



Iowa Association of FCCLA

State Officer Handbook

2026-2027

**State Officer Adviser addendum included

Adopted – March 2025

Introduction

This handbook is a tool for learning about your year as a state officer. The smooth operation of an organization is important. As you are working as a team member, certain rules and expectations are required to make the team or state function properly. If we have clear expectations of officers, it makes the year a successful one for all involved. As always, if there are questions within a part of this handbook, please reach out to the state adviser to give clarification.

Making Change Happen

As with any business or organization, FCCLA has a process of change for making updates to the organization. There are many individuals and groups that have a stake in implementing change.

Local Chapters

Local chapters set their own Program of Work. While they are encouraged to participate in State and/or National initiatives, it is their own decision. State Officers are encouraged to promote these initiatives to their own chapters as well as others they interact with in order to achieve goals and promote opportunities in the organization.

State Officer Team

The State Officer Team is one of the main driving forces for short-term decisions and programs of the organization. Long-term goal setting is possible however, Officers may not get to see the fruits of their efforts first-hand. Officers should recognize that they have an opportunity to leave a legacy of continued improvement and work to help achieve the goals set by previous State Officer Teams.

This is a crucial time in which the tone and direction of the organization will be determined. Items such as the Program of Work, Strategic Plan action items, and subject matter of sessions at state conferences will be decided and planned by the State Officer Team.

State Officer Team and State Executive Council are terms that mean the same group. The terms are interchangeable in this document.

State Adviser

The State Adviser is responsible for the day-to-day operations of the organization. In addition, the State Adviser works to implement the plans of the State Officer Team and Board of Directors. Decisions made by the State Adviser could include financial operations in line with a budget previously approved by the Board of Directors, steps toward implementation of approved programming decisions, and coordination of awards and recognition in line with Operational Procedures.

Board of Directors

The Board of Directors is the main decision-making body of Iowa FCCLA. All financial, programmatic, and operational changes must be approved by this governing body. The State Adviser serves as a liaison to this group. The Board of Directors is made up of a people who have a passion for our organization including advisers, both high school and middle school, business and industry, and a school administrator, alumni, and state staff. The state president and past president also serve on the Board of Directors.

General Eligibility Requirements

STATE OFFICERS MUST MEET THE FOLLOWING REQUIREMENTS:

1. Candidates who currently serve as a state officer, may run again, if they still meet eligibility.
2. Be academically eligible and compliant with good conduct according to local school policy.
3. Must be a current freshman, sophomore or junior in high school.
4. Have completed, or in the process of completing, coursework in an approved family and consumer sciences program. This coursework may be a combination of middle and high school courses.
5. Be vitally interested in family and consumer sciences education or family and consumer sciences and human services related occupations.
6. Demonstrate outstanding qualities of leadership.
7. Be familiar with and follow correct parliamentary procedures.
8. Show evidence of the ability to work well with a group or with individuals.
9. Have the approval and support of parents or guardians, local chapter, local adviser, and local school administration.
10. Keep open communication with executive council members, state staff and Iowa FCCLA Board of Directors.
11. Be responsible for planning, organizing, and promoting the national and state projects at local, district, and state levels.

NATIONAL CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS:

1. Currently an active member in an affiliated chapter and has been an active member in good standing for at least one year.
2. Completed a minimum of one year of family and consumer sciences classes.
3. Have a scholastic rating above average. (National officer candidates must have a minimum 3.0 GPA (non-weighted), cumulative for the past 3 semesters)
4. Have shown leadership ability in responsibilities above the chapter level.
5. Have the approval and support of parents or guardians, local chapter, local adviser, and local school administration.
6. Approval of the state association.
7. Is not a present or former member of the National Executive Council

State Officer Standards Policy

General Expectations

State Executive Council members have many responsibilities. These responsibilities take priority over school and other community activities. To honor these priorities, sacrifices sometimes must be made, so be prepared to manage them positively.

You will be busy throughout the year. To accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills. You should be punctual and follow up with requests. Don't forget to budget time for yourself!

