

Chartered Association Officer Team

*Updated February 11, 2026

MESSAGE FROM THE WV CHARTERED ASSOCIATION ADVISOR

TO: All Chartered Association Officer Team Candidates

FROM: WV Chartered Association Advisor

SUBJECT: The Commitment of Serving on the Chartered Association Officer Team

Congratulations on your decision to seek a position on the West Virginia DECA Chartered Association Officer Team. Being an officer can be a wonderful opportunity if you are prepared to make the commitment it takes to *serve* as a member of the WV DECA Chartered Association Officer Team.

Numerous opportunities are available for officers. As an officer, you will be part of a team. This team will work together to accomplish goals for the benefit of our association. This experience will benefit each of you throughout your life.

As with any title, there comes responsibility and sacrifice. Serving as an officer for our organization is no exception. In fact, if you asked former officers about their experiences I imagine they would first tell you of the long hours spent preparing for workshops, writing scripts, preparing for conferences and even missing some high school activities in order to complete a DECA activity. Therefore, your desire to be an officer should be very genuine, realizing that you will be expected to honor your commitment throughout your term of office should you be elected to serve.

Because of the commitment required, it is important that you realize policies and procedures governing Chartered Association Officers before you run for office. Everyone likes to know what is expected before becoming a candidate. Read and discuss with your parents/guardians the information concerning the required activities and responsibilities thoroughly before signing the Chartered Association Officer Team Application. After you thoroughly read and understand all the information provided, you will need to make a decision. The application must be completed and submitted with your chapter's registration for the Chartered Association Career Development Conference.

Thank you for taking the time to read and understand the role of a Chartered Association Officer Team member. The opportunities that you will encounter in our organization can provide you with a lifetime of memories.

Congratulations on your decision, and GOOD LUCK!

Adam

CHARTERED ASSOCIATION OFFICER TEAM

CANDIDATE APPLICATION

DUE WITH CHARTERED ASSOCIATION CDC REGISTRATION

Name: _____

Address: _____

Cell Phone: _____ Email Address: _____

School: _____ Phone: _____

Address: _____

Advisor: _____

Parent/Guardian: _____

Certification of Consent:

This is to certify that we have:

1. Read and understand the responsibilities of serving as a Chartered Association Officer Team member for West Virginia DECA.
2. Agreed to provide support and assistance in helping the above named applicant fulfill his/her responsibilities if elected. Teacher and Parent/Guardian please note: Make sure that you read entire packet explaining duties and responsibilities of the West Virginia DECA Chartered Association Officer Team.
3. Verified that the above named applicant maintains a 3.0 overall GPA, is not chronically absent, and has no Level III or IV school discipline incidents in the current school year.
4. Given our unconditional support for the candidacy of this applicant.

(Parent/Guardian)	(Date)
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(Chapter Advisor)	(Date)
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(School Official)	(Date)
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(Student)	(Date)
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CHARTERED ASSOCIATION OFFICER TEAM CANDIDATE CRITERIA

In order to become a candidate for the Chartered Association Officer Team, you must fulfill the following requirements:

1. Belong as a member of a chapter affiliated with the West Virginia Association of DECA.
2. Have, at the time of application, and maintain a 3.0 overall grade point average throughout the term of office, is not chronically absent, and have no Level III or IV school discipline incidents.
3. While serving as an officer, the candidate must have no more than 10 absences in the current school year. Students have the right to appeal to the WV DECA Chartered Association Officer Advisor. School activity absences do not count against this policy.
4. Complete and submit the Chartered Association Officer Team Application with all required signatures to run for an office.
5. Submit the designated filing fee to the WV Chartered Association Advisor by the deadline.
6. Complete a written exam on West Virginia and National DECA facts.
7. Present a 3-5 minute campaign speech at the Chartered Association Career Development Conference.
8. Submit a resume and participate in a question and answer session with an interview committee.
9. Each candidate will create a campaign poster for which space will be provided at the Chartered Association Career Development Conference.

