



Texas Association
Family, Career and Community Leaders of America, Inc.
2017- 2018 Alumni & Associates Officer Application
Established 2015



DEADLINE:

All applications are due to txfcclaalumni@gmail.com by **March 1, 2017**. Applications emailed or postmarked after the **March 1, 2017** deadline **will not** be considered.

Criteria:

Alumni/Associates officer positions are open to any member of Texas FCCLA Alumni & Associates association. The Alumni & Associate officers include 7 members; which includes three officers and four committee chairs. Applications will be reviewed by the current officers, and final decisions will be made by the current state adviser. Evaluations will be based on the following:

- Accomplishments and demonstrated leadership
- Community involvement and leadership roles assumed
- Continued service and involvement with FCCLA on local, state, and national levels
- One Letter of Recommendation
- Application Review

Official Rules:

- Candidates may be a current high school senior FCCLA members, past or current chapter adviser, part of state administration, local supervisors of Family and Consumer Sciences, Family and Consumer Sciences teacher educators, Family and Consumer Sciences education staff of the U.S. Department of Education, or former FCCLA members.
- All candidates must be current Alumni & Associate members, or approaching their high school graduation.
- Applications must be typed.
- A candidate will be selected based on application evaluation from the current officers. The elections will be determined by the majority of the votes received by the deadline.
- One candidate will be selected from each available position.
- Applications must be postmarked or mailed by March 1, 2017, and sent to the Texas FCCLA state office or emailed at txfclaalumni@gmail.com

Alumni & Associates Officer Commitments

- Serve as ambassadors in the community on behalf of the Texas FCCLA Alumni/Associates and the Texas Association, Family, Career and Community Leaders of America.
- Participate faithfully and consistently in all mandatory conference calls, and meetings, if requested.
- Officers agree to serve on committees during their time as a member.
- Officers shall support all decisions adopted by the FCCLA State Executive Council
- Officers are expected to serve as mentors to Texas FCCLA officers on the local, region, state and national level.

Alumni & Associates Officer Responsibilities (Minimum 15hrs/Month):

Terms: Officers will serve for one term; with the opportunity to be re-elected for one additional term in the same office.

- **President: (Serve a 2 year term)** serve as the presiding officer of the Alumni/Associates Association. Work closely with FCCLA State Advisor and staff to set yearly goals for the association. Communicate and work with committee chairs of yearly goals; set conference call dates and agenda for monthly calls with the association. Keep constant contact with all officers and committee chairs.
- **Vice President: (Serve a 3 year term)** Serve in absence of the president. Work directly with membership committee to increase membership. Communicate with committee chairs every three weeks and keep them current on the goals and activities involving alumni and associate members.
- **Secretary: (Serve a 1 year term)** keep accurate minutes of the Alumni/Associate association meetings; prepare and send monthly correspondence for the officers and chairs; conduct officer elections annually.

Alumni & Associates Chair Responsibilities (Minimum 10 hrs/Month):

- Serve as the Chairperson of the perspective alumni committee.
- Work Closely with Alumni & Associate officers and committee members to review year program of work and deadlines.
- Communicate with all committee members via email, telephone, regarding ongoing committee business as necessary.
- Assign duties for committee members to ensure each member has a job on the committee.
- Facilitate (1) Committee conference call per month.



Candidate's Contact Information:

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email Address _____

Please Check One: President Pubic Relations Chair Membership Chair Advocacy Chair

 Vice - President Secretary Sponsorship Chair

Candidate's Post Secondary Information(If Applicable):

College/University _____

(Expected) Graduation: _____ City _____ State _____ Zip _____

Address _____

Employment: _____

Current Position/Title _____

I. Accomplishments and demonstrated leadership in chosen field of endeavor.

II. Community involvement and leadership roles assumed (Outside of FCCLA).

III. Continued service and involvement with FCCLA on local, state, and national levels. How much time would you be able to commit to this leadership position?

III. Why would you like to serve as an officer, and what skills would you bring to enhance the Alumni & Associates association of Texas FCCLA?

IV. Required Attachments : All candidates must attach (1) resume not to exceed a page.

All Alumni/Associates Applications must be submitted by March 1, 2017.