As a state officer, you are an extremely visible role model. Your behavior should be an example for Iowa members. It is important to always be aware of this visibility, not only when wearing your uniform. State Executive Council members' behavior reflects upon the image of FCCLA. Student conduct should make a positive contribution to the excellent reputation already established. State Executive Council members' conduct is the responsibility of the local chapter adviser. Officers are expected to always inform their adviser of their activities and whereabouts.

Communication is extremely important to work effectively. Members are expected to respond to the state executive director and fellow council members in a timely manner. If contact information changes you are responsible for sending the information to the state office and fellow council members. When sending emails, you should include your local adviser and the state executive director.

Officers are expected to exhibit the pillars of character education such as trustworthiness, respect, responsibility, fairness, caring, and citizenship, among others.

If a State Executive Council member feels the need to miss any event or conference for any reason, the State Executive Council member must notify the council 30 days prior to missing the event. The SEC member will be required to write a letter to the council explaining the importance of missing the event. The council will then decide if the absence will be approved or if further action will need to be taken.

Educational Precedence and Standards

Education always takes precedence. SEC members are expected to arrange, in advance, for assignments that may occur when they are in absence due to an FCCLA activity or meeting.

SEC members are to maintain a status of academic eligibility by their local school district. If academic eligibility is removed by the local school, the state executive director, SEC adviser, administrator or parent may request that the student be placed on academic probation, therefore limiting duties of the state executive council member to local duties for a period determined by those listed above. At the end of the probationary time, the SEC member will be expected to provide documentation showing improvement in the area of concern, signed by a school administrator. If academic progress has not been made, the student may be removed from the office.

Meetings and Travel Policies

SEC members are expected to attend all assigned activities. For any additional meetings in which FCCLA participates, the state adviser will use their discretion in calling on a SEC member to represent the organization.

A travel authorization form may be required before any official travel. The travel authorization form is only needed when the officer is the only member of the SEC in attendance. Examples would be district meetings (other than own district), chapter visits, etc. SEC are required to be accompanied by an adult (preferably adviser) to all activities. Members may arrange transportation for state FCCLA activities in accordance with local school district policies. Once in attendance at the state FCCLA activity, SEC members will not leave the premises without their adviser or other designated adult and will not be permitted to drive or transport others.

Job Duties and Responsibilities

All Officers

All State Officers have the responsibility of serving the organization based on the mission and goals of the organization. Each officer is responsible for setting and working toward individual, group, and organizational goals that will build their own leadership potential as well as serve the needs of the organization. THERE IS NO ONE OFFICE THAT IS MORE IMPORTANT THAN ANOTHER. Teamwork is of the upmost importance when working as a group to accomplish your goals.

Specific Offices

In addition to the responsibilities of all members of the State Officer Team, each officer has additional responsibilities depending on their office.

****Subject to change to meet the needs of the association**

President:

1. Preside over all Executive Council Meetings
2. Preside over all official meetings of Iowa FCCLA
3. Serve as a member of the Iowa FCCLA Board of Directors during your term and the year immediately following
4. Serve as a voting delegate at the National Leadership Conference
5. Assist in the creation of various communications to Iowa members and advisers
6. Be trained on and assist as requested in the Peer Education program

First Vice-President:

1. Serve in the absence of the state president
2. Serve as the secretary for all State Executive Council meetings
3. Submit minutes to the Executive Director following any Executive Council meeting
4. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)
5. Serve as a voting delegate or volunteer to assist with STAR Events at the NLC
6. Be trained on and assist as requested in the Peer Education program

Vice-President of Development:

1. Work with the Vice President of Finance to develop fundraising goals and plan for the association.
2. Develop and distribute donation letters for state sponsors.
3. Write thank you notes to donors/sponsors on behalf of the state association.
4. Network with business and community leaders to gain state association support.
5. Be trained on and assist as requested in the Peer Education program.

Vice-President of Public Relations:

1. Be trained on and assist as requested in the Peer Education program
2. Create a press release for the following events:
 - a. National Leadership Conference
 - b. Fall Leadership Rally
 - c. Day at the Capitol
 - d. State Leadership Conference
3. Keep records of pictures and other information important to the organization for state archives
4. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)

Vice-President of Community Service:

1. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)
2. Assist in the creation of programming related to the selected annual service project
3. Serve as a voting delegate or volunteer to assist with STAR Events at the NLC.

