**EXECUTIVE OFFICER HANDBOOK & APPLICATION**

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**CANDIDATES SEEKING OFFICE FOR THE**

**2024-2025 SCHOOL YEAR**

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**Goals of DECA**

* To prepare marketing education students to take their proper places in the business world.
* To develop leadership characteristics.
* To develop self-confidence and self-acceptance.
* To develop a greater understanding of our competitive, free enterprise system.
* To further develop occupational competencies needed for careers in marketing, management, and entrepreneurship.
* To develop high ethical standards in personal and business relationships.
* To develop effective international relationships.
* To develop a greater awareness of career opportunities in marketing, management, and entrepreneurship.
* To develop greater proficiency in communication.
* To develop greater appreciation of the responsibilities of citizenship.
* To develop a healthy competitive spirit.

**Benefits of Being an Executive Officer**

* Ability to serve in both follower and leader roles
* Recognition on the local and state levels
* Gain public speaking skills
* Enhance valuable leadership skills
* Networking
* Public relations skills
* Improve communication skills
* Learn to accept responsibility
* Time management skills
* Improve organizational skills
* Develop professionalism essential for a successful career

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**SECTION I**

**EXECUTIVE OFFICER**

**GUIDELINES & EXPECTATIONS**

**Responsibilities of an Executive Officer**

It is vital that each Executive Officer understand their responsibility to the Georgia Association of DECA. Each member of an effective Officer Team recognizes that contributions to the team goals will advance the entire state organization at a greater level than the concentration of individual goals. Following is a list of Executive Officer responsibilities to Georgia DECA:

1. Attend all required conferences

(No exceptions will be made for other school functions.)

* Executive Officer Training (April)
* International Career Development Conference (April)
* CTSO State Officer Training (June)
* Emerging Leader Summit (July)
* WorkWinWow (September)
* Fall Rally (September/October)
* Fall Leadership Development Conference (October/November)
* Regional Competition (December)
* State Career Development Conference (January)

1. Complete a Program of Leadership

* Adhere to all deadlines set by the Chartered Association Advisor
* Submit monthly documentation forms

1. Communicate regularly with the Chartered Association Advisor throughout the year

* Consult the Chartered Association Advisor if in doubt about an activity meeting minimum Program of Leadership requirements.
* Contact the Chartered Association Advisor if you have any obstacles that create difficulty in fulfilling your role as an Executive Officer.

1. Attend the Regional Competition in the capacity as an Executive Officer Team Member and participate in a competitive event.
2. Wear an official DECA blazer and professional attire according to the Georgia DECA official dress code to all functions when representing Georgia DECA.
3. Consult and cooperate with the Chartered Association Advisor and Regional Competitive Events Host on all regional activities.
4. Submit information requested by the Chartered Association Advisor and respond to all correspondences (telephone calls, emails, text messages, regular mail) promptly.
5. Act in a professional manner at all times. Your actions are representative of all members of Georgia DECA. Reflect a positive image on behalf of the organization.
6. Comply with guidelines for supervised travel arrangements. Members of the Executive Officer Team are **required** to have an adult supervise all transportation. The Chartered Association Advisor shall have permission to drive Executive Officers during meetings.

**SPECIFIC EXECUTIVE OFFICER DUTIES**

**President**

* Oversees all activities conducted by the Executive Officer Team
* Works closely with the Chartered Association Advisor and the Executive Officers to ensure that all undertakings are successful
* Assumes the main leadership role at Fall LDC and State CDC
* Responsible for connecting members and establishing the state's vision, management, and organization that ensures each Executive Officer has the training, support, accountability, and resources to deliver a powerful DECA experience for each DECA member.
* Acts as the primary public relations agent and makes as many public appearances as possible on behalf of Georgia DECA
* Uses leadership skills and vision to inspire all Georgia DECA members
* Practices the "Entrepreneurial" and "Management" elements of the DECA Mission Statement.