HOW SCORES ARE TABULATED

Fifty (50%) of the total points will be from voting delegates. Each voting delegate will get two votes. They will cast their vote for two different candidates. This 50% will be derived from the candidate's speech and voting session.

Twenty-five (25%) of the total points will be derived from a ten (10) minute interview session with a panel of judges who may be composed of a former officer of the Chartered Association Officer Team, a coordinator from WVDE, the WV Chartered Association DECA Advisor, Chartered Association Officer Team Advisor and/or any other designated WV DECA member, and the WV DECA Administrative Assistant. Fifteen (15%) of the total points will be from the written exam on West Virginia and National DECA facts. Ten (10%) of the total points will be derived after an evaluation of the candidate's resume.

FINANCIAL OBLIGATIONS

As a member of the Chartered Association Officer Team, West Virginia DECA will assume most of your financial obligations including much of your travel and your conference fees. However, you will be responsible for your meals, recreation, some local travel and other incidental expenses. The purchase of a DECA blazer is the financial responsibility of the local chapter.

West Virginia DECA will purchase at least the following apparel:

West Virginia DECA will purchase and provide two complete outfits for participants to wear during the event. Outfits may include professional clothing and shoes, appropriate accessories, and a casual t-shirt.

RESPONSIBILITIES OF YOUR CHAPTER ADVISOR AND CHAPTER

It is an honor to have a chapter member to serve as a member of the Chartered Association Officer Team. The local chapter and chapter advisor should support and encourage the officer in every way possible.

The chapter advisor is responsible for seeing that the officer attends all assigned functions. This will involve providing or arranging for transportation to and from required activities and events throughout the year. Additionally, it may involve attending planning meetings and functions with the officer. The chapter advisor should also provide necessary guidance to the officer in terms of planning and attending meetings, prioritizing DECA activities with other activities, proper grooming and dress and performing all the duties of the office.

Officers should not be encouraged to drive their own vehicles to any West Virginia DECA activity. The local chapter must be willing to assume some financial assistance such as instate travel and other unreimbursed expenses.

CHARTERED ASSOCIATION OFFICER TEAM GUIDELINES

DUTIES OF A CHARTERED ASSOCIATION OFFICER

A Chartered Association Officer works as a member of the Chartered Association Officer Team in establishing common goals and objectives as a liaison between the WV DECA Board of Directors and the student membership. The officer also must act as the voice of DECA to those not familiar with the organization.

A Chartered Association Officer will be a part of the Chartered Association Officer Team when traveling to activities, events, and conferences. They are expected to participate in all Team activities, meals, meetings duties during each trip. This means they will not be able to participate in a lot of activities that their local DECA chapter may be doing.

DESCRIPTION OF A CHARTERED ASSOCIATION OFFICER

An officer is a dedicated and enthusiastic individual with motivation and integrity to represent that in which they believe. As a flexible member of the team, they accept their responsibility of being a leader as well as a follower. With the personable qualities of a public relations person, the officer plans, coordinates, executes and controls. In order to insure a successful year for WV DECA, an officer should convey professionalism through commitment, attitude, skill, knowledge and style.

RESPONSIBILITIES OF A CHARTERED ASSOCIATION OFFICER

To the Organization:

- ✓ The foremost responsibility of a member of the Officer Team is to represent the thousands of DECA members throughout the organization and not solely the members of one chapter.
- ✓ The entire organization will be judged by other people's impression of officers. Consequently, the officer must always be mindful of the image they project in appearance, speaking, manners, social media **and in attitude & casual conversations.**
- ✓ The officer is charged with the responsibility of projecting himself/herself as a professional student leader at all times as determined by the chartered association advisor and officer advisor.
- ✓ The officer is charged with the responsibility of exhibiting enthusiasm whenever he/she speaks officially for DECA.

