

Running for the Ohio FCCLA Executive Council

Congratulations on pursuing the opportunity of running for an Ohio FCCLA Executive Council position!

Being an Executive Council Candidate (ECC) is a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you are elected or not, you have accomplished a great deal, be proud of yourself.

Being an Executive Council member involves significant time commitment and responsibility to the organization. Ohio Family, Career and Community Leaders of America (Ohio FCCLA) must be your top priority for the entire duration of your term! There will be times when other activities and interests may conflict with an Ohio FCCLA training or event, and you must miss that special game or event. This is the responsibility you accept as an elected student leader.

While reading these guidelines, we refer to the Executive Council Candidate, this information pertains to both the Regional Executive Council and the State Executive Council. If a section is specific to one Executive Council, it is specified.

Executive Council Candidate Qualifications

1. Currently an affiliated member in an active chapter.
2. Currently enrolled or has completed one semester (including middle school) in a career technical course in Family and Consumer Sciences, Education and Training, Hospitality and Tourism, Human Services or Visual Arts and Design.
3. Completed either the Chapter Degree or Power of One with Five Unit Recognition Application by March 1 of the year running.
4. Candidate has a 3.0 cumulative grade point average on a 4.0 unweighted scale.
5. Is a current seventh grader (REC only), eighth grader (REC only), freshman, sophomore or junior.

Characteristics of an Executive Council Candidate

1. Well-rounded, engaging, well-spoken, professional, and knowledgeable.
2. Project a desirable image of Ohio FCCLA always.
3. Conduct themselves in a manner that commands respect without any display of superiority.
4. Maintain dignity while being personable, concerned and interested in contacts with others.
5. Motivate, inspire, and encourage members to participate in Family and Consumer Sciences Education and Ohio FCCLA programming.
6. Through preparation and practice, develop themselves into an effective public speaker and presenter.
7. Work cooperatively with other Executive Council Members of Ohio FCCLA Association as well as other members of Career-Technical Student Organizations; always maintaining a cooperative attitude.
8. Treat all Ohio FCCLA members equally.
9. Willing to take and follow instructions as directed by those responsible for the Executive Council members, state, and local Ohio FCCLA programs.
10. Willing to commit the entire year to Executive Council member activities and consider Executive Council member activities to be a primary responsibility.

11. Dedicated and committed to the total program of Family and Consumer Sciences Education and Ohio FCCLA.
12. Knowledgeable of current events in the areas of Family and Consumer Sciences, Career-Technical Education, and Ohio FCCLA.
13. Use language in formal and informal conversations that is respectful of the identity and personhood of themselves, their executive council teammates, and the members and advisers they serve.
14. Avoid places or activities that in any way would raise questions as to one's moral character or conduct beyond reproach.
15. Willing and able to independently travel while serving the Ohio FCCLA Association.

State Executive Council Composition

The State Executive Council (SEC) consists of up to ten (10) elected members who serve as the representatives of Ohio Family, Career and Community Leaders of America. In addition to serving as the youth leaders of this organization, the State Executive Council aids in the development and implementation of programming, public relations, and membership recruitment.

The elected student offices of the Association may include, but not be limited to, President, First Vice-President, Secretary, Vice-President(s) at large based on programming and any other offices deemed appropriate by the State Adviser. Their duties will be assigned by the State Adviser.

Out of School Requirements

State Executive Council Members are expected to attend all calendar scheduled meetings. These meetings will consist of about 20 days of school missed. There is a possibility that additional special events will be added to a member's calendar throughout the calendar year.

Term Limits

A State Executive Council (SEC) member may serve up to two one-year terms if elected. The President cannot serve more than one term as President.

Expenses and Travel

State Executive Council members will receive the official FCCLA uniform along with Ohio FCCLA swag and leadership books. The following expenses will be covered by the state office:

- National Leadership Conference travel, hotel nights (as determined by state office), conference registration (no additional events or competitive event fees) and a per diem meal stipend based on number of days the state office requires members attendance based on GSA guidelines, tips will not be included. Itemized receipts are to be turned into state staff at the August training along with any money not used. If a school sponsors a meal(s), State Executive Council members should not expense that meal.
- Training overnight accommodations if necessary and meals while at training. Any meals consumed while traveling to and from training is the responsibility of the State Executive Council member.
- All state registrations fees: Fall Leadership Training and State Leadership Conference.
- Other expenses as approved by Ohio FCCLA State Staff (mileage).