**VP of Leadership**

* Functions in the absence of the President and performs other duties as directed by the President
* Presides at specified functions at Fall LDC and State CDC
* Prepares to assume the duties and responsibilities of the President should the need arise
* Assists in supervising the development and implementation of the Executive Officer Team's Program of Work
* Practices the "emerging leaders" element of the DECA mission
* Responsible for all non-competitive event and career activities
* Plans, organizes, and implements a statewide community service project including publicity needed in order to convey information from chapters, regions, and the business community

**VP of Marketing**

* Maintains all written records for the Executive Officer Team
* Works with the Chartered Association Advisor to establish agendas prior to all meetings and training sessions
* Maintains documented records of discussions and decisions at meetings and training sessions, and records written minutes of all Executive Officer Team group efforts
* Uses organizational skills in order to maintain a clear written record of the Officer Team’s efforts on an annual basis
* Presides at specified functions at Fall LDC and State CDC
* Plans, organizes, and implements statewide publicity in order to convey information from chapters, regions, and the business community
* Practices the "Marketing" element of the DECA Mission
* Responsible for initial membership recruitment, branding and promotions

**Vice President of Finance**

* Presides at specified functions at Fall LDC and State CDC
* Plans, organizes, and implements a statewide project designed to stimulate stronger partnerships between Georgia DECA and business leaders across the state
* Assists the Georgia DECA Foundation in implementing fundraising events at every Georgia DECA conference
* Practices the "Finance" element of the DECA Mission.
* Responsible for chapter budgeting, accounting, and fund development efforts

**Vice President of Career Development**

* Presides at specified functions at all Fall LDC and State CDC
* Plans, organizes, and implements a statewide project which will lead to improve competitive skills in written, role play, and testing events for DECA members across the state
* Practices the "Careers" element of the DECA Mission.
* Responsible for chapter presentation, preparation, and performance in Competitive Events

**Vice President of Hospitality**

* Presides at specified functions at all Fall LDC and State CDC
* Plans, organizes, and implements a statewide project in order to increase existing chapters’ activities and membership levels as well as establish new chapters in schools without current DECA and/or marketing education programs
* Creates a statewide membership campaign
* Puts into practice the "Hospitality" element of the DECA Mission
* Responsible for connecting members to a welcome, value-filled, fun, educational experience

**PROGRAM OF LEADERSHIP (POL)**

**Description and Purpose**

The Georgia DECA Executive Officer Team is expected to implement many local, regional and/or state activities during their term of office. Georgia DECA requires each officer to plan and implement activities that support the Program of Leadership adopted by the Executive Officer Team. **A state of activities must be developed by each officer and approved by the Chartered Association Advisor prior to the close of the Executive Officer Training.** All activities must be completed by the end of March of the following year.

**Goals for the Program of Leadership**

When developing activities for the Program of Leadership, it is important to remember that each officer is trying to perform activities that will benefit more than his/her chapter members. Executive Officers will still be involved in local chapter activities, but their POL activities should focus on reaching a wider audience- the entire state you represent.

The goals are based upon the points of the DECA Diamond and the promotion of Marketing Education and DECA. The Executive Officer Team should base their Program of Leadership on all of these goals:

1. Academically Prepared/Community Oriented/Professionally Responsible/Experienced Leaders
2. Integrates into Classroom Instruction/Applies Learning/Connects to Business/Promotes Competition

**REQUIRED EVENTS FOR EXECUTIVE OFFICERS**

**Executive Officer Team Training (April 2024)**

**Purpose:** The purpose of the Executive Officer Team Training is to prepare the executive officers to successfully assume their positions. Through participation in a variety of activities, the officers develop leadership skills and are made aware of their responsibilities and how to carry out these responsibilities.

**Roles:**

1. The Executive Officer Team is given intensive leadership training. In order to develop capable executive officers, the following topics are covered: Leadership Skill Development, Team Building, Communications, Presentation Skill Development, Personal Image Projection, Effective Business Meetings, Business Etiquette, Marketing DECA, Time Management
2. The purpose and implantation of the Program of Leadership is a major topic during the training. Officers are assisted by the Chartered Association Advisor in developing activities for achieving goals set for the year, reporting procedures and forms are reviewed, and an explanation of the acceptable criteria for submitting the POLs is discussed.
3. The Executive Officer Team is given an overview of their role at Fall LDC, State CDC, and ICDC

**Costs:** Georgia DECA covers the costs of the officer’s lodging and meals.

**Attendance:** The Executive Officer Team Training is mandatory for state officers to attend.

**International Career Development Conference (April 2024)**

Purpose: Competitive event winners from all 50 states, Canada, the Marianas Islands, Puerto Rico, the Virgin Islands, and Washington D.C. gather to compete for international recognition within their competitive event category Election of National Officers also takes place at this conference. Workshops and seminars are presented by some of the world’s foremost leaders in marketing and management.

