

## MESSAGE FROM THE STATE ADVISOR

TO: All State Action Team Candidates

FROM: Betty Sias  
WV State DECA Advisor

**SUBJECT: The Commitment of Serving on the State Action Team**

Congratulations on your decision to enter the race to become a member of the WV DECA State Action Team. Being a State Officer can be a wonderful opportunity if you are prepared to make the commitment it takes to *serve* as a member of the WV DECA State Action Team.

Numerous opportunities are available for State Officers. As an officer, you will be part of a team. This team will work together to accomplish goals for the benefit of our state organization. This experience will benefit each of you throughout your life.

As with any title, there comes responsibility and sacrifice. Serving as a State Officer for our organization is no exception. In fact, if you asked former State Officers about their experiences I imagine they would first tell you of the long hours spent preparing for workshops, writing scripts, preparing for conferences, and even missing some high school activities in order to complete a DECA activity. Therefore, your desire to be a State Officer should be very genuine, realizing that you will be expected to honor your commitment throughout your term of office should you be one of the five elected to serve.

Because of the commitment required, it is important that you realize policies and procedures governing State Officers before you run for office. Everyone likes to know what is expected before becoming a candidate. Read and discuss with your parents/guardians the information concerning the required activities and responsibilities thoroughly before signing the State Action Team Application. After you have thoroughly read and understand all the information provided, you will need to make a decision. The State Action Team Application must be completed and submitted with your chapter's registration for the State Career Development Conference.

Thank you for taking the time to read and understand the role of a State Action Team member. The opportunities that you will encounter in our organization can provide you with a lifetime of memories.

Congratulations on your decision, and GOOD LUCK!

**STATE ACTION TEAM CANDIDATE APPLICATION  
DUE WITH STATE CDC REGISTRATION**

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Advisor: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

**Certification of Consent:**

This is to certify that we have:

1. Read and understand the responsibilities of serving as a State Action Team member for West Virginia DECA.
  
2. Agreed to provide support and assistance in helping the above named applicant fulfill his/her responsibilities if elected. Teacher and Parent/Guardian please note: Make sure that you read entire packet explaining duties and responsibilities of the West Virginia DECA State Action Team.
  
3. Verified that the above named applicant maintains a 2.0 overall GPA.
  
4. Given our unconditional support for the candidacy of this applicant.

\_\_\_\_\_  
(Parent/Guardian) (Date)

\_\_\_\_\_  
(Chapter Advisor) (Date)

\_\_\_\_\_  
(School Official) (Date)

\_\_\_\_\_  
(Student) (Date)

## STATE ACTION TEAM CANDIDATE CRITERIA

In order to become a candidate for the WV State Action Team, you must fulfill the following requirements:

1. Belong as a member of a chapter affiliated with the West Virginia Association of DECA.
2. Have, at the time of application, and maintain a 2.0 overall grade point average throughout the term of office.
3. While serving as a State Action Team Officer, the candidate must have no more than 10 absences in the current school year. Students have the right to appeal to the DECA Board. School activity absences do not count against this policy.
4. Complete and submit the State Action Team Application with all required signatures to run for the WV State Action Team.
5. Submit the designated filing fee to the State DECA Advisor by the deadline.
6. Complete a written exam on West Virginia and National DECA facts and the DECA creed.
7. Present a 3-5 minute campaign speech at the State Career Development Conference.
8. Submit a resume when being interviewed with a panel at CDC.
9. Participate in a question and answer session with an interview committee.
10. Each candidate may organize a campaign booth for which space will be provided at the State Career Development Conference. Please try to limit the amount of money that is spent on your campaign. It is the quality of the candidate that matters most, not the amount of money spent.

### HOW SCORES ARE TABULATED

Fifty (50%) of the total points will be from voting delegates. Each voting delegate will get two votes. They will cast their vote for two different candidates. This 50% will be derived from the candidate's speech and voting session. Scores from the interview and the test will be posted prior to the voting delegate session.

Twenty-five (25%) of the total points will be derived from a ten (10) minute interview session with a panel of three-four judges composed of a current officer of the State Action Team, a DECA Board member, the State DECA Advisor, and any other designated WV DECA member. Fifteen (15%) of the total points will be from the written exam on West Virginia and National DECA facts and the DECA Creed. Ten (10%) of the total points will be derived after an evaluation of the candidate's resume.

## FINANCIAL OBLIGATIONS

As a member of the State Action Team, West Virginia DECA will assume most of your financial obligations including much of your travel and your conference fees. However, you will be responsible for your meals, recreation, some local travel, and other incidental expenses. The purchase of a DECA blazer is the financial responsibility of your local chapter.

### **West Virginia DECA will purchase the following apparel:**

**For Girls:** One skirt, one pair of dress slacks, one blouse, one pair of dress shoes, one t-shirt, one sweatshirt and accessories.