- ✓ The officer team develops an Annual Business Plan and leads the chartered association in accomplishing the plan.
- ✓ The officer is charged with the responsibility of being prepared for all activities in advance.
- ✓ The officer is charged with the responsibility of attending **ALL** chartered association, regional and national meetings that relate to the office held.
- ✓ The officer is charged with the responsibility of encouraging and promoting membership involvement in DECA activities.
- ✓ The growth of DECA during any given term of office will greatly depend on the performance of the officers in fulfilling their duties and the impression he/she leaves with people who come in contact with DECA related activities.

To DECA Members:

- ✓ The officer is challenged to provide guidance, leadership, inspiration and enthusiasm to all DECA members. The example set by a Chartered Association Officer Team member will affect each member's enthusiasm, involvement and emotions toward DECA.
- ✓ The officer at all times, will exhibit the qualities of leadership that will contribute to the growth of DECA through its members.
- ✓ The officer will inspire leadership in direct proportion to the degree that he/she as an individual provides leadership. In reaching for higher goals in self-improvement, so will each officer instill in those they meet the desire for self-improvement and the attainment of higher goals.

To Family, Self and Employer:

- ✓ Each officer's primary responsibility is first to him/herself and to their family.
- ✓ DECA is a co-curricular part of a marketing, finance, hospitality, management, entrepreneurship or a Simulated Workplace program and as such should be considered as any other educational activity.
- ✓ Due to its co-curricular nature, DECA should take precedence over band, cheerleading, athletics and any other extracurricular activities.
- ✓ If employed, provide your employer with the academic DECA calendar as soon as possible.

To Other Officers:

- ✓ During the term of office, an officer may not hold any office in their local DECA chapter.
- ✓ During the term of office, each officer will be supportive of his/her local chapter activities.
- ✓ Avoid forming cliques with other officers. The success of any team depends on teamwork.
- ✓ Talk out all problems immediately and do not let them accumulate.
- ✓ Respect everyone's personal space and possessions and respect all opinions and support team decisions when made.
- ✓ It is each officer's duty to correspond with other members of the team, as to the progress he/she is making and activities undertaken.

To the Chartered Association Team Officer Advisor:

- ✓ The Chartered Association Team Officer Advisor is his/her liaison person and coordinates the efforts and assignments of the team.
- ✓ Send in all reports and requested information on time and in the appropriate format. File/organize all correspondence for future reference and for next year's officers.
- ✓ Be prepared for all activities.
- ✓ Discuss any special concerns with the advisor(s) **BEFORE** they become major problems.
- ✓ Each officer must keep the Chartered Association Team Officer Advisor informed of their activities at all times. This person will be your advisor/chaperone at all conferences and related DECA functions.

To Regional Chapters:

- ✓ Correspond with the assigned chapters within each area. Correspondence is a very important responsibility. All correspondence as an officer must be typed correctly, using proper letter style and correct grammar and spelling. A copy of all correspondence must be proofread by the local advisor and sent to the WV Chartered Association Advisor **BEFORE** it is sent.

To Chapter Advisor:

- ✓ Keep local chapter advisors informed of officer activities at all times.
- ✓ Do not expect or request special privileges from the chapter advisor, but do expect support and assistance in meeting officer's obligations.
- ✓ Each officer must be diligent in maintaining high academic standards in all school related assignments.

To the Board of Directors:

- ✓ The Chartered Association Officer Team will be responsible for making recommendations with regard to suggested activities to the West Virginia DECA Board of Directors.
- ✓ Semester reports will be provided to the West Virginia DECA Board of Directors, along with the Annual Business Plan, at the fall meeting with a follow-up at the spring meeting.
- ✓ Reimbursement of expenses incurred for assignments will be arranged between the Chartered Association Officer Advisor and the Chartered Association Advisor.

