MISSOURI
STATE ASSOCIATION

Regional Officer & Adviser Handbook

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INTRODUCTION

Congratulations on being elected a regional officer!

Regional officers have chosen to take an important step toward becoming a strong leader in the family, career and community. There will be many opportunities to make new friends, plan and participate in regional activities, turn interests and concerns into action, earn recognition, make a difference in the lives of other Family, Career and Community Leaders of America, and have fun!

Leadership training is a primary focus in FCCLA. As members take responsibility for planning, implementing and evaluating chapter projects and activities, they develop skills needed for the world of work. Developing leadership skills means bringing out each person's best qualities.

Leadership is reaching out and sharing personal skills and resources with others. It is learning to work together – to give and take. It is making a decision or taking a stand and being responsible for the outcome. It is knowing when to lead and when to follow. It is gaining experience balancing family, school, career and community responsibilities.

On the regional level, shared leadership is the process through which regional officers hold joint responsibility for regional success. It involves the use of group decision-making, teamwork and democratic processes. It helps students develop initiative, creativity and maturity. Shared leadership is a common practice in US businesses and these experiences in FCCLA can give members an edge in the career world.

Being a regional officer is a big responsibility. It involves many hours of time and takes an unlimited amount of dedication and perseverance. It requires that setting priorities and adhering to them. Regional officers are a key link between the state association and local chapters, so it is important that the organization is a priority.

A great FCCLA member and regional officer is one who is enthusiastic, knowledgeable, energetic, innovative, futuristic, cooperative, hardworking, friendly, responsible, and committed to the organization. The *Regional Officer & Adviser Handbook* is designed to help regional officers and their advisers become familiar with their role, the qualities of an effective leader, and with FCCLA on the regional and state level, so that they may make the most of their term as a regional officer.

THE PURPOSE OF ORGANIZING BY REGIONS

The Missouri Association of Family, Career and Community Leaders of America is organized into fourteen geographical regions with local chapters within each region. This allows for mid-level leadership training, meetings, education, and networking. Each region hosts a fall meeting during with leadership training sessions are offered. Regional officers are elected to provide leadership for the region, plan and carry out the regional meeting, and act as a liaison between the local and state associations. Procedure for election varies in accordance with the bylaws of the region.

Organizing by regions provides various benefits for members of Missouri FCCLA.

- Develop leadership skills through regional officers
- Increase leadership opportunities for all chapter members
- Elect the Regional Executive Council, including the state officer candidate
- Provide an update from the national and state levels
- Give recognition to members and advisers beyond the local level
- Develop a sense of unity among chapters in the region
- Encourage greater parent involvement in FCCLA activities
- Participate in STAR Events
- Share ideas, network, create new experiences

WHAT MAKES AN EFFECTIVE LEADER?

Be well-prepared.	Know that leadership takes work as well as practice.
Be group-minded.	Regard yourself as part of the group. Say, “we” instead of, “I”. Do not try to “run” the crowd.
Like people and be cooperative.	Be understanding and friendly to people of all types. Be able to work with all personalities.
Be neat and poised.	Always be neat in dress and appearance. Do not let irritations affect your demeanor with others.
Have humility.	Be confident, but not arrogant. Don’t be afraid to admit that you don’t know everything.
Be a hard worker.	Do not ask anyone to do something that you would not be willing to do yourself.
Be responsible.	Fulfill obligations and tasks assigned to you or that you volunteered for. When you make a mistake, admit it and work hard to be better moving forward.
Have vision.	Help the people in your group learn and grow.
Be clear.	Be able to express yourself effectively.
Be courteous.	The words “please” and “thank you” pay dividends.
Think ahead.	Know members’ opinions and be ready to meet changing situations.
Set goals.	Make goals high, but within reach.
Take advice.	But do your own thinking. Get the facts, and analyze them before drawing conclusions.
Do your best.	All the time, do your best. Plan to make the most effective use of your time.

