

Officer Team Responsibilities (ALL Officers)

- Coordinate annual DECA Kick Off Picnic
- Create and plan and ensure the promotion of all DECA socials and activities
- Present fundraising ideas
- Coordinate monthly fundraisers (restaurant nights, snack sales) and order necessary materials
- Plan various chapter activities to increase membership participation and motivation
- Plan activities for FHS DECA Spirit Week and National DECA Month
- Decorate pep rally float
- Organize and work networking events to increase membership (open house, freshman invasion, spotlight)
- Organize practice competition sessions (testing, roleplay, presentations)
- Organize plans for ELS, CDC, and ICDC (transportation, chapter dinner, etc)

President

- Preside over officer and general meetings
- Prepare officer and general meeting agendas
- Know parliamentary procedure to ensure smooth meetings
- Oversee and delegate tasks to the officer team
- Prepare calendar of events for the year
- Attend FL DLC web meetings
- Organize and implement Fall/Spring Helping Hands Drive
- Order chapter shirts by the annual picnic date of the current school year
- Keep copies of all chapter forms, invoices, and paperwork
- Oversee district and state online testing
- Implement promote the attendance of inexperienced members to ELS
- Attend all DECA chapter meetings, events, and activities
- Mandate, organize, and submit FL DECA Annual Business Plan
- Oversee VPs of Business Partnerships

Executive Vice President

- Work closely with the president
- Assume president's duties if necessary
- Attend all Inter Organization Council (IOC) Meetings
- Keep copies of all chapter forms, invoices, and paperwork
- Organize and implement Fall/Spring Helping Hands Drive
- Create itineraries for all field trips (ELS, CDC, ICDC)
- Keep schedule of all officer and chapter events (board)
- Coordinate Flanagan DECA officer team polos and/or badges
- Create membership campaign items for DECA and Hospitality/Marketing classes (printed flyers, brochures, posters)
- Membership Campaign
- Coordinate and organize Big/Little Diamonds
- Attend all DECA chapter meetings, events, and activities
- FL DECA Annual Business Plan

Secretary

- Maintain record of attendance for all officers and general meetings
- Take minutes at all meetings
- Receive all main motions and amendments proposed during a meeting to be included in the minutes.
- Prepare typed minutes within 2 days of each meeting (email or share to all officers)
- Organize and keep copy of all itineraries, minutes, and attendance
- Create and file all sign in sheets for all events
- Send correspondence to teachers, staff, and administration.
- Keep inventory of all competitive materials, including blazers
- Sign in/out all competitive event materials (must be accurate at all times)
- Collect membership agreement forms
- Maintain an accurate membership list
- Attend all DECA chapter meetings, events, and activities
- FL DECA Annual Business Plan

Treasurer

- Maintain accurate financial records
- Fill out financial reports, reimbursements, and check requests forms
- Get updated treasurer's report from bookkeeper for each meeting
- Work with executive team to create budget for all events and activities
- Understand the policies the school has in regard to the use of student finances and explain them when necessary
- Review purchase orders and get final approval before invoices are paid
- Deposit money
- Keep accurate inventory of items for sale and supplies
- Ensure all members have paid DECA Dues
- Coordinate Dollars for Scholars
- Keep track of fundraising funds and obligations
- Create and file fundraising sign in/out sheets for fundraising materials (must be accurate)
- Keep accurate inventory of items for sale and supplies
- Fill out the necessary paperwork and submit SAN forms
- Work with secretary to have accurate minutes for fundraisers
- Attend all DECA chapter meetings, events, and activities
- FL DECA Annual Business Plan

Historian

- Maintain all Flanagan DECA social media accounts
- Maintain and update the Flanagan DECA website
- Prepare and submit PA announcements of DECA accomplishments and events
- Take photos of all DECA events
- Gather photos and videos from members to be published on social media
- Maintain bulletin boards and display case updated monthly (if necessary) in DECA room
- Post shout-outs, thank you letters, and promotion of business partners on social media
- Make flyers for all DECA meetings, activities, events, and fundraisers
- Provide final design for chapter shirts to president (ask officers and members for ideas)
- Attend all DECA chapter meetings, events, and activities
- FL DECA Annual Business Plan