4. Be trained on and assist as requested in the Peer Education program

Vice-President of Finance:

1. Assist in the creation of programming and opportunities for sponsorships and VIPs
2. Present the financial report of the state association to the state delegation during the State Leadership Conference
3. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)
4. Serve as a voting delegate or volunteer to assist with STAR Events at the NLC.
5. Be trained on and assist as requested in the Peer Education program.

Vice-President of National Programs:

1. Promote the various state and national programs on the local, district and state levels
2. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)
3. Serve as a voting delegate or volunteer to assist with STAR Events at the NLC.
4. Be trained on and assist as requested in the Peer Education program

Vice-President of Competitive Events:

1. Promote the various competitive event opportunities on the local, district, and state levels
2. Preside over the competitive events recognition sessions at applicable state level events
3. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)
4. Serve as a voting delegate or volunteer to assist with STAR Events at the NLC
5. Be trained on and assist as requested in the Peer Education program

Vice President of Membership:

1. Keep an updated list of members and chapter with contact information and email addresses.
2. Work with chapter officers to develop a membership recruitment campaign.
3. Work with chapter advisers on membership ideas.
4. Encourage members to apply for membership awards and complete chapter award applications.
5. Meet local, state, and national membership deadlines.
6. Be trained on and assist as requested in the Peer Education program.

Vice President of Parliamentary Law:

1. Provide leadership in ensuring that all meetings are conducted in accordance with parliamentary law.
2. Work with advisers and officers to develop state association bylaws, policies, and procedures in accordance with national standards.
3. Keep an accurate record of state association meeting attendance as well as state officer meeting attendance.
4. Be trained on and assist as requested in the Peer Education program.

Events

Required

Required meeting dates change year to year however State Officers should be aware of these dates prior to running and make arrangements for attending.

Required meetings include:

- *April or May planning meeting
- *CTSO COOL Training - June
- *National Leadership Meeting – June/July. Travel arrangements with chapter will make sure that you are at opening state meeting and you will stay until the closing session. Officers will meet frequently with the state adviser during the national meeting with daily expectations.
- *Assigned Fall Rally - October
- *January face to face meeting
- *Day at the Capitol – February 2027
- *Iowa FCCLA State Leadership Conference – March 2027
- *Various zoom meetings throughout the year. (Times will be coordinated to make use of everyone’s time. If an officer will miss a zoom call, a call or text to the state adviser is **REQUIRED**.)
- *State Officers are asked to attend one chapter meeting that isn’t their own chapter. This promotes public relations with the state executive team and helps members see the potential of leadership skills in a higher office.

Meetings that aren’t required but are highly encouraged to attend:

- *IFCSE Conference – only if conference is in the summer; president must attend.
- *Fall Leadership Institute – October 2025
- *Capitol Leadership – November 2025

Many times, throughout the year state officers are asked to attend district or chapter meetings. Every effort will be made to ensure that a state officer is attending these events if asked. Efforts will be made for the officer closest to the district meeting to attend, unless a specific officer is asked. The state adviser usually attends these meetings as well. These meetings are an opportunity to network with other members, help with events, and encourage possible future state officer candidates.

State officers should realize the importance of leading a state organization. The association expects that FCCLA will be a top priority in your life for this year. If you can’t attend the entirety of a meeting or event, please don’t plan on attending. Meaning, your presence needs to be there the entire time. As a student you manage many different roles: student, athlete, worker, friend, etc. It is important that you are working to make FCCLA a priority in your year of service. We realize that there are other activities that you are a part of, but FCCLA needs to be at the forefront. Example: your friend asks you to go shopping and you have a zoom meeting. Not attending the zoom meeting is unacceptable and will call for disciplinary measures. As in your classes, you don’t study English when in math class (or you shouldn’t!) Lots of situations arise, but cheating the organization of your leadership skills should not happen. We want you to experience all that we have to offer. Manage your time at home, in class, and other areas. This is a valuable skill as you grow into adulthood.

