



**SECTION 14 – STATE OFFICER TEAM  
ADVISER**

# **COLORADO FCCLA 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 Family & Consumer Sciences 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 FCCLA State Adviser.
- D. To attend all meetings of:
  - 1. State Association Executive Council
  - 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. Others as designated by the FCCLA State Adviser
- 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.
- G. To work one-on-one with the individual officers and develop at the same time a total team atmosphere.
- H. To serve as a friend, motivator, adviser, and role model to the State Officer Team.
- I. To assist State Officers in preparing and submitting expense accounts/state reports and collect all required paper work.
- J. To be aware of and willing to devote the extra days required to fulfill the duties of this office.
- K. 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. One of the advisers must be 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 FCCLA State Adviser's discretion according to application and interview.

## **RECOMMENDED QUALIFICATION OF CANDIDATE FOR STATE OFFICER TEAM ADVISER**

- A. A member of a Family & Consumer Sciences professional organization.

- B. Successfully completed three years teaching in an approved CTE 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 FCCLA State Adviser 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

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Cell No.: \_\_\_\_\_  
City State Zip

Work Address: \_\_\_\_\_

\_\_\_\_\_ Work No.: \_\_\_\_\_  
City State Zip

School District/Institution: \_\_\_\_\_

Email Address: \_\_\_\_\_

Teaching FACS Experience: \_\_\_\_\_ (years) FCCLA Adviser Experience: \_\_\_\_\_ (years)

Years Experience as a District Consultant: \_\_\_\_\_ CATFACS Member: \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Local Administrator Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*