

REQUIRED POSITIONS

PRESIDENT

Prepares meeting agendas and presides over meetings; assists in group decision-making through member participation; and provides opportunities for all members to express ideas and share responsibilities.

VICE PRESIDENT

Assumes the duties of the president in the president's absence; assists the president as needed; and coordinates STAR events at the local level.

SECRETARY

Records and reads minutes from officer and chapter meetings; keeps attendance at all chapter meetings and events; counts and records chapter votes; and handles all correspondence.

TREASURER

Keeps accurate record of all chapter income and expenses and writes receipts; assists in collecting and submitting dues; records dues when paid by members; and works closely with the chapter adviser to manage chapter funds.

REPORTER

Reports chapter activities, service projects, fundraisers, and other events to school and community news sources; keeps pictorial history of chapter events.

PARLIAMENTARIAN

Study and be informed of basic parliamentary procedure and bylaws of the local chapter; and see that order is maintained during meetings.

The above six chapter officer positions are required as stated in Missouri FCCLA bylaws, Article V, Section 9.

Local chapters may establish other leadership positions based based on the needs of the chapter and in order to maintain effective leadership within the local association.