**For Boys:** Two pairs of dress slacks, one shirt, one tie, one pair of dress shoes, one t-shirt and one sweatshirt.

**A semester expense report must be submitted for reimbursements of phone calls, postage, etc. The president will receive \$100 per year and each vice president will receive \$50 per year.**

## RESPONSIBILITIES OF YOUR LOCAL ADVISOR AND CHAPTER

It is an honor to have a chapter member to serve as a member of the State Action Team. The local chapter and chapter advisor should support and encourage the State Officer in every way possible.

The chapter advisor is responsible for seeing that the state officer attends all assigned functions. This may involve providing transportation and attending planning meetings and functions with the officer. The chapter advisor should also provide necessary guidance to the officer in terms of planning and attending meetings, prioritizing DECA activities with other activities, proper grooming and dress, and performing all the duties of the office.

Officers should not be encouraged to drive their own vehicles to any West Virginia DECA activity. The local chapter must be willing to assume some minor financial assistance such as instate travel and other small, unreimbursed expenses.

# STATE ACTION TEAM GUIDELINES

## DUTIES OF A STATE OFFICER

A State Officer works as a member of the State Action Team in establishing common goals and objectives as a liaison between the WV DECA Board of Directors and the student membership. He/she also must act as the voice of DECA to those not familiar with the organization.

## DESCRIPTION OF A STATE OFFICER

A State Officer is a dedicated and enthusiastic individual with motivation and integrity to represent that in which he/she believes. As a flexible member of the team, he/she accepts his/her responsibility of being a leader as well as a follower. With the personable qualities of a public relations person, the State Officer plans, coordinates, executes, and controls. In order to insure a successful year for WV DECA, a State Officer should convey professionalism through commitment, attitude, skill, knowledge, and style.

## RESPONSIBILITIES OF A STATE OFFICER

### To the Organization:

- ✓ The foremost responsibility of a member of the State Action Team is to represent the thousands of DECA members throughout the organization and not solely the members of one chapter.
- ✓ The entire organization will be judged by other people's impression of state officers. Consequently, the officer must always be mindful of the image he/she projects in appearance, speaking, manners, **and in attitude.**
- ✓ The officer is charged with the responsibility of projecting himself/herself as a professional student leader at all times.
- ✓ The officer is charged with the responsibility of exhibiting enthusiasm whenever he/she speaks officially for DECA.
- ✓ The officer develops a Program of Work (POW) and leads the state association in accomplishing the POW.
- ✓ The officer is charged with the responsibility of being prepared for all activities in advance.
- ✓ The officer is charged with the responsibility of attending all state, regional, and national meetings that relate to the office held.
- ✓ The officer is charged with the responsibility of encouraging and promoting membership involvement in DECA activities.
- ✓ The growth of DECA during any given term of office will greatly depend on the performance of the officers in fulfilling their duties and the impression he/she leaves with people who come in contact with DECA related activities.

### **To DECA Members:**

- ✓ The officer is challenged to provide guidance, leadership, inspiration, and enthusiasm to all DECA members. The example set by a State Officer will affect each member's enthusiasm, involvement, and emotions toward DECA.
- ✓ The officer will at all times exhibit the qualities of leadership that will contribute to the growth of DECA through its members.
- ✓ The officer will inspire leadership in direct proportion to the degree that he/she as an individual provides leadership. In reaching for higher goals in self-improvement, so will each State Officer instill in those they meet the desire for self-improvement and the attainment of higher goals.

### **To Family, Self and Employer:**

- ✓ Each officer's primary responsibility is first to him/herself and to their family.
- ✓ DECA is a co-curricular part of the Marketing Education program and as such should be considered as any other educational activity.
- ✓ Due to its co-curricular nature, DECA will take precedence over band, cheerleading, athletics, and any other extracurricular activities.
- ✓ If employed, provide your employer with the academic DECA calendar as soon as possible.

### **To Other Officers:**

- ✓ During the term of office, an officer may not hold any office in their local DECA chapter.
- ✓ During the term of office, each officer will be supportive of his/her local chapter activities.
- ✓ Avoid forming cliques with other State Officers. The success of any team depends on teamwork.
- ✓ Talk out all problems immediately and do not let them accumulate.
- ✓ Respect everyone's personal space and possessions and respect all opinions and support team decisions when made.
- ✓ It is each State Officer's duty to correspond with other members of the team, as to the progress he/she is making and activities undertaken.

### **To the State Officer Advisor:**

- ✓ The State Officer Advisor is his/her liaison person and coordinates the efforts and assignments of the team.
- ✓ Send in all reports and requested information on time and in the appropriate format. File/organize all correspondence for future reference and for next year's officers in your officer handbook which will be forwarded to the new team members at the State Career Development Conference.
- ✓ Be prepared for all activities.
- ✓ Discuss any special concerns with the advisor **BEFORE** they become major problems.
- ✓ Each officer must keep the State Officer Advisor informed of their activities at all times. This person will be your advisor/chaperone at all conferences and related DECA functions.

### **To Regional Chapters:**

- ✓ Correspond with the assigned chapters within each area. Correspondence is a very important responsibility. All correspondence as a State Officer must be typed correctly, using proper letter style and correct grammar and spelling. A copy of all correspondence must be proofread by the local advisor and sent to the State Officer Advisor.

