

**Chartered  
Association  
Officer  
Team**

## MESSAGE FROM THE WV CHARTERED ASSOCIATION ADVISOR

TO: All Chartered Association Officer Team Candidates

FROM: Adam Fezell  
WV Chartered Association Advisor

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

Congratulations on your decision to enter the race to become a member of the WV 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 one of the five 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.
4. Given our unconditional support for the candidacy of this applicant.

\_\_\_\_\_  
(Parent/Guardian) (Date)

\_\_\_\_\_  
(Chapter Advisor) (Date)

\_\_\_\_\_  
(School Official) (Date)

\_\_\_\_\_  
(Student) (Date)

## 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.
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 DECA Board. 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 may organize a campaign booth for which space will be provided at the Chartered Association Career Development Conference. Please try to limit the amount of money that is spent on your campaign. It is the quality of the candidate that matters most, not the amount of money spent.

### 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 three-four judges composed of a current officer of the Chartered Association Officer Team, a DECA Board member, the WV Chartered Association DECA Advisor, Chartered Association Officer Team Advisor or any other designated WV DECA member. 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 the following apparel:**

**For Girls:** One skirt, one pair of dress slacks, one blouse, one pair of dress shoes, one t-shirt and accessories.

**For Boys:** One pair of dress slacks, one shirt, one tie, one pair of dress shoes and one t-shirt.

**A semester expense report must be submitted for reimbursements of phone calls, postage, etc. The president will receive \$100 per year and each director will receive \$50 per year.**

## 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 may involve providing transportation and 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 minor financial assistance such as instate travel and other small, 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. He/she also must act as the voice of DECA to those not familiar with the organization.

## DESCRIPTION OF A CHARTERED ASSOCIATION OFFICER

An officer is a dedicated and enthusiastic individual with motivation and integrity to represent that in which he/she believes. As a flexible member of the team, he/she accepts his/her 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 he/she projects in appearance, speaking, manners **and in attitude**.
- ✓ The officer is charged with the responsibility of projecting himself/herself as a professional student leader at all times.
- ✓ The officer is charged with the responsibility of exhibiting enthusiasm whenever he/she speaks officially for DECA.
- ✓ The officer 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 or a Career and Work Skills Training program and as such should be considered as any other educational activity.
- ✓ Due to its co-curricular nature, DECA will 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 **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.

### 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 September meeting with a follow-up at the February meeting.
- ✓ Reimbursement of expenses incurred for assignments will be arranged between the Board of Directors 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 – 25 (members) | 1 Vote  |
| 26 – 50          | 2 Votes |
| 51 – 75          | 3 Votes |

#### Voting Delegates:

|          |         |
|----------|---------|
| 76 – 100 | 4 votes |
| Over 100 | 5 votes |

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 the WV Chartered Association Advisor, DECA Chapter Advisor, a current officer of the Chartered Association Officer Team, a DECA Board member, Chartered Association Officer Team Advisor, or any other designated WV DECA member.
  - 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: \_\_\_\_\_

| <b>Officer Image</b>               | <b>Excellent</b> | <b>Good</b> | <b>Average</b> | <b>Poor</b> | <b>Total</b> |
|------------------------------------|------------------|-------------|----------------|-------------|--------------|
| (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?        |                  |             |                |             |              |

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

| <b>Officer Image</b>                         | <b>Excellent</b> | <b>Good</b> | <b>Average</b> | <b>Poor</b> | <b>Total</b> |
|--|------------------|-------------|----------------|-------------|--------------|
| (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?               |                  |             |                |             |              |

| <b>Officer Image</b>                     | <b>Excellent</b> | <b>Good</b> | <b>Average</b> | <b>Poor</b> | <b>Total</b> |
|--|------------------|-------------|----------------|-------------|--------------|
| (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?       |                  |             |                |             |              |

| <b>Officer Image</b>                        | <b>Excellent</b> | <b>Good</b> | <b>Average</b> | <b>Poor</b> | <b>Total</b> |
|---|------------------|-------------|----------------|-------------|--------------|
| (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. Campaigns booths – Each candidate requesting space for a campaign booth will be allocated space within the campaign hall.
3. Candidates must pay a filing fee.
4. Campaign posters, etc. – No posters or campaign materials will be displayed outside the campaign area or on the walls, doors, etc. of the hotel.
5. Demonstrations – Campaign demonstrations will be restricted to the campaign area and must be in an orderly and nondisruptive manner.
6. If space is not available for campaign booths, a joint campaign election session will be held.

**VIOLATORS WILL BE DISQUALIFIED!!!**

## **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. 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/CVE Board of Directors, 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/CVE Board of Director's meetings. A letter of resignation to the West Virginia DECA/CVE Board of Directors will be expected on the second missed meeting.

### **Activity #3 Fall Leadership Conference**

Your first formal appearance to the chartered association delegation will be at the Fall Leadership Conference. This conference will provide members throughout the state with an opportunity to learn more about DECA and leadership ability. The conference is usually held during September or October. Chartered Association Officers are expected to arrive one day early in order to assist with conference arrangements and preparations. Any officer unable to participate in this activity must provide justification in writing to the West Virginia DECA/CVE Board of Directors, 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 North Atlantic Region. 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/CVE Board of Directors, 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 during February or March of each year. This conference is the highlight of the DECA year and the Chartered Association Officer Team plays a major role in planning and coordinating various aspects of the conference. Chartered Association Officers will arrive 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/CVE Board of Directors, 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/CVE Board of Directors 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/CVE Board President 30 days prior to the activity for review by the Board of Directors. The Board of Directors will decide what action is warranted.**

## CHARTERED ASSOCIATION OFFICER TEAM ASSIGNMENTS/RESPONSIBILITIES

### Assignment #1 Officers' Training Session

- ✓ The 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/CVE Board of Directors, 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 Advisor and the Officer 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 Association 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.wvdeca.com](http://www.wvdeca.com).

**Time Frame:** To be completed at the Officer's Training Session and mailed 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 Advisor.

- Update #1 will summarize the success of Fall 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 Fall Leadership Conference

- 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

- 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

- ✓ 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/CVE Board of Directors

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

**Time Frame:** To be presented at the September and February WV DECA/CVE 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 her/his community (can be same topic and/or speech).

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

## Assignment #7 Fall Leadership Conference (FLC)

- ✓ Assist in the planning/coordinating of the WV DECA Fall 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 September/October

## 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, preparing and delivering a farewell speech and with any other responsibilities as assigned.

**Time Frame:** To be completed in February or 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/CVE Board of Director's meetings.