It is the discretion of the school district how the student is transported to events and trainings. If the State Executive Council member is participating in a meeting at the request of the state office, travel and expenses are reimbursable. If the school provides transportation, they will not be reimbursed.

Should the State Executive Council member or family member drive to training, they will be reimbursed for travel. State Executive Council members are covered by Ohio FCCLA insurance policy while traveling on state sponsored official business. Travel expense reimbursements must be submitted within 30 days of the event.

Regional Executive Council Composition

The Regional Executive Council (REC) consist of two members elected per region up to eight total Regional Executive Council members. If a region does not have candidates, that region will not have representation that year. In addition to serving as youth leaders of the organization, the Regional Executive Council aids in the implementation of programming, public relations, and Regional Career Development Event Awards Recognition.

Out of School Requirements

Regional Executive Council members are to attend all calendar scheduled meetings. There are about 10 days of school during their term that they would be expected to miss.

Term Limits

A Regional Executive Council member may serve up to four, one-year terms if elected.

Expenses and Travel

Regional Executive Council members will receive the official FCCLA uniform along with Ohio FCCLA swag. The following expenses will be covered by the state office:

- Training overnight accommodations if necessary and meals while at training. Any meals consumed while traveling to and from training is the responsibility of the State Executive Council member.
- All state registrations fees: Fall Leadership Training and State Leadership Conference.

It is the discretion of the school district how the student is transported to events and trainings. If the Regional Executive Council member is participating in a meeting at the request of the state office, travel and expenses are reimbursable. If the school provides transportation, they will not be reimbursed.

Should the Regional Executive Council members or family member drive to training, they will be reimbursed for travel. Regional Executive Council members are covered by Ohio FCCLA insurance policy while traveling on state sponsored official business. Travel expense reimbursements must be submitted within 30 days of the event.

Executive Council Advisers

Before Running for Office...Advisers play a very important role in the Executive Council Candidate's experience. It is important for you to be supportive and encouraging. This can be a stressful time for the candidates, so helping relieve the stress by listening, talking, and just being there is a great help. Encourage your candidate to practice presentations with you and help prepare him or her for the State Leadership Conference networking session. This practice in "thinking on your feet" and expressing facts, thoughts, and ideas will be extremely beneficial and will help relax nerves when the real situation rolls around.

Deciding to Run for an Ohio FCCLA Executive Council Position

All Executive Council Candidates should be given a 2024-2025 Executive Council Handbook prior to deciding to run for office. These documents are available on the Ohio FCCLA website. Executive Council Candidates and their parents should be made aware of the extent of their responsibilities. They should be made aware that Ohio FCCLA Executive Council members often travel without a school chaperone throughout the year. It also is important that Executive Council candidates understand the responsibilities of serving as a Ohio FCCLA Executive Council Member and are willing to make FCCLA their top priority after health, family, and school during their term.

Expectations as an Ohio FCCLA Executive Council Member Adviser

Advisers of students elected to serve as Ohio FCCLA Executive Council will be expected to attend the Ohio FCCLA State Leadership Conference. Potential time commitments should be discussed with administrators before having an Executive Council Candidate, especially with more schools limiting teachers' time away from school. Ohio FCCLA does not cover expenses for adviser travel to any meeting the Executive Council Member attends. If an Executive Council Member is not permitted to travel alone, the school or local FCCLA chapter will be responsible for covering the adviser's expenses.

Communication between Ohio FCCLA and advisers is done primarily by email.

If Your Executive Council Member is Elected

Congratulations! It is a tribute to you that your chapter member has been elected to be an Ohio FCCLA Executive Council member. You play a very important role in the Executive Council Member's experience. Your key roles of listening, supporting, encouraging, and guiding will allow your Executive Council Member to grow as a distinguished leader and young adult.

Ohio FCCLA Executive Council Member Advisers have many roles and responsibilities. You will serve as a consultant to help Executive Council Members prepare for their specific responsibilities throughout the year. Please familiarize yourself with the Ohio FCCLA Executive Council Code of Conduct, Code of Ethics, and your Executive Council Member's specific duties. It's hard to estimate how much time will be required of you as an Executive Council Member Adviser. That will depend in part on the Executive Council Member's specific responsibilities, the amount of help the Executive Council Member needs, and the requests the Executive Council Member gets to attend chapter, district, and state meetings. However, in the end, the time required of an Executive Council Member Adviser is a great responsibility that affects most

areas of your life. It's important to develop a clear understanding, so you can fulfill your obligations to the fullest.