CHARTERED ASSOCIATION OFFICER TEAM ELECTION

- A. DECA Chartered Association Team Officers: (Elected at the WV DECA Chartered Association CDC)

Voting Delegates:

1 – 10 (members) 2 Delegates

11 – 25 3 Delegates

26 – 40 4 Delegates

Voting Delegates:

41 – 75 5 Delegates

76 - 99 6 Delegates

100+ 7 Delegates

1. President: responsible for leadership of Chartered Association Activities:
 - a. Preside over WV chartered association meetings
 - b. Develop and carry out a chartered association Annual Business Plan
 - c. Visit individual chapters and provide technical assistance
 - d. Provide leadership over chartered association-wide DECA programs
 - e. Other duties delegated by the Chartered Association Advisor or Officer Team Advisor
2. Directors: responsible for leadership of Chartered Association Activities:
 - a. Provide leadership within the region represented
 - b. Develop and carry out a chartered association Annual Business Plan
 - c. Visit individual chapters in the region
 - d. Other duties delegated by the Chartered Association Advisor or Officer Team Advisor

- B. Election Procedures for Chartered Association Officer Team

1. Two candidates from each DECA chapter may seek a position. All candidates will run for the office of "Chartered Association Officer Team Member."
2. Each candidate will:
 - a. Submit a DECA Resume to the interview panel
 - b. Be interviewed by a panel consisting of judges who may be composed of a former officer of the Chartered Association Officer Team, a coordinator from WVDE, the WV Chartered Association DECA Advisor, Chartered Association Officer Team Advisor and/or any other designated WV DECA member, and the WV DECA Administrative Assistant.
 - c. Take a test on DECA concepts
 - d. Make a 3 – 5 minute campaign speech

Emphasis for election will be based on the following percentage score:

Resume 10%	Interview 25%
Exam 15%	Speech/Voting 50%

3. The five candidates receiving the best overall rating will be the Chartered Association Officer Team. The candidate receiving the highest overall rating will become the president and the rest will assume the duties of directors.

CHARTERED ASSOCIATION OFFICER TEAM CANDIDATE EVALUATION

Candidate's Name: _____

Officer Image	Excellent	Good	Average	Poor	Total
(15 points possible)	(14-15)	(10-13)	(6-9)	(1-5)	_____
Well groomed?					
Dressed in a business-like manner?					
A good first impression?					
Stood until invited to sit down?					
Good and confident posture?					

Officer Image	Excellent	Good	Average	Poor	Total
(20 points possible)	(18-20)	(14-17)	(7-13)	(1-6)	_____
Enthusiastic?					
Positive, self-confident?					
Sincere?					
Alert and attentive?					
Sense of humor?					

Officer Image	Excellent	Good	Average	Poor	Total
(25 points possible)	(22-25)	(17-21)	(9-16)	(1-8)	_____
Organization of answers?					
Answers were concise and to the point?					
Answers seemed spontaneous (or "rehearsed")?					
Knowledge of DECA was evident?					

Officer Image	Excellent	Good	Average	Poor	Total
(25 points possible)	(22-25)	(17-21)	(9-16)	(1-8)	_____
Could handle situation logically?					
Did not get flustered or overly nervous?					
Good eye contact and gestures?					
Use of proper grammar and diction?					

Officer Image	Excellent	Good	Average	Poor	Total
(15 points possible)	(14-15)	(10-13)	(6-9)	(1-5)	_____
Candidate open-minded?					
Seemed afraid to take initiative?					
Provided plans for follow-through on goals?					
Took criticism and/or compliments?					

Interview: _____ (100 points possible)
 Test: _____ (50 points possible)
TOTAL: _____ (150 points possible)

CHARTERED ASSOCIATION OFFICER CAMPAIGN REGULATIONS

1. No campaign activities may take place prior to the first day of the Chartered Association Career Development Conference. Any violations will be considered as a reason for disqualification.
2. Candidates must be registered in DLG & pay a filing fee with CDC Registration.
3. Campaign posters, etc. – Only **one (1)** poster is permitted per candidate. The poster must be displayed **only on the easel provided and in the candidate's assigned campaign space**. Campaign materials may not be moved, relocated, or displayed outside of the designated area, including on hotel walls, doors, hallways, or any other hotel property.
4. Demonstrations – Campaign demonstrations will be restricted to the campaign area and must be in an orderly and nondisruptive manner.