Travel Forms

Travel forms are required for all official travel as a State Officer. These forms require signatures from the State Officer, a parent/guardian, the chapter adviser, and a school administrator. Travel forms are required to be submitted no later than three (3) days in advance of any required activity. The travel form is only needed when the officer is the only member of the SEC in attendance. For example, district meetings, chapter meetings, etc. Students should always travel with an adviser or parent first. If not, then the state adviser should be contacted to see about other transportation options. The last option is travel on their own in which case a waiver must be signed by officer, parents, adviser, and administration not holding Iowa FCCLA liable in case of accident, etc. (see forms at the back of this handbook)

During the summer or when an adviser or school administrator is out of the office for an extended period of time, an email will be sufficient in place of a travel form. The following will be required in an email to a chapter adviser or school administrator.

Good morning (chapter adviser and/or school administrator),

I wanted to inform you of my travel arrangements for the upcoming (event/conference) for FCCLA, as (we/you) are not in school during this time.

I will be departing from (place) on (date), (time), arriving in (place) at (time) I will return on (date) from (place) at (time).

I will be traveling with (insert anybody accompanying you) by (type of transportation).

Please feel free to reach out if you need any further details about my travel plans. I have also CC'd the State Adviser to keep them informed of my arrangements.

I would appreciate it if you could confirm your approval of these plans, so that we can ensure everyone is on the same page.

Emails in place of travel forms need to be sent to the chapter adviser, school administrator, and State Adviser five days prior to the event beginning. This gives time for the chapter adviser and school administrator to see it and respond.

Probation and Removal Process

The rationale for this officer removal process is to provide high expectations for each officer while providing the support and accountability to grow and strengthen his/her leadership journey throughout his/her State Officer experience. There are many situations that would put an officer on probation or be removed from their office.

Removal from Office

The decision of the Board may be appealed by the former State Officer but must be done so in writing (email is acceptable) within ten (10) days of the decision. In this writing, the former State Officer must explain why they feel it should be appealed. The Board will then decide whether to reinstate given the additional information or to adhere to the previous decision. The Board of Directors president will issue in writing, or email, the decision of the board of directors.

Personal/Professional Conduct Standards

1. Behavior at all times should be such that it reflects on you, your family, your school, and the organization.
2. Any accidents, injuries, or illness should be reported to the local and state adviser immediately.
3. Inappropriate physical contact is prohibited.
4. Use of cellular phones or other electronic media during FCCLA meetings or activities is prohibited unless permission has been granted by the state adviser.
5. Members of the opposite sex may not be in the same sleeping room, except for the purpose of committee work or a called meeting by the state adviser, and in such a case, the room door must be fully open. When given assigned rooms, SEC members will remain in those rooms and will not switch rooms.
6. Officers will not violate curfew (as stated in the program or by state adviser).
7. Be prompt and prepared for all official activities.
8. Meet deadlines as established by the state adviser.
9. Use proper communication techniques for correspondence and have the SEC adviser proofread all written correspondence prior to it being sent.
10. Establish and maintain good communication with the SEC adviser and school administrators and retain their support throughout the term of office.
11. Exhibit positive behavior and choices reflecting the mission and purposes of FCCLA.

Violation of standards 1 through 11 will subject an officer to probation or letter of reprimand. The disciplinary process will be followed.

12. If a State Executive Council member chooses not to communicate or abstains from the betterment of the team for an extended period of time, the disciplinary process will be followed.
13. May not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. Drinking mock cocktails is prohibited.
14. Smoking and the use of tobacco products, including vapes, are not allowed while in attendance at an FCCLA event and according to local school policies.
15. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages.
16. Officers will not engage in any act that brings criticism or discredit to Iowa FCCLA and/or chapter as determined by the state adviser, SEC adviser or administrator. This includes, but is not limited to, acts that may endanger self/others, disruptive behavior, leaving the FCCLA activity without adviser knowledge, or association with non-conference individuals.
17. Attend all meetings as scheduled and for their entirety. SEC officers may petition the state council for an

excused absence in the case of an extenuating circumstance, which must be submitted in written form with the signature of the officer, adviser, and school administration at least 30 days prior to scheduled event.