The Ohio FCCLA state staff also assumes a great deal of responsibility for training Executive Council Members, planning with them and coordinating their work —much more responsibility than is typically assumed at the local level.

Roles & Responsibilities

In addition to the responsibilities, you and your Executive Council Member have, you represent the image and voice of the Ohio FCCLA organization. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FCCLA chapter, Ohio FCCLA, and national FCCLA.

Required Meetings:

Ohio FCCLA State Leadership Conference

Attendance is required. Advisers have many responsibilities at the meeting. Some of the responsibilities are:

- Registration assistance
- Career Development Events assistance
- Leadership Development session assistance

Ohio FCCLA does not pay meeting, registration, or travel expenses for advisers travel to the Ohio FCCLA state Leadership Conference.

Application Process:

The selection process will examine the attitudes and abilities of each candidate and reveal which individuals have most completely developed their leadership skills. If you have any questions about the duties or the process, please reach out to the State Adviser. All candidates are advised and encouraged to participate in the Ohio FCCLA Executive Council Candidate Training. The Executive Council Application can be found on the [Ohio FCCLA website](#). A complete application must be submitted to the state office by the deadline spelled out on the application. A complete application includes the application, letters of recommendation, and headshot. An application missing one or more parts will be considered incomplete and candidates will not be considered. Within 1 week following the application deadline, the chapter adviser and Executive Council Candidate will be notified of the interview date, time, and location.

Code of Conduct/Code of Ethics

The two decision-making bodies of Ohio Family, Career and Community Leaders of America (Ohio FCCLA) are: for policy – the Ohio FCCLA Board of Directors (State Executive Council Members serve on the Board of Directors in ex-officio capacity); and for management – state staff. Conduct of Ohio FCCLA Board of Directors, Regional/State Executive Council, and the state staff shall be above reproach and to maintain the respect and trust of each other and all members.

Photography and Website Consent Release Agreement

Executive Council members grant Ohio FCCLA the absolute right and permission to photograph them. Executive Council members grant Ohio FCCLA all rights to reproduce and disseminate such photographs and images, in whole or in part, or altered in character or form, that will be used by the Ohio FCCLA in conjunction with presentations, programs and publications.

Social Media Code of Conduct

Executive Council members will follow all guidelines of Ohio FCCLA, regarding social media use. This includes, but is not limited to Facebook, X/Twitter, Instagram, YouTube, Snapchat, and TikTok.

Preparing to be an Executive Council Candidate

1. Read as much about Ohio FCCLA and National FCCLA as possible, including this Guideline book.
2. Other important resources to review include, www.ohiofccla.org and www.fcclainc.org.
3. Contact a current or past Executive Council member for ideas, helpful hints, and words of wisdom to help you become more relaxed.
4. Before you submit your application, sit down with your school administrators, chapter adviser, and parents to discuss the commitments and activities of an Executive Council member. To ensure a positive term, it is important to have their support from the beginning.

5. You are encouraged to serve in your chapter as a resource, liaison, and link between the local and state levels.
6. Ask your adviser or family to help you practice thinking quickly, answering questions, and expressing your thoughts and ideas effectively.
7. Check your wardrobe and grooming. A neat, professional appearance is important.
8. Practice, practice, practice, and ask questions.
9. All Executive Council Candidates should acquire comprehensive knowledge of Ohio FCCLA, its history, structure, and opportunities. Candidates should become familiar with the following resources:
 1. Ohio FCCLA website
 2. Ohio FCCLA Chapter Manual
 3. Ohio FCCLA Executive Council Candidate Guidelines
 4. Ohio FCCLA Code of Regulations
 5. Ohio Department of Education and Workforce: Office of Career Technical Education
 6. Parliamentary Procedure
 7. National FCCLA Website
 8. FCCLA Branding Guide

Interview Process:

The day of the interview the Executive Council Candidate should arrive to the location in the FCCLA Official Dress and will proceed through a four-part interview process. The four interview areas are:

1. General FCCLA Knowledge Test
2. General Interview
3. Impromptu Scenario
4. Prepared Speech

Official FCCLA Dress Code

The FCCLA official dress is worn for Ohio FCCLA activities per the dress code as outlined. Students may select the attire that best fits the gender with which they identify. This is a personal choice if the FCCLA guidelines are followed.