ELECTIONS DON'T MAKE A LEADER.

Even though one has been elected an officer or in another leadership position, they'll quickly find that landing in a leadership position does not automatically make them a leader. It only gives the opportunity and obligation to lead!

Experience is the leader's teacher. Learning from big successes, and sometimes even big mistakes, is the first step to becoming a leader for oneself. To lead others in the FCCLA organization wisely and effectively, one must:

- Have a broad knowledge of Family, Career and Community Leaders of America.
- Understand oneself; know their capabilities, strengths and weaknesses.
- Gain others' perspective through respectful treatment.
- Take time to give honest praise to fellow workers and teammates.
- Realize that, as a leader, one must let others share responsibilities.
- Be sensitive to individuals, and recognize individual differences.
- Be well-prepared, creative and use initiative.
- Demonstrate an appropriate sense of humor to relieve tension in a serious meeting.
- Make decisions based on the welfare and consideration of the majority of the persons involved and not just on your own personal opinions.
- Believe in the FCCLA organization and have a sincere desire to serve as a team member in accomplishing the purposes of the organization.

"If your actions inspire others to dream more, learn more, do more and become more…you are a leader."

John Quincy Adams, 6th President of the United States

QUALITIES OF A QUALITY REGIONAL OFFICER

Interest A good regional officer is sincerely interested and concerned with the success and advancement of FCCLA and its members. Effective regional officers are interested in the improvement of the organization as a part of the total FCS education program in the local communities.

Desire A strong desire to promote and strengthen the FCCLA program is symbolic of an outstanding regional officer.

Knowledge Informed regional officers are more valuable to the state, region and local chapters. An understanding of all FCCLA activities and their relationship to the FCS education program is basic information that all regional officers should know. Additionally, the ability to speak to, inform, and inspire FCCLA members and adults is an important quality of a regional officer.

Responsible Each regional officer must carry their load of responsibilities. Every responsibility is an opportunity to serve FCCLA and improve oneself.

Maturity Regional officers must act, at all times, as goodwill agents of FCCLA. Officers must be able to work with youth and adults of all backgrounds to progress the organization toward its goals.

Professionalism Regional officers must portray a positive and professional image of themselves and the organization at all times. Officers should wear official dress when acting on behalf of the organization at any level and practice good manners.

RESPONSIBILITIES OF ALL REGIONAL OFFICERS AND ADVISERS

All members of the Regional Executive Council and their advisers will:

- **Attend the Regional Officer Training in Jefferson City in April.**
- Attend all regional meetings.
- Participate in planning and executing regional meetings and activities.
- Reporting on executive council meetings to local chapters.
- Become acquainted with other officers in the region, and state executive council members.
- Submit chapter and regional news to local, regional, state, and national media outlets on a regular basis.
- Keep a notebook with appropriate records and pass it on to the successor of the office.
- **Know FCCLA facts and creed.**
- Serve as a member of the local chapter executive council.
- Work with chapter members in assuming responsibility for participation in regional activities.
- Be neat in dress and appearance at all FCCLA activities, following assigned dress codes.
- Be courteous and sincere.

The Regional Executive Council will:

- Determine policies and procedures of the region.
- Determine what business will be brought before the regional meetings.
- Make plans for the regional meeting.
- Plan the year's budget and approve disbursement of regional funds.
- Provide leadership training activities for regional members.
- Conduct other necessary business.

The Regional Executive Council has the authority over the region, subject to such regulations and bylaws as may be adopted by the region in accordance with the bylaws of the state association. The Regional Executive Council will be composed of elected regional officers and the state officer from the region. Chapters in the region that do not have a regional officer should have one representative to council meetings, not as voting representatives, but to be aware of region events and information and to participate in discussions as appropriate.

At a minimum, each region should have six officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Reporter
6. Parliamentarian

Regions may choose to have more than six officers, including a representative on the State Executive Council. Refer to regional bylaws for more detailed information on each region's officer slate.

