



SECTION 14 – OFFICER TEAM ADVISER

COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATION STATE OFFICER TEAM ADVISERS

GUIDELINES FOR FCCLA STATE OFFICER TEAM ADVISERS

The role of the State Officer Team Adviser is to analyze activities, review actions and recommend plans of action for the State Officer Team. Team Advisers will have an active role in the improvement and further development of leadership programs and activities of the organization.

GENERAL RESPONSIBILITIES OF THE STATE OFFICER TEAM ADVISER(S)

- A. To accept leadership responsibilities and devote additional time as needed to coordinate and manage activities pertinent to the State Officer Team and State Association.
- B. To assist in the planning, conducting, coordinating, reviewing, and recommending changes of leadership training activities of the state FCCLA organization.
- C. To provide communication between state staff, the Executive Council, State FCCLA Officers, the CFS instructors and student members in Colorado.

SPECIFIC DUTIES OF THE STATE OFFICER TEAM ADVISER(S)

- A. To be willing to act professionally and represent the concerns of Colorado FCCLA.
- B. To keep their local school administrators informed concerning national, regional, state and district conferences and meetings.
- C. To serve on state boards and/or adviser committees as set forth in the student organization's Bylaws, Policies and Procedures, and as requested by the CTSO Specialist.
- D. To attend all meetings of:
 - 1. State Association Executive Committee
 - 2. State FCCLA Officer Orientation meeting and/or conference
 - 3. State Leadership Conference/convention and state competitive events
 - 4. Regional/National State Officer Team Leadership Training Conferences
 - 5. Other, as designated by the CTSO Specialist
- E. To advise the State Officer Team in assuming all their duties and responsibilities.
- F. To assist the CTSO Specialist in planning, organizing and implementing officer leadership training activities, state conference planning, and state competitive events.
 - 1. To work one-on-one with the individual officers and develop at the same time a total team atmosphere.
 - 2. To serve as a friend, motivator, adviser, and role model to the State Officer Team.
- G. To assist State Officers in preparing and submitting expense accounts/state reports and collect all required paper work.
- H. To be aware of and willing to devote the extra days required to fulfill the duties of this office.
- I. To divide duties among Team Advisers when needed.

SELECTION PROCESS FOR THE STATE OFFICER ADVISER TEAM

- A. The State Officer Adviser Team shall consist of up to four members. It is highly recommended that one space reserved for the State President's Adviser.
- B. In the event of more than four interested applicants, an application process will be used.
- C. Selection will be based on the CTSO Specialist's discretion according to application and interview.

RECOMMENDED QUALIFICATION OF CANDIDATE FOR STATE OFFICER TEAM ADVISER

- A. A member of a Consumer and Family Studies professional organization.
- B. Successfully completed three years teaching in an approved vocational program.
- C. Local chapter is active in local, state and national activities. Have an understanding of the state and national organizations' Bylaws.
- D. Approval of local administrator.

STATE OFFICER TEAM ADVISER REIMBURSEMENT

- A. Reimbursement to the State Officer Team Adviser(s) official activities will follow CCCS reimbursement policies and be included within the FCCLA student organization budget.
- B. State Officer Team Adviser(s) expenditures outside of normal "business" must be approved by the CTSO Specialist prior to the purchase.

COLORADO FCCLA STATE OFFICER TEAM ADVISER APPLICATION PROCESS

APPLICATION PROCESS

- A. Complete cover page.
- B. Submit a one-page (8 ½ x 11) typewritten letter of application expressing your interest in, and commitment to, serving as the State Officer Team Adviser. Include experiences which qualify you for the position.

COVER PAGE FOR COLORADO STATE OFFICER TEAM ADVISER

PLEASE TYPE:

Name: _____

Home Address: _____

City	State	Zip
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Home Phone No.: (____) _____

Work Address: _____

City	State	Zip
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Work Phone No.: (____) _____ Job Title: _____

School District/Institution: _____

Year Vocational Credential expires: _____

Teaching experience: _____ (years)

Years experience as a Local Chapter Adviser: _____

Years experience as a District Consultant: _____

Membership in Consumer and Family Studies Professional Organization? _____ Yes _____ No

If Yes, list organization(s): _____

TO COMPLETE YOUR APPLICATION, ATTACH A LETTER OF APPLICATION

Applicant Signature

Local Administrator Signature