ANY VIOLATIONS WILL BE REVIEWED BY THE CHARTERED ASSOCIATION ADVISOR AND THE CHARTERED ASSOCIATION OFFICER ADVISOR AND MAY RESULT IN DISQUALIFICATION.

CHARTERED ASSOCIATION OFFICER TEAM REQUIRED ACTIVITIES

In addition to a list of individual assignments which the WV Chartered Association Advisor will provide, there are six major activities in which all Chartered Association Officers must participate.

Activity #1 Officers' Training Session

The newly-elected officers must participate in the designated officers' training session schedule in the summer. The site will be selected upon the recommendation of the WV Chartered Association Advisor and/or Chartered Association Officer Team Advisor. The site selected may include a National DECA sponsored site or a site in West Virginia. Any officer unable to participate in this activity must provide justification in writing to the West Virginia DECA Chartered Association Advisor and Chartered Association Officer Advisor, who will decide if the officer will be allowed to fulfill his/her term of office.

Activity #2 Chartered Association Officer Team Meetings

Each officer must attend officer meetings. These will usually take place at the same time and location as WV DECA Board of Director's meetings. A letter of resignation to the West Virginia DECA Chartered Association Advisor and Chartered Association Officer Advisor will be expected on the second missed unexcused meeting.

Activity #3 West Virginia Leadership Conference (WVLC)

Your first formal appearance to the chartered association delegation will be at the West Virginia Leadership Conference. This conference will provide members throughout the state with an opportunity to learn more about DECA, prepare for competition and gain leadership skills. The conference is usually held during October or January. Chartered Association Officers are expected to arrive one day early in order to assist with conference arrangements and preparations. The chartered officer team will present at least one workshop during this conference. Any officer unable to participate in this activity must provide justification in writing to the West Virginia DECA Chartered Association Advisor and Chartered Association Officer Advisor, who will decide if the officer will be allowed to fulfill his/her term of office.

Activity #4 The Ultimate DECA Power Trip

The Ultimate DECA Power Trip is held during November in various cities throughout the United States. The Chartered Association Team Officers will serve as official representatives of West Virginia DECA at this conference. The primary responsibility of the Chartered Association Officer Team will be to present a workshop during the conference and to participate in additional officer training. Any officer unable to participate in this activity must provide justification in writing to the WV DECA Chartered Association Advisor and Chartered Association Officer Advisor, who will decide if the officer will be allowed to fulfill his/her term of office.

Activity #5 Chartered Association Career Development Conference (CDC)

The West Virginia DECA Chartered Association Career Development Conference is conducted each March. This conference is the highlight of the DECA year and the Chartered Association

Officer Team and potential officer team plays a major role in planning and coordinating various aspects of the conference. Chartered Association Officers will usually arrive one to two days early to assist with conference arrangements. Any officer unable to participate in this activity must provide justification in writing to the West Virginia DECA Chartered Association Advisor and Chartered Association Officer Advisor, who will decide if the officer will be allowed to fulfill his/her term of office.

Activity #6 International Career Development Conference (ICDC)

The final major activity which is not required, but highly recommended, is the International Career Development Conference. At the end of each officer's term he/she will be given the opportunity to represent West Virginia DECA at the International Career Development Conference. This conference is held in various cities throughout the United States.

OTHER RELEVANT INFORMATION

Appearance is an important part of the Chartered Association Officer Team's responsibilities. When on assignment, officers will wear the official West Virginia DECA attire which will be designated by the WV Chartered Association Advisor. Officers are constantly in the spotlight; therefore, appearance should always be flawless. Use good taste when coordinating outfits to accompany your DECA blazer, especially in color coordination.

Transportation will be provided by the local chapter advisor, parents/guardian or other teacher.