Roles:

1. Executive Officers are responsible for providing leadership at the State Association Meetings
2. Executive Officers attend the Executive Officer’s luncheon and all sessions specifically designed for Executive Officers as directed by the Chartered Association Advisor
3. Executive Officers serve as role models for the delegation
4. Executive Officers will wear official dress for all sessions.

Note: If an Executive Officer is a participant in a competitive event, the competitive event takes priority over the other assigned duties.

**Costs:** Georgia DECA covers the registration fee for all newly elected officers. Housing will be covered by the Executive Officer.

**Attendance:** The International Career Development Conference is mandatory for Executive Officers to attend.

**CTSO State Officer Training (June)**

**Purpose:** The purpose and goals of the training include teambuilding, public speaking, communication skills, and leadership development. State officers will network and develop leadership strategies with other state officers in various Georgia CTSO’s.

**Roles:**

1. The Executive Officer Team will participate in presentations on handling responsibility, decision making, creative leadership, positive mental attitudes, motivation, team spirit, and character.

**Costs:** Georgia Department of Education covers the costs of the officer’s lodging and meals.

**Attendance:** The CTSO State Officer Training in June & January is mandatory for executive officers to attend.

**Emerging Leader Summit/Fall Planning Meeting (July)**

**Purpose:** The purpose of this planning meeting is to participate in the National DECA Executive Officer training as well as review scripts and staging instructions for Fall Rally and Fall LDC as well as plan out officer workshops for Fall LDC.

**Roles:**

1. Executive Officers will bring a copy of each session script and be responsible for memorizing his/her script parts.
2. Executive Officers will create Fall LDC Workshop titles, descriptions, and materials list for his/her workshop.

**Costs**: Georgia DECA covers the costs of the officer’s lodging, airfare and meals.

**Attendance**: The Emerging Leader Summit/Fall Rally & Fall LDC Planning meeting is required for executive officers to attend.

**WorkWinWow (September)**

**Purpose:** The purpose of this workshop is to work with Local Officers in developing their chapter program of leadership, budget, calendar of activities, and officer duties.

**Roles:**

1. Executive Officers will gain knowledge and leadership skills which will help them implement their planned activities
2. Executive Officers will gain an understanding of the scope of DECA beyond the local level
3. Executive Officers will serve as role models for Georgia delegates and promote enthusiasm for the state association.
4. Executive Officers will provide leadership for this workshop and will carry out their state projects as part of this activity

**Costs**: Georgia DECA covers the costs of the officer’s lodging and meals

**Attendance**: WorkWinWow is required for executive officers to attend.

**Fall Rally (October)**

**Purpose:** The purpose of this conference is to introduce DECA members to the many opportunities offered through DECA and test them on General Marketing Principles.

**Roles:**

1. Executive Officers will gain knowledge and leadership skills which will help them implement their planned activities
2. Executive Officers will gain an understanding of the scope of DECA beyond the local level

3. Executive Officers will serve as role models for Georgia delegates and promote enthusiasm for the state association

4. Executive Officers will provide leadership for this conference and will carry out their state projects as part of this activity

**Costs:** Georgia DECA covers the costs of the officer’s lodging and meals.

**Attendance:** The Fall Rally in September is mandatory for executive officers to attend.

**Fall Leadership Development Conference (October/November)**

**Purpose:** The purpose of this conference is to provide DECA members with leadership training and to acquaint them with the many opportunities offered through DECA.

**Roles:**

1. Executive Officers will gain knowledge and leadership skills which will help them implement their planned activities
2. Executive Officers will gain an understanding of the scope of DECA beyond the local level
3. Executive Officers will serve as role models for Georgia delegates and promote enthusiasm for the state association
4. Executive Officers will provide leadership for this conference and will carry out their state projects as part of this activity

**Costs:** Georgia DECA covers the costs of the officer’s lodging and meals.

**Attendance:** The Fall Leadership Development Conference is mandatory for executive officers to attend. Officers will be required to come to the conference a day early to prepare.

**State CDC Planning Meeting (December)**

**Purpose:** The purpose of this planning meeting is to review scripts and staging instructions for State CDC as well as plan out officer workshops and to do lists.