INDIVIDUAL OFFICER RESPONSIBILITIES

The provided guidelines are general in nature. Each region will determine the actual responsibilities of individual officers. Bolded responsibilities are requirements of the specified office by Missouri FCCLA.

PRESIDENT

- Work with the executive council and adviser to develop an agenda for each meeting.
- Preside at regional and executive council meetings using the adviser-approved agenda and basic parliamentary procedure; start and end meetings on time.
- Appoint necessary committees and subcommittees and select committee chairs in consultation with the regional adviser; may serve as an ex-officio member of all committees.
- Be familiar with the responsibilities of all officers and committee chairs and keep them informed of all regional business.
- Represent the region at chapter visits, special events, state meetings, and national meetings.
- **Attend Fall Leadership Conference and State Leadership Conference (requirement)**
- Attend National Leadership Conference (encouraged)
- Read carefully all information provided by the state association; forward information to the appropriate person.
- Be familiar with regional, state, and national bylaws.
- **Provide required information to the state office by the assigned date. Required materials and dates are found annually on the Missouri FCCLA website by August 1.**
- Prior to the December affiliation deadline, all communications regarding regional events should be sent to every school in the region. School information may be obtained from the state adviser. **After the December 1 affiliation deadline, communications should be sent only to chapters affiliated at all levels.**
- Assure that the regional parliamentarian chairs a bylaws committee, as necessary, to keep regional bylaws up to date with state and national bylaws and reviews new chapter bylaws.
- **Schedule regional officer screening and elections during the 2nd or 3rd week of January, unless otherwise approved by the state office, with a snow date scheduled no later than January 25. Provide required documentation to the state office no later than one week after screening or February 1, whichever comes first.**
- **Carefully and thoroughly review officer qualification forms to ensure that candidates are members of fully affiliated chapters and meet all eligibility requirements and qualifications for office. The regional adviser is responsible for allowing only qualified officer candidates to participate in screening and elections.**
- **Notify each affiliated chapter in their region of the number of voting delegates allowed at regional screening and elections, according to *Missouri FCCLA State Bylaws, Revised 2023*.**
- Make ballots for voting delegates and select a committee to count ballots.
- Notify Regional Executive Council members and regional advisers that their duties begin and end with regional installation.

VICE PRESIDENT

- Assume the duties of the president in the president's absence.
- Assist the president as needed.
- **Promote Power of One within the region.**
- **Attend Fall Leadership Conference and State Leadership Conference (requirement).**
- Work with the Regional Executive Council to help plan regional programs and activities that meet the interests and needs of regional members and the association.
- Assist with regional STAR Events and state STAR Events. Be familiar with the *Missouri FCCLA STAR Events Manual* and the *Missouri FCCLA STAR Events Management Manual*.
- Be familiar with regional, state, and national guidelines concerning STAR Events and Power of One. Prepare to present workshops on these programs as requested.
- Determine the host institution for regional STAR Events. Cooperate with the host institution and the advisers from the region to **determine the most satisfactory date for STAR Events, within the 2nd or 3rd weeks of January unless otherwise approved by the state office, with a snow date no later than January 25. Communicate Regional STAR Events registration fees as set by the state office.**
- **As early as possible, announce the date, entry fee amount, general time schedule, and deadlines for regional STAR Events to all schools in the region with FCS programs, regardless of FCCLA status.** Doing this early in the year may promote affiliation.
- **Following the deadline for receiving STAR Events entry information, the host institution will acknowledge the receipt of entries and set the time schedule for regional STAR Events.**
- **Check eligibility of STAR Events participants and/or chapters by comparing and reviewing chapter affiliation rosters and regional affiliation information.** Only chapters fully affiliated by the December affiliation deadline set by Missouri FCCLA will be allowed to participate in STAR Events.
- **Work with the host institution for STAR Events and regional chapters to secure consultants and evaluators for STAR Events and determine registration procedures, hospitality, news releases, STAR Events management, and recognition procedures.**
- **At the completion of regional STAR Events competition, submit the required documentation to the state office no later than one week after competition or by February 1, whichever comes first.**