Violation of standards 12 through 17 may subject an officer to immediate suspension; therefore, the officer may be sent home from the event and may subject an officer to review of his/her duties or result in removal from office. The transportation home will be arranged at the officer's expense. The disciplinary process will be followed.

Disciplinary Process Defined

1. The officer who has committed the offense will be notified immediately and then in written form via email within 10 working days following the verbal notification. The information will also be sent to the officer's local adviser for a minor infraction. If the infraction is major, the information will also be sent to the officer's parent/guardian and local administration
2. The state association may then
 - o Send a letter of reprimand to the officer and place the letter into the officer's file
 - o Suspend the officer
 - o Remove the officer from office
 - o Or other consequences as deemed appropriate
3. The state officer, local adviser, parent/guardian and local administration shall be notified via email within 10 working days of the decision.

Uniform, Dress, and Hygiene

As a representative of the organization, your uniform, dress, and hygiene are extremely important. Things that might be acceptable at one point in your life will not be appropriate when you are representing the organization. We realize that there are certain clothing trends that are in society. As a professional organization, we will be professional in all phases of our presentation, no matter where we are at while representing Iowa FCCLA. As a part of a team, we will present a unified appearance. This section will outline uniform expectations as well as dress for other events and overall hygiene.

Each State Officer is allowed up to a \$100 clothing allowance to purchase items for their uniform pieces. Official and casual attire will be required. Please keep receipts if you expect reimbursement. Officers may select other items such as sweatshirts, polos, etc. with officer name and office in embroidery or screen printed. This provides a unified appearance at casual events. The state adviser will coordinate the purchase of this for officers. State officers often select a backpack. The state president will work with the state adviser to obtain these. At this time, FCCLA does offer a set of four pieces of clothing for casual wear. This is up to the officer team to order. Athletic wear apparel, trendy clothing, etc. will not be worn where FCCLA has a presence unless deemed appropriate from the state or national office. Red blazer can be supplied at no cost for the year to a state officer that doesn't have one. Chapters may supply the jacket if it fits appropriately. Uniform decisions are made by the team and the state adviser at the initial meeting after the State Leadership Conference and individuals on the team should be considerate of each other's preferences and styles.

Professional dress:

Females: black sheath dress, black pencil skirt, white blouse, flats, same color of pantyhose, and pearl necklace (state provides). Dress and skirt must be at the knees or slightly above and these must all be the same for all. Black pants may also be worn.

Males: black dress pants, black tie or other red tie, white collared dress shirt, black dress shoes (not Dudes or tennis shoes), black belt, and black socks.

Other requirements:

The FCCLA pin and guard are placed on the left lapel of the official blazer. The guard is placed to the left of the pin level to the lower edge of the pin. No other pin should be attached to it, as it alone designates membership in FCCLA. Only one officer guard should be worn with the pin. The official badge should be worn on the right lapel of the jacket. The state will supply the name badge, and it is for the officer to keep. If lost or misplaced, the officer will then pay for the replacement of the name badge.

All State Officers should consider their physical appearance as one of the first professional impressions you provide. All State Officers should keep their nails neat and trimmed (polish should be of a neutral shade) and their hair washed and presented neatly. Hair should be pulled back when presenting at any meeting or on stage.

Male State Officers may have facial hair but it should be kept neat and trimmed. Female State Officers should also take care in selecting and applying make-up. Make-up is not required, however if it is worn, it should be applied appropriately. Eye shadow, blush, and lip color should be neutral and applied lightly. Additional lip color may be necessary for lighted stage environments, however, care in color selection should be given. Eye color including shadow, liner, and/or mascara should remain neutral in color and application.

Hair color and styles should remain neutral and avoid extreme trends in color or style. It should be worn neat and professional when representing the organization. Jewelry should also be considered, and care should be taken in selection. Simple earrings, a bracelet, or watch may be worn. No large hoop earrings allowed. Simple stud earrings are best.

Reimbursement Policies

State Officers fulfill many roles throughout the year and as a result, may be reimbursed for certain expenses they may incur during their term. Each officer can claim up to \$50 in expenses (not including mileage). While the following is not a complete list of every situation, this should provide you with a basic example of what is a reimbursable expense.