**Roles:**

1. Executive Officers will bring a copy of each session script and be responsible for memorizing his/her script parts.
2. Executive Officers will create State CDC to do lists

**Costs**: Georgia DECA covers the costs of the officer’s lodging and meals.

**Attendance**: The State CDC Planning meeting is required for executive officers to attend.

**Region Competition (December)**

**Purpose:** The purpose of region competition is to recognize outstanding DECA competitors from each of Georgia’s regions. Competitors will gather to compete for region-level recognition within their respective competitive event category.

**Roles:**

1. Executive Officers will assist Region Hosts with set-up and logistics during the regional competition
2. Executive Officers will host the Awards Session
3. Executive Officers must be registered competitors in Region Competition if not doing a State Competition.

**Costs:** Georgia DECA does not cover the cost of Executive Officer’s participation in region competition. Officers should confer with their advisor to arrange transportation to and from the competition.

Attendance: Region Competition is mandatory for Executive officers to attend. Executive officers are also required to be a competitor in DECA’s Competitive Events Program.

**State Career Development Conference (January)**

**Purpose:** The purpose of State CDC is to provide the opportunity for regional competitive event winners from each of Georgia’s regions to gather to compete for statewide recognition within their respective competitive event category. State CDC also offers leadership workshops, scholarship recognition, and outstanding chapter and chapter member recognition.

**Roles:**

1. Executive Officers will practice Opening Session presentations and conduct the Opening Session
2. Executive Officers act as hosts at the dance/state event
3. Executive Officers meet with the Chartered Association Advisor at the end of each evening to review the schedule for the next day
4. Executive Officers prepare for the Election Session and conduct the Election Session
5. Executive Officers prepare for the Grand Awards Session and host the Awards Session

**Costs:** Georgia DECA covers the cost of Executive Officer’s lodging, some meals, and registration. Executive Officers should confer with their advisors to arrange transportation to and from the conference.

**Attendance:** The State Career Development Conference is mandatory for Executive Officers to attend. Officers will be required to come to the conference a day early to prepare.

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**SECTION II**

**EXECUTIVE OFFICER**

**CANDIDATE ELECTION PROCEDURES**

**GEORGIA DECA EXECUTIVE OFFICER**

**CANDIDATE PROCEDURES**

**Step 1: Chapter Advisor Responsibilities:**

The local chapter DECA Advisor is the only person authorized to initiate executive officer nominations.

1. Each local DECA Chapter will be allowed to submit 2 candidates for State Office. Six individuals will be elected for office.
2. The Chapter Advisor may use any procedure he/she wishes to determine which candidate is eligible to be submitted for office.
3. It is the Chapter Advisor’s responsibility to verify all forms and documents and sign the application form in the official space provided. The Chapter Advisor will send all required materials to the Chartered Association Advisor. All materials must be in the office by January 12, 2024.
4. Please run TOP NOTCH students and make sure you are willing to devote extra time to this student and assist them in their duties.

**Step 2: Officer Candidate Eligibility**

1. May be a freshman, sophomore or junior currently enrolled in the Marketing Education Program. He/she must be currently taking a marketing course/WBL during the 2023-2024 school year OR have received 2 credits in Marketing, and served at least 1 year as a local chapter officer.
2. The candidate must have a 3.0 cumulative scholastic average or higher (based on a 4.0 system) beginning with the 9th grade and be on track for graduation. The elected officer must maintain this GPA average in order to remain in office.
3. Transcripts must be stamped Official Transcript with counselor’s initials before scanning.
4. Student must meet guidelines for the State No Pass/No Play requirements.
5. If the student does not meet preliminary guidelines, he/she will be notified by the Chartered Association Advisor following the deadline for submitting forms.

**Step 3: Officer Candidate Packet Guidelines:**

Officer candidates must submit all required information along with the signed application form to the Chartered Association Advisor. The application packet will represent 30 points of 100 points in the election process; DECA involvement will represent 20 of those 30 points in the election process.