SECRETARY

- Keep accurate and complete minutes of all regional and executive council meetings and activities.
- **Keep minutes of all meetings on file. If a question arises, be prepared to produce minutes as requested by chapters within the region and/or the state adviser.**
- Make minutes and other regional resources available to the membership by reading, posting, or circulating, as determined by regional bylaws.
- Keep attendance at regional and executive council meetings. Keep a current list of affiliated chapters.
- Remind president of any unfinished business prior to the next meeting.
- Count and record votes.
- Handle official correspondence, including thank you notes.

TREASURER

- Keep accurate record of all regional income, noting date received, source, and amount received. Distribute receipts.
- Keep accurate record of receipts for all money paid out, to whom it was paid, and the amount paid.
- Prepare and present a treasurer's report for each planning or business meeting.
- Present a year-end financial statement to the region. Offer recommendations for the coming year, as needed.
- Work to manage regional funds.
- **All distributions should be approved by the regional executive council and all payments authorized by the regional adviser.**
- **Submit a monthly financial statement to the state office by the 5th of each month, documenting starting balance, income, expenses, and ending balance.**

REPORTER

- Promote regional activities. Publicize meetings and events, write news releases for local chapters to use when attending regional events.
- Assist in updating the permanent records of the region.
- Work with the regional executive council to develop a public relations plan to obtain additional publicity for local chapters participating in regional activities.
- Keep state and national association offices up to date on regional activities and accomplishments.
- Be familiar with the *National FCCLA Guide to Promoting FCCLA* and be prepared to present workshops on public relations techniques.
- Encourage all chapters within the region to submit articles to local and regional media outlets and to share activities and accomplishments with the state office.

PARLIAMENTARIAN

- Chair the regional bylaws committee.
- Rule on points in question concerning parliamentary procedures during business meetings.
- Review bylaws of new chapters to ensure they are in compliance with regional, state, and national bylaws.
- Obtain a copy of *Robert's Rules of Order, Newly* Revised. Be familiar with the rules of simple parliamentary procedure. Be prepared to present workshops on running successful meetings and the basics of parliamentary procedure.
- When working with regional bylaw revisions, be sure the region has the most recent state and national FCCLA bylaws. **Send a copy of all revised and approved bylaws to the Missouri FCCLA state office upon approval.**

Specific duties of all other regional offices are determined by the regional association.

MAKING THE MOST OF REGIONAL ACTIVITIES

- Start programs on time. Choose a suitable place for all meetings. Plan programs around an objection, but remember members have broad interests. Provide several types of sessions or programs to choose from.
- Use the planning process for planning regional activities. Think of creative ways to brainstorm and carry out the steps of the planning process.
- Get input from everyone in the region.
- Use plan sheets – plan every detail.
- Announce dates of regional events and activities as early as possible.
- Use resources – regional officers, the state executive council, state adviser, state and national FCCLA publications, local community members, Alumni & Associates, local advisers, and more.
- Use a variety of means for public relations.
- Have a positive attitude and be willing to work.

PLANNING A MEETING

Each meeting and activity should have a purpose and be designed to fulfill that purpose. Planning and participation from all regional officers and/or chapter representatives is the key to a successful meeting. Members need the opportunity to ask questions, give opinions, participate in some way, and have fun.

Tips for a Well-Planned Meeting

- Set the purpose (objective/goal) of the meeting in relation to regional goals.
- Plan the meeting to fit the allotted time – meetings should begin and end on time.
- Give members the opportunity to participate.
- Have variety – use numerous available resources.
- Make decisions based on the consideration of the majority.