The West Virginia DECA Chartered Association Advisor and Chartered Association Officer Advisor understands that conflicts may arise in your schedule which could prevent you from attending an important DECA activity. You may present your circumstance in writing to the WV DECA Chartered Association Advisor and Chartered Association Officer Advisor as soon as conflicts are realized. The Chartered Association Advisor and Chartered Association Officer Advisor will decide what action is warranted.

CHARTERED ASSOCIATION OFFICER TEAM

ASSIGNMENTS/RESPONSIBILITIES

Assignment #1 Officers' Training Session

- ✓ The summer officers' training session will take place either at the Officer Institute sponsored by National DECA or at a site in West Virginia. Any officer who is unable to participate in this activity must provide justification in writing to the WV DECA Chartered Association Advisor and Chartered Association Officer Advisor, who will decide if the officer will be allowed to fulfill his/her term of office.

Time Frame: Two-three days/One week depending on the site

Assignment #2 Goals and Objectives

- ✓ The officer, with the assistance of the WV Chartered Association Officer Advisor and the Advisor, will prepare a list of the goals and objectives which will be used to develop an Annual Business Plan for the chartered association.

Time Frame: To be completed at the Officers' Training Session

Assignment #3 Written Correspondence

- ✓ All written correspondence must be typewritten on official DECA stationary. The DECA President will be responsible for sending a copy of all correspondence to the WV Chartered Association Officer Advisor **before** submitting the information to any chapter.
 - *Officer Bios*
Individually, officers will compose a personal bio that will be compiled into one overall letter of introduction to be mailed to each chapter, CTE Administrator and/or principal within your assigned region. Along with officers' bios, the letter will provide an update on your summer DECA activities, an update on upcoming activities and highlight the upcoming Fall Leadership Conference. You will extend an invitation for him/her to become involved in any local or chartered association DECA activities.

Officers' bios will also be posted online at www.wcdeca.org and letters will be mailed.

Time Frame: To be completed at the Officer's Training Session and bios submitted to Chartered Association Officer Advisor by September 15. Officers should mail letters by September 15.

- *Thank You Letters*
Thank you letters are to be mailed frequently to acknowledge your appreciation for activities which are beneficial to you, WV DECA, or your local chapter.

Time Frame: To be completed as necessary

Assignment #4 Online Correspondence

- ✓ Chartered Association Officers are responsible for specific online contributions:

- *Regional Updates*
All online regional updates developed for the WV DECA website will be developed as a team and/or by a designed officer. These updates will be approved by the WV Chartered Association Officer Advisor.

- Update #1 will summarize the success of West Virginia Leadership Conference and highlight the upcoming The Ultimate DECA Power Trip.

Time Frame: To be online within two (2) weeks of the conclusion of the West Virginia Leadership Conference and submitted.

- Update #2 will summarize the success of The Ultimate DECA Power Trip and encourage participation at the Chartered Association Career Development Conference.

Time Frame: To be online within two (2) weeks of the conclusion of The Ultimate DECA Power Trip and submitted.

- Update #3 will highlight the Chartered Association Career Development Conference and encourage winners to prepare for ICDC.

Time Frame: To be online within two (2) weeks of the conclusion of the Chartered Association Career Development Conference and submitted.

- ✓ Each officer will prepare and submit at least two (2) additional articles for the WV DECA website.

Time Frame: Timeline will be designated during the Chartered Association Officer Training

Assignment #5 Presentations to the WV DECA Board of Directors

- ✓ Reports
 - Prepare and present a report outlining your Annual Business Plan at the fall WV DECA Board of Directors Meeting and a follow-up to the Annual Business Plan will be presented at the spring meeting.

Time Frame: To be presented at the fall and spring WV DECA Board of Directors meeting

Assignment #6 Speaking Engagements

- ✓ Each officer will prepare and present a minimum of two (2) speaking engagements to various organizations (Lions Club, Rotary, Chamber of Commerce, etc.) within his/her community (can be same topic and/or speech).