- Supplies/Materials for conducting workshops (e.g. candy, small swag, sticky notes, etc.); this should not include materials that can be run off at your school.

Hotels and meals for events and conferences are arranged by the State Association. When ordering meals, State Officers may be asked to keep overall cost below a certain threshold.

Any mileage that is incurred with the use of a school vehicle is not reimbursed and State Officers and their advisers are encouraged to utilize a school vehicle whenever possible. If you are not certain whether an expense is reimbursable, contact the State Adviser prior to incurring the expense.

Officers are given reimbursement for certain events.

Officers will receive a \$100 clothing allowance for uniforms. Must turn in receipts to fiscal director before August 1st.

Officers will receive \$500 for NLC. This is paid after NLC given that the officer journal their days activities and turn in to the executive director. If they miss any part of NLC (choosing not to attend events, etc.) pay will be cut \$50.00 per day.

Officers will receive \$300 for attending either Fall Leadership Institute or Capitol Leadership. These events are on an every other year basis. (2026 will be Capitol Leadership.) Again, officers must journal their activities and amount will be paid after event. Journal needs to be turned in to Executive Director within one week of the national meeting. Failure to turn this in will result in no compensation. FLI and Capitol Leadership are not required events for officers to attend.

Receipts may be electronically sent to the fiscal director at fiscal@iowafcccla.org

Communicating

Whether it is in written, oral, or even non-verbal, communication is incredibly important to the image you present of FCCLA as well as yourself. There are many right and many wrong ways of engaging in communication. It's often found that what works best for you isn't what works best for someone else. Here are just a few things to consider as you communicate:

- Watch your body language and ensure that you appear like you are interested and engaged.
- Get rid of umm, uh, like, ya know, and other fillers. This is very difficult, but it is much better to have a quiet break rather than filler.
- Be prepared when possible. Practice what you are going to say by writing it out and reading through until you reach a comfort level with the information.
- Ask questions to learn what the other person is really saying. After asking, show appreciation (even if it's disagreement) for what they are saying.
- Put your cell phone away. Or any other distraction. If you are in the middle of a conversation and must get pulled away for a call, ask to be excused rather than picking it up to respond. The top of your head is not the image you want to send home with someone.
- Really listen to what the other person is saying. Don't use their time to talk to think of a response in your head. Don't interrupt but instead take some notes to help you remember what they said and what questions you might still have.

Being a Team

After the election process has been completed the real challenge begins. How do 10 individuals from vastly different backgrounds come together to create a team meant to reach goals and move the organization forward? This is not a passive, but very active process that involves the entire Team.

State Officers need to first be supportive of one another. Whether it's finding out about receiving a scholarship or making it to State in basketball, a Team that is supportive in and out of FCCLA is going to be more productive. Encourage fellow team members and listen to the activities they are in. Support them whenever possible and expect the same in return.

Secondly, State Officers must be respectful of individual viewpoints and opinions. With 10 different individuals there will inevitably be different viewpoints on many issues. Listening respectfully and responding appropriately are necessary not only when discussing FCCLA related items but also when getting to know the other members of the team as individuals. Your own positive attitude, flexibility, and willingness to be supportive of others' ideas will be returned.

Finally, State Officers need to communicate clearly and often. Effective communication between each other and with the State Adviser will be one of the greatest tools to building the Team and as a result, the organization. State Officers should be checking email at least 3 times per week, engaging through text messaging, and completing 5th of the Month reports. Share your struggles, successes, and even failures. Each member of the team has been there before and could be one of the best resources for you to learn from and improve with.

Public Relations and Networking

Public relations in FCCLA is the constant practice of building a positive image for the organization. This takes place over time, and across many interactions with many different people. A positive image can take years to build, and unfortunately, only a few moments to destroy.

The way you look, act, speak, and listen all contribute to the impression people have of you and the organization. Your actions should show that you are well-informed, passionate, and prepared to speak on behalf of the organization.