Planning a Successful *Regional* Meeting

Each region should host a fall regional meeting annually. The date and place of officer workshops and fall regional meetings should be set in the spring and made available to all chapters within the region.

Regional executive councils should ask the following questions when planning the annual regional meeting.

- What is the real purpose of the meeting?
- What do you remember about meetings you have attended?
- What do you want people to remember about your meeting?
- How can you make sure FCCLA members really get acquainted with each other?
- What business items do you need to present?
- What is going to be educational about your meeting?
- What are you going to do in the program that will result in motivational thought and inspiration?
- What activities will be planning just for fun?
- What leadership opportunities will there be?
- How do you plan to include all members?

CHECKLIST FOR A GREAT MEETING

The Meeting

- □ Involve all chapters and as many members as possible
- □ Involve parents, school administrators, other teachers and advisers, and community members
- □ Have a comfortable, motivating, and fun atmosphere
- □ Have a central theme
- □ Have all tools for effective communication – microphone, podium, audiovisual equipment
- □ Test equipment and technology in advance
- □ Display the American flag
- □ Display the FCCLA emblem or banner
- □ Registration area and materials
- □ Name badges
- □ Programs
- □ Refreshments (food and/or drink)
- □ Individual officers are prepared and have all equipment and materials they need (gavel, notebooks, reports, awards, speeches, remarks, etc.)
- □ Appropriate dress announced in advance
- □ Letter of information send in advance to all affiliated chapters
- □ Letter of invitation to all non-affiliated schools and special guests
- □ Confirm with program participates one week in advance of meeting date

For the Host School/Institution

- □ Secure the building and rooms for date and times of meeting as early as possible.
- □ Involve school administrators.
- □ Community with regional president for last-minute details.
- □ Secure equipment: Audiovisual, podium, microphone, etc.
- □ Organize welcome committee to welcome delegates, advisers, guests, and program participants.
- □ Post directional signs in the building.
- □ Include a map of the facility in the informational and invitation letters.
- □ Secure an adult to serve as the stage consultant.
- □ Secure a person to serve as maintenance/custodial staff for minor emergencies and issues.
- □ Organize a registration to assist chapters with materials and directions upon arrival.
- □ Organize a clean-up committee.
- □ Send thank you notes to community members and school personnel who assisted with the meeting.

TIPS FOR TAKING MINUTES

- State the meeting, date, and the time the meeting was called to order.
- Identify the presiding officer, program participants and those presenting special reports.
- Use headings and a separate paragraph for each item of business.
- State the issue, the major points discussed and the conclusion for items involving major discussion. Be concise and to the point.
- Include all main motions adopted or rejected.
- Include the name of the person making the motion. The name of the person seconding the motion need not be included.
- Include vote count for very important or controversial motions.
- Write minutes in the third party.
- Attach committee reports to the minutes. It is not necessary to take notes on the reports themselves, but acceptance, rejection, and/or changes should be noted.
- Make corrections or additions to the minutes with red ink directly on the original minutes.
- Use only one side of paper and number each page.

TEMPLATE: PLANNING MEETING AGENDA

Date _____ **Start time** _____ am/pm **Location** _____

Presiding _____ **Leadership Position** _____

Type of Session – Regular Work Executive Special

Ice Breaker and Refreshments

_____

_____

Opening Ceremony

Determination of Quorum/Attendance – Roll Call Sign-In

Minutes – Read Distribute Copies Omit

Treasurer's Report – Read Distribute Copies

Other Reports

Report	Person Reporting

Unfinished Business

1. Evaluation of last meeting
2. _____
3. _____

New Business

1. _____
2. _____
3. _____

Announcements

_____

_____

_____

Closing Ceremony

Adjournment

TEMPLATE: REGIONAL MEETING PLANNING FORM

Date of Meeting _____ **Start Time** _____ am/pm **End Time** _____ am/pm

Host School _____ **Location** _____

Theme _____

Activity	Officer Responsible	Notes
Opening ceremony		
Presentation of colors		
Introduction of officers		
Introduction of theme		
Roll call		
Speaker		
Workshop(s)		
STAR Events		
SLC & NLC reports		
Awards/Recognition		
Relaxers/Energizers		
Announcements		
Evaluation form		
Closing ceremony		
Adjournment		
Other		

