



STATE OFFICER POSITION RESPONSIBILITIES

All State Officers:

- Regularly contribute articles for blogs on the website
- Communicate with the President, State Officer Advisor, State Executive Director and other appropriate parties on a regular basis
- Attend all required meetings of the State Officer Team
- Attend team meetings via video conferencing as necessary

State President:

- Preside at all meetings of the State Officer Team
- Make all necessary committee appointments including the designation of chairpersons
- Serve on the PA DECA Board of Trustees as a voting member
- Communicate on a regular basis with other Association leaders and the Executive Officer Team
- Attend CTE Celebration activities in Harrisburg
- Prepare a greeting for the State Conference Program
- Work with the State Officer Advisor and other designated advisor to coordinate and preside over the annual business and election session at the State Career Development Conference
- Work with the State Officer Team, State Officer Advisor and State Executive Director to plan and execute a successful State Career Development Conference
- Communicate regularly with all State Officers and the State Officer Advisor to ensure that all members of the Officer Team are completing their required assignments on time

State Vice President:

- Coordinate all aspects of the Plan of Action and compile all associated lists and financial reports
- Account for all monies raised by the Plan of Action
- Compile a checklist of all State Officer activities and send a report to the Board of Trustees by the end of each of the following months: September, November, January and March
- Serve in any capacity as directed by the President
- Accept the responsibilities of the President as needed

Vice President of Communication:

- Manage all of Pennsylvania DECA's social media platforms, and ensure that they are all being utilized effectively and on a regular basis
- Develop a planned program of public relations to promote the welfare of Pennsylvania DECA
- Communicate on a regular basis with the Pennsylvania DECA Website Coordinator to ensure that all necessary information is available on our website, and to ensure that it is up-to-date and relevant
- Take minutes at all meetings of the State Officer Team
- Distribute copies of the minutes to all State Officers and Board of Trustees members
- Serve as presiding officer in the absence of the President or Vice President, or until a presiding officer pro tem is elected to serve for that meeting



STATE OFFICER RESOURCE GUIDE

Vice President of Member Development:

- Set overall membership goals for the growth of the organization
- Maintain relations with all current PA DECA chapters to ensure their stability and continued growth
- Work closely with all District Representatives to expand each district with the addition of at least 1 new chapter per district each year
- Create promotional materials and presentations that can be used to promote Pennsylvania DECA to current and potential chapters
- Promote DECA Month activities in chapters across the State

Vice President of Business Partnerships:

- Solicit funding for advertisements in the State Conference Program, competitive event sponsors, and other necessary items throughout the year
- Set an overall goal to increase the number of Pennsylvania DECA business partners
- Maintain relations with all current PA DECA business partners to ensure their continued support into the future
- Create promotional materials and presentations that can be used to promote becoming a Pennsylvania DECA business partner
- Collect State Officer Patrons for the State Career Development Conference program
- Find a company or organization to sponsor the Pennsylvania DECA ICDC giveaway pins

Vice President of Community Outreach:

- Work with the State Officer Team to determine potential state charities prior to the June Officer Training, and coordinate/schedule charity presentations to take place at the June Officer meeting
- Serve as the lead contact with the selected state charity
- Determine an overall goal of how much money to raise for the state charity, and account for all monies raised towards this goal by all chapters and at all PA DECA conferences and events throughout the year
- Plan and coordinate fundraisers that will benefit the selected state charity
- Coordinate all state charity related events and fundraisers at the State Career Development Conference

District Representatives:

- Work closely with the District Board Representative to plan and carry out a successful District Competition
- Initiate and maintain contact on a regular basis with all Chapter Presidents and Chapter Advisors within the district
- Work with the Vice President of Membership to recruit at least 1 new school that falls within his/her district
- Work with the Vice President of Business Partnerships to promote DECA to business and industry in his/her district
- Serve in any capacity as directed by the President
- platforms and/or online.