The following are some things to keep in mind as you build the positive image of FCCLA and of yourself:

- Foster positive relationships with local media. Keep them informed of events that would interest their readers/viewers/listeners/advertisers.
- Be prepared to speak about FCCLA at all times. Being prepared will help you appear professional and will calm your nerves.
- Have your own story prepared about your role, experiences, and history with the organization.
- Seek out opportunities to attend meetings and speak about FCCLA. These could include civic organizations, community groups, or schools' Board of Education.
- Work at remembering and/or recording names and contact information for people that you meet. Utilize networking cards to spread your message.

Chapter/District Visits

Many times you will be asked to visit chapters or districts for a variety of events. This may include presenting in a classroom, attending a social event hosted by the chapter, or participating in a service project. These visits should be arranged with the help of the state adviser and chapter adviser, and the adviser who is requesting the visit.

The following are things to keep in mind before, during and after your chapter visit.

Before

- Make certain you have all details of the event including date, time, location, parking, and where to check in.
- Have a clear understanding of what your role at the event will be; are you presenting, attending, introducing someone, or giving an award.
- Align your dress to the nature of the event. (Always professional attire!)
- Working with the State Officer Coordinator and chapter adviser, coordinate travel method.
- Prepare any presentation materials. If you require copies of something, submit your request to the state adviser at least 10 business days in advance of the date needed. You can also make your own copies.

- If giving a greeting at a meeting, write out your speech and have bullet points to talk about. Going to a podium with nothing is not acceptable.

During

- Arrive slightly early depending on your role at the event.
- Represent FCCLA and yourself in a positive light.
- Greet individuals at the event.
- Offer and follow through on assisting with set-up and tear-down.

After

- Post about the chapter visit on social media.
- Write a thank-you or follow up to other individuals that presented or attended as appropriate.

Planning Sessions

As a State Officer you will prepare and present a wide variety of sessions. These will vary in length, audience, and content. You may even be asked to present on a topic on which you are not as knowledgeable on. However, you should consider these opportunities the chance to expand your FCCLA knowledge and further your own leadership development.

Resources

When planning a session, the most important resource for a State Officer is not their own knowledge. The most important resource for a State Officer is everything else around them. When you rely only on your own knowledge for a session, you will not have the best session you possibly can. State Officers should talk to their team, adviser, State Adviser, and reference the Iowa and National FCCLA websites. The first step to being successful is admitting that you may not have all of the answers.

Best Practices

There are a few things to keep in mind as a session takes shape. The first is to begin with the end in mind. This means that you need to consider and write what your objectives are first before you try to plan any events. Next, before you plan any activities, make certain that you know what your session specifics will be. Some things to consider include:

- Audience
- Length of time
- Room set-up
- A/V availability

Once you have resolved these issues, you can begin planning your session. Be certain that your activities relate to the objectives that you identified in the beginning. Everything from your introduction or ice breaker to your evaluation at the end should connect to those objectives.

When preparing a session, you need to plan the introduction, content, and ending. State Officers should be aware that activities may take longer or shorter. As a result, it's always a good idea to plan a few extra, purposeful activities or points just in case a session doesn't quite go as planned. In closing, the State Officer should be certain there are a few minutes for question/answer as well as sharing the latest updates with Iowa FCCLA, directing them to Iowa FCCLA on social media, and offering contact information for further questions that may arise.

PRACTICE your session. Present in front of your chapter, or classes to help you prepare. Workshop sessions should be prepared at least a month in advance.

Where to Look

Bylaws – www.iowafccla.org/members/resources/

The Bylaws provide the basic guidelines of the organization. They are written broadly to meet the evolving needs of the organization. They govern the large decisions that may be made by the organization. The Bylaws may only be changed by a vote of the delegates at the State Leadership Conference.

Iowa FCCLA Website – www.iowafccla.org

Iowa website contains all forms and documents that a chapter member or adviser may need to reference. The website also houses information about supporting Iowa FCCLA and necessary links to other opportunities for members, advisers, and chapters. Please keep in mind this website is a constant work in progress.

National FCCLA Website – <http://www.fcclainc.org>

The National FCCLA website includes promotional materials that are generic to all states as well as information about National Programs and initiatives. Finally, this is also where you can link to the National FCCLA store for a variety of chapter supplies and emblematic apparel. The National website also has a search function to help you find items that may be available.