□ Georgia DECA Executive Officer Candidate Application Form

□ Purpose of Candidacy Form

□ DECA Involvement Form

□ Copy of High School Transcript

□ Copy of Officer Candidate’s School Schedule for the 2023-2024 term

□ Chapter Advisor & GPA Verification Form

□ Officer Agreement Contract

□ Executive Officer Code of Conduct

□ Statement of Assurances

□ Contact Information Sheet

**Must be in order, all pages included, and have actual signatures.**

**Please make a copy for your record of commitment**

**Any candidate whose material is not received by the deadline is disqualified.**

**Scan and Email by January 12, 2024:**

[georgiadeca@gmail.com](mailto:georgiadeca@gmail.com)

**Georgia DECA Executive Officer Candidate Application Form**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Sought: Place a check mark by two categories you are interested in serving as. The top 6 candidates will be elected and specific officer selection will take place after candidates are elected.**

**\_\_\_\_\_\_\_\_\_\_\_\_President**

**\_\_\_\_\_\_\_\_\_\_\_\_VP of Leadership**

**\_\_\_\_\_\_\_\_\_\_\_\_VP of Career Development**

**\_\_\_\_\_\_\_\_\_\_\_\_VP of Marketing**

**\_\_\_\_\_\_\_\_\_\_\_\_VP of Finance**

**\_\_\_\_\_\_\_\_\_\_\_\_VP of Hospitality**

**Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Polo Shirt Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ T-shirt Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I recommend this student for the office designated above. I will support his/her travel supervision to ALL state planning meetings and to the designated conferences/officer meetings/exhibits, etc. I understand there will be several days involved that the student will be out-of-the classroom. I also understand that there will be travel costs involved that will need to be supported by the system’s travel. I also agree to assist with my officer’s state project and written information.**

**Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**agrees to support the efforts of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if he/she is elected by providing**

**travel and supervision of the officer at all required events/conferences/meetings.**

**Administrative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE OF CANDIDACY**

**Platform Goals and Objectives:**

**1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**DECA INVOLVEMENT**

1. How many years have you been a DECA member? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list years.

1. Have you served as an officer or in a leadership position in your DECA Chapter?

Please specify school year and position:

1. Have you been involved in any DECA Community Service Projects? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give examples of projects:

1. Have you competed in DECA competitive events? If so please identify the year, event, and level of competition.

Fall Rally and/or Fall LDC Events

School Year Event:

GA Only Testing Events

School Year Event:

Region Competition

School Year: Event:

State Competition

School Year: Event:

National Competition

School Year: Event:

1. Have you attended a Georgia DECA Fall Leadership Development Conference?

If so, when?

1. Have you earned your DECA Statesman Award? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, what year(s)?

1. Have you served as a former GA executive officer?

If so, when

**CHAPTER ADVISOR VERIFICATION FORM**

**As the Marketing Coordinator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(School Name)**

**I certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meets the**

**(Officer Candidate’s Name)**

**requirements of the State’s No Pass/No Play Guidelines and is currently enrolled in the Marketing Education Program for the school year 2023-2024 OR has received 2 credits in Marketing and meets all other qualifications for a Georgia DECA Executive Officer.**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GPA VERIFICATION FORM**

**As a counselor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I**

**(School Name)**

**certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has a \_\_\_\_\_\_\_\_\_\_**

**(Officer Candidate’s Name) (GPA)**

**cumulative scholastic average based on a 4.0 scale beginning with the 9th grade.**

**Counselor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICER AGREEMENT CONTRACT**

The honor of being an executive officer carries with it much responsibility. It requires the individual executive officer to become a member of an officer team that works together for the good of the Georgia DECA Association. It requires that the officer work with other officers, members, parents/guardians, chapter advisors, school administrators, community leaders and the state DECA staff. It requires the officer to represent the Georgia DECA Association at many functions, outside the regular school routine.

As a Georgia DECA Executive officer, you will be required to attend along with the Chartered Association Advisor who will serve as the meeting chaperone and designated driver during the meetings. If you see that your schedule will not allow these activities, you must withdraw your candidacy as an executive officer. Officer candidates and elected officers are REQUIRED to attend all activities from the beginning of the pre-conference activity/conference until the activity/conference adjourns. Once elected, an officer may be removed if he/she cannot fulfill their responsibilities and be in attendance at the following activities.