Time Frame: First engagement completed by December 31; Second engagement completed by April 30

Assignment #7 West Virginia Leadership Conference (WVLC)

- ✓ Assist in the planning/coordinating of the WV DECA West Virginia Leadership Conference. Major responsibilities will include the development of a theme, opening/closing sessions, mixers, workshop presentations, teamwork activities, social activity and with any other responsibilities as assigned.

Time Frame: To be completed in the 2 months preceding the conference

Assignment #8 The Ultimate DECA Power Trip

- ✓ Represent WV DECA at The Ultimate DECA Power Trip by presenting a workshop and assisting with any nightly chartered association meetings.

Time Frame: To be completed in November

Assignment #9 Chartered Association Career Development Conference (CDC)

- ✓ Assist in the planning/coordinating of the Chartered Association Career Development Conference. Major responsibilities will include: opening/closing sessions, assisting in the election of new officers, assisting the Chartered Association Officer Advisor in setting up materials/decorations for the conference, planning and executing the social event, preparing and delivering a farewell speech and with any other responsibilities as assigned.

Time Frame: To be completed in March

Assignment #10 International Career Development Conference (ICDC)

- ✓ Represent WV DECA at the International Career Development Conference. In addition to competing in DECA's competitive events, major responsibilities will include: serving as a voting delegate, assisting with any chartered association meetings and with any other responsibilities as assigned.

Time Frame: To be completed in April or May

Assignment #11 Chartered Association Officer Team Meetings

- ✓ To be scheduled as needed and usually take place at the same time and location as the WV DECA Board of Director's meetings, virtually or in person at other times as needed.

CHARTERED ASSOCIATION OFFICER TEAM ADVISOR RESPONSIBILITIES

1. Provide activities that will assist the Chartered Association Officer Team in acquiring the skills necessary in order to perform duties as a team.
2. Select apparel for the Chartered Association Officer Team.
3. Supervise the Chartered Association Officer Team's activities.
4. Provide the Chartered Association Officer Team, their classroom advisor and the WV Chartered Association Advisor with all information concerning the team's activities, plans, etc.
5. Make arrangements, accompany and attend the Summer Officers' Training Session with the Chartered Association Officer Team. (Institute site will be selected by the WV Chartered Association Advisor)
6. Develop the Chartered Association Officer Team's Annual Business Plan for the year's activities to be submitted to the WV Chartered Association Advisor and the DECA Board of Directors before the Fall Leadership Conference.
7. Attend the West Virginia Leadership Conference and supervise the Chartered Association Officer Team in the preparation of the conference theme, social activity, opening, evening activity, workshop and other general sessions.
8. Attend the Chartered Association Career Development Conference and supervise the Chartered Association Officer Team in the preparation and completion of their assigned duties.
9. Maintain a team environment conducive to effective teamwork.
10. Resolve conflicts and take appropriate action when a Chartered Association Officer member exhibits inappropriate behavior.
11. Mentor the Assistant Chartered Association Officer Advisor (if one is designated) in all activities, insuring the new advisor is familiar with all information necessary

ASSISTANT CHARTERED ASSOCIATION OFFICER TEAM ADVISOR RESPONSIBILITIES

1. Support the Chartered Association Officer Team in all activities.
2. Attend all Chartered Association Officer Team meetings.
3. Secure materials necessary for activities as requested by the Chartered Association Officer Team.
4. Assist in supplying information for the WV DECA website.
5. Attend the International Career Development Conference, if the Chartered Association Officer Advisor is unable to attend, and be responsible for both Chartered Association Officer Teams, if new team decides to attend the conference. WV DECA will cover the cost of attending this conference as the Chartered Association Officer Team Advisor.
6. Conduct chartered association officer election session, tabulate results and submit names of new Chartered Association Officer Team to tabulation coordinator.
7. Assist Chartered Association Officer Advisor and Chartered Association Officer Team in the preparation of Fall Leadership Conference, Chartered Association Career Development Conference, The Ultimate DECA Power Trip and the International Career Development Conference.
8. Assume responsibilities of Chartered Association Officer Team advisor in his/her absence.