

STATE ACTION TEAM REQUIRED ACTIVITIES

In addition to a list of individual assignments which the State Officer Advisor State Advisor will provide, there are six major activities in which all State Officers must participate.

Activity #1 Officers' Training Session

The newly-elected officer must participate in the designated officers' training session. The site will be selected upon the recommendation of the State Advisor and/or State Officer Advisor. The site selected may include the Leadership Institute in Washington, DC in at a site in West Virginia. Any officer unable to participate in this activity must provide justification in writing to the West Virginia DECA/CVE Board of Directors, who will decide if the student will be allowed to fulfill his/her term of office.

Activity #2 State Officer Meetings

Each officer must attend state officer meetings. These will usually take place at the same time and location as WV DECA Board of Director's meetings. A letter of resignation to the West Virginia DECA/CVE Board of Directors will be expected on the second missed meeting.

Activity #3 Fall Leadership Conference

Your first formal appearance to the state delegation will be the Fall Leadership Conference. This conference will provide members throughout the state with an opportunity to learn more about DECA and leadership ability. The conference is usually held during September or October. State Officers are expected to arrive one day early in order to assist with conference arrangements and preparations. Any officer unable to participate in this activity must provide justification in writing to the West Virginia DECA/CVE Board of Directors, who will decide if the student will be allowed to fulfill his/her term of office.

Activity #4 North Atlantic Regional Conference (NARCON/SONAR)

The North Atlantic Regional Conference (NARCON/SONAR) is held during November in various cities throughout the North Atlantic Region. The State Officers will serve as official representatives of West Virginia DECA at this conference. The primary responsibility of the State Officers will be to present a workshop during the conference and to participate in additional officer training. Any officer unable to participate in this activity must provide justification in writing to the WV DECA/CVE Board of Directors, who will decide if the student will be allowed to fulfill his/her term of office.

Activity #5 State Career Development Conference (CDC)

The West Virginia DECA State Career Development Conference is conducted during February or March of each year. This conference is the highlight of the DECA year and the State Officers will play a major role in planning and coordinating various aspects of the conference. State Officers will arrive one to two days early to assist with conference arrangements. Any officer unable to participate in this activity must provide justification in writing to the West Virginia DECA/CVE Board of Directors, who will decide if the student will be allowed to fulfill his/her term of office.

Activity #6 International Career Development Conference (ICDC)

The final major activity which is not required, but highly recommended, is the International Career Development Conference. At the end of each officer's term he/she will be given the opportunity to represent West Virginia DECA at the International Career Development Conference. This conference is held in various cities throughout the United States.

OTHER RELEVANT INFORMATION

Appearance is an important part of the State Officer's responsibilities. When on assignment, State Officers will wear the official West Virginia DECA attire which will be designated by the State Advisor. Officers are constantly in the spotlight; therefore, appearance should always be flawless. Use good taste when coordinating outfits to accompany your DECA blazer, especially in color coordination.

Transportation will be provided by the local chapter advisor, parents/guardian, other teacher, or other DECA advisor.

The West Virginia DECA/CVE Board of Directors understands that conflicts may arise in your schedule which could prevent you from attending an important DECA activity. You may present your circumstance in writing to the WV DECA Board President 30 days prior to the activity for review by the Board of Directors. The Board of Directors will decide what action is warranted.

STATE ACTION TEAM ASSIGNMENTS/RESPONSIBILITIES

Assignment #1 Officers' Training Session

- ✓ The officers' training session will take place either at the Leadership Institute in Washington, DC or at a site in West Virginia. Any officer who is unable to participate in this activity must provide justification in writing to the WV DECA/CVE Board of Directors, who will decide if the student will be allowed to fulfill his/her term of office.

Time Frame: Two-three days/One week depending on the site

Assignment #2 Goals and Objectives

- ✓ The officer, with the assistance of the State Officer Advisor, will prepare a list of the goals and objectives which will be used to develop a Program of Work for the state.