**1. State CDC-Hyatt Regency Atlanta February 1-3, 2024**

**2. Executive Officer Training- Covington, GA April 19-21, 2024**

**3. ICDC-Anaheim, CA April 27-30, 2024**

**4. CTSO State Officer Summer Training-Covington, GA June 7-9, 2024**

**5. Emerging Leader Summit/ELS- Nashville, TN July 12-14, 2024**

**6. WorkWinWow September 3 & 4,2024**

**7. Fall Rally- Six Flags Over GA October 2, 2024**

**8. Fall LDC Oct/Nov 2024**

**9. Winter Planning Meeting-Covington, GA December 2024**

**10. Region Competition-Various Locations (tentative) December 2024**

**11. State CDC-Hyatt Regency Atlanta Jan 30-Feb 1, 2024**

**12. Other officer planning meetings that may be called**

As an executive officer, there will be certain financial obligations to be met. Georgia DECA will provide each newly elected officer with an officer pin, pearls/tie, 1 polo, and 3 Oxford shirts. Each officer is expected to provide a new, properly fitted DECA blazer (with the new DECA patch). The officer will be responsible for additional wardrobe and travel costs. Wardrobe costs will be approximately $250.00. Georgia DECA pays for lodging and registration costs for in-state conferences. Each officer is responsible for food, travel, and incidental costs for in-state and out-of-state activities. For out-of-state travel, lodging and transportation costs are the responsibility of the executive officer.

If I am from an Industry Certified Chapter, I will participate in the Marketing Education Credentialing Process.

I agree to perform all of the responsibilities of an executive officer as identified throughout this packet, including travel monies. I realize that as an Executive Officer of Georgia DECA, I must make Georgia DECA my priority over any other co-curricular/extra-curricular activity. I understand I will have state projects in which I must perform certain duties and responsibilities.

All parties below agree to support and provide travel supervision for the state officer.

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Officer Candidate Signature/Date Chapter Advisor Signature/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature/Date Administrator Signature/Date

**EXECUTIVE OFFICER CODE OF CONDUCT**

I agree to follow the State DECA Officer Code of Conduct while representing the Georgia Association of DECA as a member of the Executive Officer Team. I will resign my office if I fail to follow this code.

1. I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form.
2. I shall follow established curfew. Curfew means I am quiet and in my own room unless I am coordinating official business at the instruction of the Chartered Association Advisor.
3. Official conferences and activities begin when I leave home for the event and end when I return home. Therefore this code is in effect throughout this entire period of time.
4. I will always conduct myself in a professional manner as a representative of DECA.
5. I shall apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people’s opinions and possessions, democratic styles rather than dictator styles, maintaining enthusiasm and involvement, and conflict resolution through open communications.
6. I shall refrain from the use of tobacco in any form.
7. I shall wear appropriate dress at all official functions. Denim jeans, skirts or dresses are not professional dress. Denim and jean-like apparel are appropriate at dances, but not during any other official sessions or meetings.
8. I shall immediately remove myself from all situations that could compromise my professional image.
9. I shall refrain from dating fellow state DECA officers while I am in office.
10. I shall not deface public property. I will be responsible for any damages caused to rooms or facilities I am responsible for.
11. I shall keep the Chartered Association Advisor informed of my whereabouts and activities at all times.
12. I shall be prompt and prepared at all times.
13. I shall carry out my duties and responsibilities to the best of my abilities.
14. I shall attend all official conference activities, unless I receive prior approval from the Chartered Association Advisor to be absent. If I am unable to participate in all required Executive Officer meetings, I will resign my office. Special permission must be received from the chartered association advisor to be excused from the required meetings.
15. I shall keep my local chapter advisor informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the state office.
16. I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
17. I shall not be engaged in any inappropriate or illicit behavior.
18. I shall not enter the hotel sleeping rooms with other members, officers, or visitors unless they are a designated roommate.
19. I am responsible for reporting any violations of these codes of conduct committed by myself or by my fellow officers.
20. If other situations arise that are not covered by the Code of Conduct for the State DECA Officers, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on the Georgia Association of DECA.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Officer Candidate Signature Parent/Guardian Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Chapter Advisor Signature Administrator Signature

**Georgia DECA Executive Officer**

**Statement of Assurance**

The following student has read the Executive Officer Handbook and is fully aware of the duties and responsibilities of their office.

The student has conferred with his/her parent or guardian and obtained permission to travel to the various conferences/events and serve the student organization, DECA, in the manner described in the handbook. The parent is aware of and in support of the conferences/meetings in which the student will be required to attend.

The student and the advisor are in agreement that the student has the necessary academic skills, leadership skills, and social skills to successfully carry out the duties and responsibilities of the designated DECA office.

The supervising school administrator is aware of and in support of the conferences/meetings in which the student will be required to attend.