1. FCCLA red blazer
2. Professional white or black shirt
3. Black bottoms (slacks, skirt, sheath dress)
4. Shoes (black preferred)
5. Neckwear options can include the neckwear from the official emblematic supplier, black or red tie, black or red bow tie, single strand of pearls, red, black, and/or white scarf, or no neckwear
6. Jeans, t-shirts, athletic wear are NOT acceptable.

General FCCLA Knowledge Test

The General FCCLA Knowledge Test will be comprised of 50 questions regarding basic FCCLA organization information and programs, Parliamentary Procedure, Family and Consumer Sciences and related career field knowledge.

General Interview

Candidates will participate in a general interview with a panel of judges. The judges will evaluate the candidate based on knowledge, professionalism and poise, genuine interest in becoming an Executive Council member, and how well the judges feel the candidate would represent Ohio FCCLA Association.

Impromptu Scenario

Candidates will participate in an impromptu scenario designed to assess their problem-solving abilities, communications and leadership skills. The scenario will be a hypothetical situation that the candidate might encounter during their year of service. The interviewers might provide the candidates with specific details such as the target audience or goals of a project. The candidates will need to think on their feet and demonstrate their ability to think critically and showcase their leadership abilities in handling unexpected situations.

Prepared Speech

Candidates will recite their prepared 3-minute speech (without any visuals). Candidates will walk into the room, introduce themselves, recite their speech, and answer questions about their speech. This segment of the interview process aims to assess candidates' verbal communication, presentation, and impromptu response skills, providing a holistic view of their capabilities as potential members of the Ohio FCCLA.

Prompt for 2024: "FCCLA offers 'Endless Opportunities' for members to get involved in the organization and beyond. How have you used these opportunities to make an impact in your family, future career, or community?"

State Leadership Conference Election Process

Opening Session: Slating Announcement

The slate of candidates will be announced during the State Leadership Conference Opening Session. Executive Council Candidates will be posted on the Ohio FCCLA website prior to the Ohio FCCLA State Leadership Conference for the state association to get to know each candidate.

Networking Session

During the Leadership Development Sessions there will be an opportunity for all slated Executive Council Candidates to network and meet with members.

In keeping with National FCCLA policy, Executive Council Candidates and/or their supporters may openly share that the candidate is running for an executive council position and may address the candidate's qualifications both verbally and in writing (e.g., social media). Executive Council Candidates and/or their supporters must never make disparaging statements about another candidate.

Distribution of Paraphernalia

Executive Council Candidates and/or their supporters must not purchase, create, or distribute any physical paraphernalia supporting the candidate, including but not limited to business cards, brochures, stickers, etc.

Use of Electronic Devices

Executive Council Candidates are prohibited from using electronic devices during the election process at State Leadership Conference. Voting delegates are prohibited from using electronic devices during the election process.

The purpose of this policy is to prohibit communication or the sharing of resources between officer candidates, spectators, and/or voting delegates, which may give the candidate an unfair advantage during the election process.

Business Session: Election

Prior to the State Leadership Conference Business Session, all slated Executive Council Candidates will meet backstage. During the Business Session each Executive Council Candidate will be introduced onstage. The candidate will then deliver their 3-minute memorized, prepared speech on a specified topic.

After all Executive Council Candidates have given their speeches, the voting delegates will be asked to vote for the top 6 candidates. The slated position will be based on the vote count and the total interview process score.

Regional Executive Council Candidates will be voted on by region. Should an Executive Council Candidate run for both the Regional and State Council, the position slated would be based on the vote count, total interview process score and the region.

Closing Session: Announcement of 2024-2025 Executive Council

The 2024-2025 Executive Councils will be announced during the closing session of the State Leadership Conference. The newly elected State Executive Council will participate in the Installation Ceremony lead by the retiring State Executive Council.

FCCLA National Officer: Points for consideration by prospective candidates

Ohio FCCLA members considering running for national office should keep these points, issues, and policies in mind before becoming candidates.

National FCCLA Operations:

- National officers miss a considerable number of school days as they complete national responsibilities and participate in state FCCLA functions. Expect a minimum of 30-35 days with five consecutive days missed for the winter National Executive Council meeting usually held in late January or February.
- National officers' advisers will attend only a portion of the summer NEC meeting and will not participate in the winter NEC meeting. Therefore, the national officer will travel alone to these meetings. Advisers do not accompany officers on any assignment made by the national organization unless paid by the local school division with the exception of the summer NEC meeting and the National Leadership Conference. If the local school division requires the adviser to travel with the officer, the school division must pay those expenses.
- The national staff does not involve the adviser in communications with national officers and in assignments made to the officer. The officer will have the complete responsibility for meeting deadlines set by the national staff.
- National staff communicates with national officers primarily by email/social media.
- National FCCLA does not pay for any portion of officer uniforms.
- Notification of information needed from officers by the national staff often comes with a short response deadline – sometimes as little as a few hours.