### **To Chapter Advisor:**

- ✓ Keep local chapter advisors informed of officer activities at all times.
- ✓ Do not expect or request special privileges from the chapter advisor, but do expect support and assistance in meeting officer's obligations.
- ✓ Each officer must be diligent in maintaining high academic standards in all school related assignments.

### **To the Board of Directors:**

- ✓ The State Action Team will be responsible for making recommendations with regard to suggested activities to the West Virginia DECA Board of Directors.
- ✓ Semester reports will be provided to the West Virginia DECA Board of Directors, and the Program of Work will be provided to the West Virginia DECA Board of Directors at the September meeting.
- ✓ Reimbursement of expenses incurred for assignments will be arranged between the Board of Directors and the State Officer Advisor.

## STATE ACTION TEAM ELECTION

### A. DECA State Officers: (Elected at the WV DECA State CDC)

#### Voting Delegates:

1 – 25 (members)	1 Vote
26 – 50	2 Votes
51 – 75	3 Votes

#### Voting Delegates:

76 – 100	4 votes
Over 100	5 votes

1. President Elected statewide, responsible for leadership in the State Association Activities:
  - a. Preside over state meetings
  - b. Develop and carry out a state Program of Work
  - c. Visit individual chapters and provide technical assistance
  - d. Provide leadership over statewide DECA program
  - e. Other duties delegated by the State Advisor or State Officer Advisor
2. Vice Presidents Elected statewide, responsible for leadership in the State Association Activities:
  - a. Provide leadership within the region represented
  - b. Develop and carry out a state Program of Work
  - c. Visit individual chapters in the region
  - d. Other duties delegated by the State Advisor or State Officer Advisor

### B. Election Procedures for State Action Team

1. Two candidates from each DECA chapter may seek a position on the WV State Action Team. All candidates will run for the office of "State Action Team Member."
2. Each candidate will:
  - a. Submit a DECA Resume to the interview panel
  - b. Be interviewed by a panel consisting of the State DECA Advisor, current member of the State Action Team, and a DECA Board member
  - c. Take a test on DECA concepts
  - d. Make a 3 – 5 minute campaign speech

Emphasis for election will be based on the following percentage score:

Resume 10%	Interview 25%
Test 15%	Speech/Voting 50%

3. The five candidates receiving the best overall rating will be the State Action Team. The candidate receiving the highest overall rating will become the president, and the rest will assume the duties of vice-presidents. Duties of scribe, procurement specialist, and communication specialist, etc. will be assigned as needed.

## STATE ACTION TEAM CANDIDATE EVALUATION

Candidate's Name: \_\_\_\_\_

<b>Officer Image</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Total</b>
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(15 points possible) (1-5) _____	(14-15)		(10-13)		(6-9)
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Well groomed?  
Dressed in a business-like manner?  
A good first impression?  
Stood until invited to sit down?  
Good and confident posture?

<b>Officer Image</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Total</b>
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(20 points possible) (1-6) _____	(18-20)		(14-17)		(7-13)
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Enthusiastic?  
Positive, self-confident?  
Sincere?  
Alert and attentive?  
Sense of humor?

<b>Officer Image</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Total</b>
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(25 points possible) (1-8) _____	(22-25)		(17-21)		(9-16)
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Organization of answers?  
Answers were concise and to the point?  
Answers seemed spontaneous (or "rehearsed")?  
Knowledge of Marketing Education and DECA was evident?

<b>Officer Image</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Total</b>
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(25 points possible) (1-8) _____	(22-25)		(17-21)		(9-16)
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Could handle situation logically?  
Did not get flustered or overly nervous?  
Good eye contact and gestures?  
Use of proper grammar and diction?

<b>Officer Image</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Total</b>
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(15 points possible) (1-5) _____	(14-15)		(10-13)		(6-9)
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Candidate open-minded?  
Did s/he seem afraid to take initiative?  
Have plans for follow-through on goals?  
Can s/he take criticism and/or compliments?

Interview: \_\_\_\_\_ (100 points possible)  
Test: \_\_\_\_\_ (50 points possible)  
**TOTAL:** \_\_\_\_\_ (150 points possible)

## **STATE ACTION TEAM CAMPAIGN REGULATIONS**

1. No campaign activities may take place prior to the first day of the State Career Development Conference. Any violations will be considered as a reason for disqualification.
2. Campaigns booths – Each candidate requesting space for a campaign booth will be allocated space within the campaign hall.
3. Candidates must pay a filing fee.
4. Campaign posters, etc. – No posters or campaign materials will be displayed outside the campaign area or on the walls, doors, etc. of the hotel.
5. Demonstrations – Campaign demonstrations will be restricted to the campaign area and must be in an orderly and nondisruptive manner.
6. If space is not available for campaign booths, a joint campaign election session will be held.

**VIOLATORS WILL BE DISQUALIFIED!!!**