an excellent way to stay informed of all SEC activities

DISTRICT MEETINGS

In the role of District President, much of the responsibility for coordinating the District Meeting falls to your student (and to the adviser!). Utilize the [District Meeting Planning Guide](#) to ensure your meeting runs smoothly! One option that has been successful for many districts has been to utilize the option of joint meetings. This might be a consideration that could work in your district.

One component of the District Meetings is the officer elections. Be sure to follow the Montana FCCLA Elections Policy for a successful election.

Within two weeks of your District Meeting, the District President/State Officer is required to submit a report. This report includes:

- Election results
- Meeting minutes
- Meeting program
- District constitution/operating procedures



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HELPFUL RESOURCES

Montana FCCLA State Executive Council Handbook

Montana FCCLA District Meeting Planning Guide

Montana FCCLA Instagram

Montana FCCLA Facebook

Montana FCCLA Advisers Facebook

Montana FCCLA Website

National FCCLA Website

COMMON ACRONYMS

AAFCS: American Association of Family and Consumer Sciences

ACTE: Association for Career and Technical Education

COA: Certificate of Achievement

CTSO: Career and Technical Student Organization

FCS: Family and Consumer Sciences

FCCLA: Family, Career, and Community Leaders of America

MAFCS: Montana Association of Family and Consumer Sciences

MACTE: Montana Association for Career and Technical Education

NFC: National Fall Conference

NLC: National Leadership Conference

NRA: National Restaurant Association

OPI: Office of Public Instruction

SEC: State Executive Council

SLC: State Leadership Conference

SOP: State Outreach Project