When it's Over

Return of Items

While many of the items you will receive to complete your duties are yours to keep, there will be some items that must be returned. While this is not a complete list the following items must be returned at the end of your term:

- Red Blazer (if borrowed)
- Pearl necklaces

Some items are yours to keep, such as your nametag, various pins, clothing, etc. We hope these serve as wonderful reminders of your year as an officer.

These items must be turned in at the state leadership conference after the final session. Any items that are not returned will be billed to the State Officer.

What's Next?

To be honest, the next thing is the let-down. You will be so exhausted at the end of the State Leadership Conference that once you finally get your sleep caught up and have time to reflect, you will have some happiness and some sadness. You have planned and carried out a State Leadership Conference that has provided motivation, leadership development, and new experiences for so many. You will soon come to the awareness that your term has ended and the position has been picked up by someone new. So what now?

It's time to bow out and prepare for the fact that things will be different. Different doesn't mean bad, it means that you can assume a new role in FCCLA. Your leadership skills are still a valuable resource to FCCLA and those around you. You can be a good resource at the State and local levels so make your interest known to those around you. Alumni are the best source of public relations for FCCLA. Contact the state adviser to come back to state conference as an upperclassman or a college student. You are always welcome to come back and help with sessions, the store, registration, productions, etc. We love to see our Alumni!

When it's over, it will have been quite a year to reflect on! You will have accomplished so much but you still have so much more to look forward to. Take what you have learned with you and believe that the best is yet to come!

Adviser Addendum

You play a very important role in the state officer candidate/officer experience. It is important for you to be supportive and encouraging. This can be a stressful time for the candidate/officer, so helping relieve stress by listening, talking, and just being there is a great help.

Encourage your officer to practice presentations with you and help prepare him or her for question/answer sessions. This practice in “thinking on your feet” and expressing facts, thoughts, and ideas will be very beneficial and will help relax their nerves when the real situation rolls around.

State Officers' chapter advisers play a crucial role in the effectiveness and success of the officers during their term. Chapter advisers provide essential support and serve as valuable resources for the officers. Regular meetings between the chapter adviser and State Officer offer an excellent opportunity to stay informed about their initiatives and responsibilities. Key topics for discussion may include upcoming travel, individual officer duties, updates on the Program of Work, and strategies for maintaining a positive social media presence. These conversations foster collaboration and ensure alignment with team goals.

Payments of Hotel and Meals for State Officer Advisers:

The state association will pay for meals when you are with your state officer. This will include any meals only during the time of the meeting to the end of the meeting. If you have other chapter members or parents with you, they will need to pay on their own.

Hotels will be paid for at the following meetings/events:

1. COOL Training
2. January face to face meeting

Travel with state officer:

The state officer's safety is of the utmost importance with students on the road. It is important that the school provides a vehicle for the adviser and officer to attend events. This is signed off with the administrator when they sign the agreement forms. If the adviser does not wish to transport, this is the chain of events that shall happen:

1. First, the adviser will transport the officer
2. Second, the parent will transport the officer
3. Third, contact the state adviser to make arrangements for transportation
4. Fourth, if possible, officers may ride with other officer chapter if it is allowed by their school
4. Fifth, officers may transport themselves with a signed waiver. Waivers must be to the state adviser one week before the event. This option is the least acceptable option.

Communication with State Adviser:

Chapter advisers need to communicate with the state adviser if the officer is in need of assistance or the adviser doesn't understand what the officer is trying to accomplish. Zoom meetings are held periodically and the state adviser sends the zoom information out to advisers along with officers. Advisers are always welcome to join the meetings. Knowing that many situations arise that are beyond anyone's control, you will always have the state adviser email and state adviser cell and state association phone to call.

Duties during the year:

As a state officer adviser, you will have duties assigned during the year. For example, helping with registration at conferences, asking to lead sessions, the state adviser may give you assignments during officer work time at meetings. You will also be asked to help with STAR Events at state conference as a lead consultant and to help with Iowa events at both Fall Rally and state conference.