TEMPLATE: COMMITTEE REPORT FORM

Committee _____ Date _____

Committee Members Present

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Purpose of Committee Meeting

_____
_____
_____
_____
_____

Recommended Action **Member(s) Responsible**

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Comments

_____
_____
_____
_____
_____

Respectfully submitted by _____, **Chair.**

TEMPLATE: TREASURER'S REPORT

Estimated Regional Budget for _____ to _____
(month/year) *(month/year)*

INCOME

Carry over from previous year	$ _____
Dues: _____ members at $ _____ per member	$ _____
Registration fees	
Officer Training: _____ members at $ _____ per member	$ _____
Regional Meeting: _____ members at $ _____ per member	$ _____
STAR Events Fees: _____ members at $ _____ per member	$ _____
Contributions	$ _____
Other (detail below)	$ _____
TOTAL INCOME	$ _____

EXPENSES

Certificates/Awards	$ _____
STAR Events (medals, plaques, etc.)	$ _____
Speakers	
Officer Workshop	$ _____
Regional Meeting	$ _____
Regional Banquet	$ _____
Meal arrangements/refreshments	$ _____
Carryover to next year	$ _____
Other (detail below)	$ _____
TOTAL EXPENSES	$ _____
BALANCE	$ _____

Projected expenses should equal projected income – balance should be zero.

TEMPLATE: REGIONAL BYLAWS

I. Name and Purposes

a. Name

The name of this region of Family, Career and Community Leaders of America, Inc. shall be _____.

b. Purpose

The purposes of this region shall be the same as those of the national organization.

II. Membership

a. Active membership

Any student who is taking, or has taken, a course in Family and Consumer Sciences and/or Family and Consumer Sciences related occupations through grade 12 and has paid all applicable local, regional, state, and national dues shall be an adviser.

b. Alumni & Associates membership

Former members of Family, Career and Community Leaders of America, Inc., Future Homemakers of America, and New Homemakers of America and other adult supporters may become state and nationally-affiliated Alumni & Associates members.

III. Meetings

IV. Officers

a. Officers

b. Duties

c. Term of office

d. Vacancies

V. Elections

VI. Committees

a. Committees

i. Standing

ii. Special

b. Responsibilities

VII. Amendments

VIII. Parliamentary Authority

The rules found in *Roberts Rules of Order, New Revised* will govern the meetings of the region where appropriate.

FCCLA CONTACT INFORMATION

State Office Mailing Address
Missouri FCCLA
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, MO 65102

Shipping Address
Missouri FCCLA
Department of Elementary and Secondary Education
205 Jefferson St.
Jefferson City, MO 65101

Missouri FCCLA State Staff
Ashley Witte
Supervisor and State Adviser
Family Consumer Sciences and Human Services
(573) 522-6543
Ashley.Witte@dese.mo.gov

Deborah Landon, Administrative Assistant
Family Consumer Sciences and Human Services
(573) 751-7964
deborah.landon@dese.mo.gov

Theresa Struemph, Director
Family Consumer Sciences and Human Services
(573) 522-6542
theresa.struemph@dese.mo.gov

Kelsi Neill, Contractor
Family Consumer Sciences and Human Services
(573) 751-6878
kelsi.neill@dese.mo.gov

Missouri FCCLA Website – www.missourifccla.org
Missouri FCCLA Facebook Page – www.facebook.com/MissouriFCCLA
Missouri FCCLA Instagram: http://instagram.com/missourifccla

National FCCLA Website – www.fcclainc.org
(703) 476-4900

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