**Attn: Texas Alumni & Associates
Officer Application
Established June 2015
www.texasfccla.org**



FCCLA TEXAS ALUMNI/ASSOCIATES COUNCIL

Established in 2015

To support, promote, and serve Family, Career & Community Leaders of America and Family and Consumer Sciences Education at the local, state, and national levels

- To unite former FHA, HERO & FCCLA members and others interested in promoting a strong bond between the community and FCCLA
- To act as a resource bank to lend services to local chapters and the state association toward the development of youth leadership and improvement of personal, family, and community life
- To raise the visibility and promotion of FCCLA and Family and Consumer Sciences Education
 - To promote the eight purposes of FCCLA
- To cooperate with the Texas Association of Family, Career & Community Leaders of America and the national association.

Officers:

President, Vice President and Secretary

Roles:

President: **(Serves a 2 year term)** serve as the presiding officer of the Alumni & Associates Association. Work closely with FCCLA State Advisor and staff to set yearly goals for the association. Communicate and work with committee chairs of yearly goals; set conference call dates and agenda for monthly calls with the officers and chairs.

Vice President: **(Serves a 3 year term)** Serve in absence of the president. Work directly with membership committee to increase membership. Communicate with membership and keep them current on the goals and activities involving alumni/associate members.

Secretary: **(Serves 1 year term)** keep accurate minutes of the Alumni & Associates meetings; prepare and send correspondence for the association; conduct officer elections annually.

Terms: Officers will serve for one term; with the opportunity to be re-elected for one additional term in the same office.

Election of Officers: Nominations will be accepted from the alumni/associates interested in running for office. Terms will run from June 1-May 31 of each year. *Election will be done by the Alumni/Associates members via email in April.*

Alumni & Associates Officer/Chair Election: positions are open to any member of the Alumni/Associates. Applications will be posted on the Texas FCCLA Website and social media platforms in late January.

Elected Officers are expected to:

- Serve as ambassadors in the community on behalf of the Texas FCCLA Alumni/Associates and the Texas Association, Family, Career and Community Leaders of America
- Participate faithfully and consistently in all alumni & associate conference calls, and meetings, if requested
- Alumni & Associate officers and chairs shall support all decisions adopted by the FCCLA State Executive Council
- Officers and chairs are expected to serve as mentors to Texas FCCLA officers on the region, state and national levels.
- Commit to at least 10-15 hours per month as a chair or officer of the association.

Removal of Alumni Associates officer/chair: In an unlikely event such as a violation of expectations, the chair/officer may be removed by the following process:

The State Advisor, Officers of the Alumni & Associates association, and current State Recording Secretary shall serve on the Ethic and Eligibility Committee and receive notice of reasoning. The President shall present the following situation to the Vice President and Secretary. Upon reviewing, the Alumni & Associate President shall bring recommendations to the chairs and an electronic vote will be taken on the situation.

Committee Chairs: Committee chairs serve for three year terms with the opportunity to be reelected. Chairs are in charge of establishing the Program of Work that will be reviewed by the State Advisor, Alumni/ Associate officers and all committee chairs.

Ethics & Eligibility:

All officers/chairs are charged with the duty of maintaining the integrity of the association and ensuring that all represent Texas FCCLA with a high level of integrity and respect, and dedication. All must remain in good conduct standing in order to be eligible for any position.

Failure to maintaining any requirements will result in:

- a. Referral to Ethics and Eligibility Committee
- b. Probation period of minimum of six weeks. (Shall be determined by Ethic and Eligibility Committee)
- c. Impeachment, if an officer/chair is unable to fulfill responsibilities within the probation period.

Committees:

Advocacy/Legislation Committee: The Advocacy Committee is focused on creating relationships with current FCCLA members, advisors, and staff. The Advocacy Committee will work on sponsoring events at FCCLA Conferences that advocate the Alumni Council. Additionally, the committee will have a central focus on recruitment of High School students for Alumni membership, upon graduation.

Membership/Recruitment Committee: The Membership Committee will create and coordinate a database of Alumni members and establish ongoing relationship with them by connecting them with opportunities to engage in FCCLA activities. Additionally, the committee focuses on outreaching to current Alumni members for recruitment.

Public Relations / Communications Committee: The Public Relations Committee will help with engaging communication to Alumni on a variety of mediums. The Public Relations Committee will focus on creating and distributing an Alumni Newsletter and work on coordinating all social media activity.

Sponsorship Committee: The Sponsorship Committee will identify potential donors to create sponsorship opportunities for the Alumni Council and state association. Additionally, the committee will focus on creating external memorandums on the success of the Alumni Council for distribution.

Service Committee: work with current officers to assign alumni/associates to assist with aspects of the organization; assist with competitive event, service learning projects and conference management. Develop and maintain alumni/associates speakers' bureau.