Personal Considerations:

- National FCCLA requires a minimum GPA of 3.0.
- National officer candidates (NOC) must be able to memorize a 3-minute speech and deliver it with confidence.
- Candidates must be able to memorize a significant amount of factual information about the FCCLA organization and the national programs.
- Candidates must be able to use critical thinking skills in analyzing thought/situation questions related to FCCLA.
- National officers need strong skills in:
 - Time management
 - Writing
 - Public speaking
 - Public relations

Why Should an Ohio FCCLA Leader Run for National Office?

Personal Benefits:

- Holding an office in a nationally recognized organization is a strong resume builder for college entrance and for future job applications.
 - Major universities consider leadership experiences as well as grade-point average in determining acceptance and for scholarships.
 - Evidence of outstanding leadership experience is a primary consideration for many advanced college studies programs.
- Holding national office is a wonderful leadership experience, personally enriching, and results in a network of new friends.
- Travel to new places and meet new people.

Benefit to the State Association:

- Gives Ohio a voice in national policy and decision-making.
- Prestige and good public relations for the state association.

Ohio National Officer Candidate Procedure

The National Officer Selection process exists to give all candidates a fair, equitable opportunity to achieve the goal of serving as a national officer. This is achieved through an incredibly rigorous process that places candidates in several situations relevant to what they would experience as a national officer. Ohio has determined that the state association will support one national officer candidate. The process to be considered to represent the Ohio Association as a national officer candidate is as follows:

- Must have previously served as a Ohio FCCLA State or Regional Executive Council Member.
- Must complete the National Officer Intent to Run Form and the National Officer Candidate Application (do not submit to Nationals – print and email to Ohio Family, Career and Community Leaders of America State Office.)
- The deadline for submitting the National Officer Candidate Application will be the same as the Executive Council Candidate application.
- Each National Officer Candidate be interviewed the same day as the Ohio Executive Council Candidate.
- Each Career Tech Planning District may select one member to be considered for Ohio FCCLA National Officer Candidate interview process.
- Any National Officer Candidate who chooses to also run for a state position will participate in two separate interview sessions: one following all state guidelines and an additional 20-minute interview for National Officer Candidate.
- An interview committee comprised of Board of Directors members and/or experienced current or former state/national officers will select Ohio's candidate for national office from among the qualified applicants. Members of the committee will be appointed based on impartiality.
- The interview committee members will be appointed by the State Adviser.
- 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 National Officer Candidate interview, each candidate will be expected to deliver a speech following the national topic and guidelines as part of the interview process.
- A National Officer Candidate will not be considered for the following positions: President, First Vice-President, or Secretary.
- If elected at NLC to be on the National Executive Council, officers and their advisers will coordinate with National FCCLA to complete all responsibilities.
- If the Ohio National Officer Candidate is elected to the State Executive Council, and then becomes elected to the National Executive Council, they will forfeit their state position.

Ohio FCCLA Information to Know
Organizational Structure and Policymaking

State Advisers

State Adviser(s) who works directly with the Executive Council members providing training, modeling positive work ethics and guiding the implementation of state programming. State Adviser(s) are employees of the Ohio Department of Education & Workforce and must follow Ohio’s public employee guidelines when working with the Executive Council members.

Ohio FCCLA Board of Directors

The Ohio FCCLA Board of Directors is the governing body of the state organization. The Board receives and acts upon the recommendations of the State Adviser relative to the management of personnel, programs, and financial matters. The council has representation on the board that brings youth perspective into the decision-making process.

<u>WHO MAKES THE DECISIONS?</u>			
Types of Decision	Initiated/Recommended	Processed	Final Decision
Policies	Members, SEC, Staff, Others	Board of Directors	Board of Directors
Budget	State Staff	Board of Directors	Board of Directors
Dues Rate	State Staff	Board of Directors	Voting Delegates
Meeting Content	SEC, State Staff, Others	SEC, State Staff	State Staff
Programming, Guidelines and Procedures	SEC, State Staff	State Staff	State Staff
Regional/State Events Sites State Leadership Conference	REC, SEC, State Staff	State Staff	State Staff