

**Regional Chairperson
Regional President and Officer Team
Expectations and Responsibilities**

Congratulations in your positions of Regional Chairperson and Regional Officer Team. This will be an important and rewarding experience for all of you. As the DECA Regional Conference and/or the Regional Fall Workshop are the only DECA conferences that many members get the chance to attend, it is very important that you provide a good experience for them. As each Region is a little different, you will be working closely with your Regional Coordinator to provide those experiences for the chapter members in your Region.

Overview of Expectations and responsibilities

- **Be an ambassador for DECA in your Region and for your State at all times.** (Regional Chair and all Regional officers)
- Work with your Regional Coordinator to send out a welcome back and any necessary updates for the new school year. (August-Regional Chair and President)
- Work with Regional Coordinator to coordinate and submit registration for the Regional Officer Team to attend the Kentucky Fall Leadership Conference. (August-September-Regional Chair)
- Attend Kentucky Fall Leadership Conference (ROC)and create your Region’s Program of Work. (September-Regional Chair and All Regional Officers)
- Work with Regional Coordinator to plan and attend the Regional Fall Workshop for your Region(All Officers)
- Work with Regional Coordinator to plan and prepare for Regional Career Development Conference. (September through February-Regional Chair and All Regional Officers)

The following duties should be agreed upon and be distributed among the officers based on their strengths and knowledge no later than the completion of the Kentucky Fall Leadership Conference or a Fall Planning Meeting (To be determined by your Coordinator and Chairperson)

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|---|--|
| • Theme interpretation | Stage decoration and set up |
| • Script updates and assignment of speaking parts | Officer pictures |
| • Officer introductions | Program cover design(if applicable) |
| • Music (if applicable) | Regional Activity pictures |
| • Power Point (if applicable) | Clothing for stage appearance/Officer pins |

Regional Chairperson, Regional President and Officer Team Expectations and Responsibilities

- Chapter receipts(VP Finance)
- Stuff Chapter packets for registration(All Officers)
- Any other duties deemed necessary for the Regional Conference’s success (All Officers)
- Attend your Region’s Career Development Conference (Regional Chairperson and All Regional Officers)
- Presentation of your Region’s activities and accomplishment for KY DECA Career Development Conference in March. (Regional President)
- **Attend Executive Council Meetings in Louisville- July/January(Regional Chair and Regional President)
- **Attend KY DECA Career Development Conference practice and preparation Friday through Sunday AM prior to the beginning of the Conference. (March-Regional President,-Optional for Regional Chairperson)
- Attend KY DECA Career Development Conference (All Officers)

** Room expense is covered at one-half the double occupancy rate for advisors and for Regional Presidents who stay with their Regional Officer Team or State Officer Team. Additional travel expense may also be covered for Regional Chairperson if not covered by their school.

I agree to accept the stated responsibilities and will do my best to fulfill the duties expected of me. In the event I do not fulfill those duties I realize I may have to relinquish my position with the Region.

Name

Position

Date

DECA--Officer Candidate Application

Region: _____

Directions:

- Please type all information
- Application and signed Responsibilities sheet are due by January 16
- Email all documents as an attachment to: Jayne.Harris@ky-deca.org
- You can type directly on this form.

Name (For Ballot & Name Tag) _____

REGIONAL OFFICES: President / Vice-President Membership/ VP Communications / VP Finance / VP Public Relations/Optional: VP Records

Office Sought _____

Any Previous office held _____ Grade Level _____

What office, other than the one indicated above, would you be willing to accept?

Office: VP of _____

Office: VP of _____

Cell Phone _____ Email _____

Chapter: _____ School Phone _____

Advisor: _____ Email: _____

Parent or Guardian _____

Home Address _____ City _____

Zip _____ Phone: _____

PLEASE READ: Your Failure to Attend Required Meetings May Result in Loss of Office.

By submitting this application, I agree that if elected, I will attend the State Career Development Conference, State DECA Fall Workshop in Sept. or Oct., Regional Fall Workshop and Regional Career Development Conference and Officer Planning Meetings. Failure to attend could result in forfeiture of my office. Candidate for the office of President, is also to attend all Executive Council meetings called by the State DECA Advisor in preparation for the State Career Development Conference. If unable to attend, a VP who can attend will be chosen to represent Region at the State Career Development Conference.

Please accept this application as my candidacy for this Regional DECA Office. If elected to this office, I will attend all related meetings called by the State DECA Advisor, Regional Chairperson, or Conference Coordinator as indicated above. I understand that failure to attend these meetings may result in forfeiture of my office.

PLEASE READ AND TYPE IN: (submission as email attachment will count as signatures)

Applicant _____ // Date _____ // Parent _____ // Advisor _____