Time Frame: To be completed at the Officers' Training Session

Assignment #3 Written Correspondence

- ✓ All correspondence must be typewritten on official DECA stationary. The DECA President will be responsible for sending a copy of all correspondence to the State DECA Advisor.
 - *Letter of Introduction*
As a team you will compose one overall letter of introduction to be mailed to each school within your assigned area. This letter will introduce yourself, provide an update on your summer DECA activities, an update on upcoming activities and highlight the upcoming Fall Leadership Conference.

Time Frame: To be completed at the Officer's Training Session and mailed by September 15

- *CTE Administrators' Informational Letter*
As a team, you will compose one overall letter to be directed to the administrators within each of your school/county area. The letter should explain your role as a State Officer and extend an invitation for him/her to become involved in any local or state DECA activities. The following individuals should receive an informational letter: the principal and the career and technical director.
- *Thank You Letters*
Thank you letters are to be mailed frequently to acknowledge your appreciation for activities which are beneficial to you, WV DECA, or your local chapter.

Time Frame: To be completed at the Officers Training Session and mailed by October 31. Thank You Letters should be mailed as needed.

Assignment #4 Online Correspondence

- ✓ State officers are responsible for specific online contributions:
 - *Regional Updates*
All online regional updates developed for the WV DECA website will be developed as a team. These updates will be approved by the State Officer Advisor.

- Update #1 will summarize the success of Fall Leadership Conference and highlight the upcoming North Atlantic Region Conference (NARCON/SONAR).

Time Frame: To be online within two (2) weeks of the conclusion of the Fall Leadership Conference

- Update #2 will summarize the success of NARCON/SONAR and encourage participation at the State Career Development Conference.

Time Frame: To be online within two (2) weeks of the conclusion of NARCON/SONAR

- Update #3 will highlight the State Career Development Conference.

Time Frame: To be online one month prior to conference

- *Individual Bios*
Prepare an individual bio to be posted on WV DECA's website.

Time Frame: To be written during the Officers Training Session

- ✓ Each officer will prepare and submit at least two (2) articles for the WV DECA website.

Time Frame: Timeline will be designated during the State Officer Training.

Assignment #5 Presentations to the WV DECA/CVE Board of Directors

- ✓ Reports
 - Prepare and present a report outlining your Program of Work at the September WV DECA Board of Directors Meeting and a follow-up to the Program of Work will be presented at the February meeting.

Time Frame: To be presented at the September and February WV DECA/CVE Board of Directors meeting

Assignment #6 Speaking Engagements

- ✓ Each officer will prepare and present a minimum of two (2) speaking engagements to various organizations (Lions Club, Rotary, Chamber of Commerce, etc.) within your community (can be same topic and/or speech).

Time Frame: First engagement completed by December 31; Second engagement completed by April 30

Assignment #7 Fall Leadership Conference (FLC)

- ✓ Assist in the planning/coordinating of the WV DECA Fall Leadership Conference. Major responsibilities will include the development of a theme, opening/closing sessions, mixers, workshop presentations, DECA Olympics, social activity, and other responsibilities as assigned.

Time Frame: To be completed in September/October

Assignment #8 North Atlantic Regional Conference (NARCON/SONAR)

- ✓ Represent WV DECA at the North Atlantic Region Conference by presenting a workshop and conducting nightly state association meetings. The President may attend a planning meeting for this conference in July to assist other state presidents in planning.

Time Frame: To be completed in November

Assignment #9 State Career Development Conference (CDC)

- ✓ Assist in the planning/coordinating of the State Career Development Conference. Major responsibilities will include: opening/closing sessions, assisting in the election of new officers, assisting the State Officer Advisor in setting up materials/decorations for the conference, preparing and delivering a farewell speech, and any other responsibilities as assigned.

Time Frame: To be completed in February or March

Assignment #10 International Career Development Conference (ICDC)

- ✓ Represent WV DECA at the International Career Development Conference. Major responsibilities will include: serving as a voting delegate, conducting all state association meetings, and other responsibilities as assigned.

Time Frame: To be completed in April or May

Assignment #11 State Officer Meetings

- ✓ To be scheduled as needed and usually take place at the same time and location as the WV DECA/CVE Board of Director's meetings.