The undersigned certify that the candidate for Executive Office has been recommended by

his/her chapter, is qualified for position and has approval to hold the position if selected.

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Officer Candidate Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Chapter Advisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervising Administrator/CTAE Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal Date

**CONTACT INFORMATION SHEET**

**Please print or type neatly:**

**Officer Candidate Information**

**Officer Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nickname or Name you Go By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Birthday (mo/day/year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City,State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Polo Shirt Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ T-shirt Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Officer Advisor Information**

**Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Polo Shirt Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ T-shirt Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Information**

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 4: State DECA Officer Exam:**

Candidates are required to take the Executive Officer Examination and obtain a score of at least 80% or the candidate will be ineligible to run. The test will be given at the State Career Development Conference. Applicants who have successfully earned their statesman award in the current year will be exempt from taking the Executive Officer Examination. The applicant’s score on the exam will represent 10 points of 100 points in the election. Examination questions will cover the following objectives:

1. **DECA Information**
   1. Birthplace of DECA (place and date)
   2. Color of organization
   3. Levels of DECA
   4. Four points of DECA diamond
   5. Meaning of emblem and identification
   6. National DECA Headquarters
   7. Divisions of DECA
   8. DECA’s Mission
   9. DECA Regions
   10. National Officers (High School Division)
   11. National Executive Director
   12. National Publication
   13. Chartered Association Advisor & Board of Directors
   14. Dates of Organization (State and National)
   15. Duties of an Officer
   16. Southern Region Conference
   17. ICDC 2023 & 2024
   18. National DECA Theme 2023-2024
   19. Current Executive Officer Team
   20. State Website
   21. National DECA Contest Guide
   22. States in the Southern Region

**Step 5: Interview Committee**

Candidates will be interviewed by a committee consisting of but not limited to current State President, 1 or 2 former state officers, 1 current board of director member, and 1 adult representative. Each officer will be required to give opening remarks to the interview committee regarding their reasons for running for office (not to exceed 2 minutes). The interview score will represent 30 points of 100 points in the election process.

All candidates will be asked the same questions in the interview. About five questions will be asked of each officer candidate.

1. If a candidate is late to an interview, he/she will be disqualified unless the committee feels the individual has a reasonable excuse. It is the advisor’s responsibility working in conjunction with student candidate and their parents to get the interview on time.
2. No material is to be used during the interview.
3. Only candidates interviewed by the Interview Committee will be qualified for executive office.
4. Combined scores on the exam and interview along with materials submitted for application for executive office will be used to select qualified candidates. Candidates should receive a minimum score as recommended by the committee.
5. Those candidates who qualify to run for executive office must attend the election session. As ballots are taken, those who are qualified will come forward when their names are called so the voting delegates know who is still in the running.
6. Candidates must wear a DECA Blazer (new patch), white blouse/button down shirt, khaki pants, and dress shoes to the Interview.
7. The Committee Interviews will take place online via Zoom on Tuesday, January 23, 2024. Candidates will be scheduled between 4:00pm-7:00pm.

**Step 6: Election Session & Voting Procedures**

A Business & Election Session is reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during the session. No campaign hand-out materials are permitted during the session.

1. Each candidate nominated will be given TWO minutes for a campaign speech on his/her behalf.
2. Candidates declared eligible will be announced at the beginning of the campaign session.
3. One easel per candidate may be displayed in the front of the election session
4. Candidates may display ONE standard size poster board on the easel illustrating his/her campaign theme. No other campaign material (signs, demonstrations, flyers, balloons, etc) will be allowed in the Election Session.
5. Executive Officers will be elected by the official voting delegates present. Voting will be done by secret ballot.
6. Candidates must wear a DECA Blazer (new patch), white blouse/button down shirt, khaki pants, and dress shoes during the Election Session.

**Step 7: Selection Committee Interview**

The Top 6 candidates will be notified after the Business and Election Session at State CDC and will be given a Selection Committee Interview time.

1. Each candidate will select their top 2 officer positions and state their reasoning and eligibility for those positions to a selection committee.
2. The Selection Committee will determine the 6 Officer positions based on purpose of candidacy form and interview by the selection committee.
3. Selection Committee interviews will take place Friday, February 2nd from 8pm-10pm.
4. Officers and positions will be announced at the Grand Awards Session on Saturday, February 3, 2024.