

NATIONAL OFFICER CANDIDATE SELECTION PROCESS IN MONTANA

Montana is eligible to nominate two national officer candidates annually. Candidates may be affiliated as a comprehensive or occupational member of FCCLA.

Qualifications

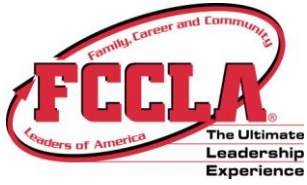
The qualifications for a national officer candidate are:

- a. Candidates must have an unweighted cumulative 3.0 GPA for the previous 3 semesters;
- b. Active participation in FCCLA on local, district and state levels;
- c. Contribution to family and consumer sciences education program;
- d. Participation in school and community activities;
- e. Job experience;
- f. Personal qualities;
- g. Recommendations by chapter, advisor, administrator and state association;
- h. Junior class standing, preferably.

Procedures

1. The current FCCLA State Adviser will serve as coordinator for the national officer candidate selection process at the state conference.
2. A written test will be required of all national officer candidates. Applicants must score at least 80% on the test to be eligible to advance to the interview. Candidates are urged to use all FCCLA resource materials that have been distributed to advisers to prepare for the test.
3. The written test will be given the first afternoon of the state conference.
4. Three to five judges will interview all national officer candidates who advance to this stage of the process.
5. In preparing for the interview, candidates should expect questions on personal future goals, personal leadership qualities, importance of career and technical education, the role of a national officer, and application of FCCLA programs. Candidates are expected to apply themselves to different situations that require application of FCCLA facts, programs and processes.
6. During the interview, candidates will give a speech up to three minutes in length on a topic provided in advance by the coordinator.
7. Applicants must score an average of at least 80% on the national officer candidate evaluation form to qualify as one of the two Montana National Officer Candidates. Should no candidate or only one candidate qualify with the minimum 80% score, the final determination of an eligible candidate will be left to the discretion of the state adviser.
8. Candidates will not receive their evaluation sheets; however, the coordinator will send a letter to each candidate summarizing candidate selection.

NATIONAL OFFICER CANDIDATE EVALUATION



Candidate: _____

Chapter: _____

Evaluation Criteria	Points Possible	Judge's Score	Comments
1. Application	(30 pts)		
<ul style="list-style-type: none"> Complete, informative, neat 	5		
<ul style="list-style-type: none"> Contributions to FCCLA and Family and Consumer Sciences Education at local, district and/or state level 	15		
<ul style="list-style-type: none"> Participation in school and community activities 	5		
<ul style="list-style-type: none"> Above average scholastic rating 	5		
2. Appearance	(5 pts)		
<ul style="list-style-type: none"> Business attire, well-groomed, good posture 	5		
3. Verbal/Nonverbal Communication	(25 pts)		
<ul style="list-style-type: none"> Eye contact, poise, body language 	10		
<ul style="list-style-type: none"> Clarity of expression, ability to express ideas, grammar 	15		
4. Personal Qualifications	(40 pts)		
<ul style="list-style-type: none"> Knowledge of organization from written test 	10		
<ul style="list-style-type: none"> Response to oral interview questions 	25		
<ul style="list-style-type: none"> Creative, confident, mature, responsible, enthusiastic 	5		
Total	100		

FCCLA National Officer Application Checklist

(Include this checklist as a cover page when submitting your application)

Name: _____

Chapter: _____

Please include the following required forms:

- FCCLA National Officer Candidate Application (*page 4 & 5*)
- FCCLA National Officer Candidate/State Officer Agreement (*page 6*)
- Tentative Schedule of Required Meetings for State Officers (*page 7*)

Please include/attach the following documentation:

- Current Membership Affiliation
- Official High School Transcript
 - To be eligible to run for national office, candidates must have an unweighted cumulative grade point average of 3.0 for the previous 3 semesters.
- Narrative Description
 - On a separate piece of paper, provide a narrative description, which does not exceed 160 words, indicating what qualifies you as a national officer candidate.
- 2 Letters of Recommendation
 - Two (2) letters of recommendation from an employer, school official, clergyman, etc. (Preferably not from your FCCLA Adviser).

NATIONAL OFFICER CANDIDATE APPLICATION – MONTANA

Candidate's Name		Parents/Guardians Names	
Home Mailing Address	City, State, Zip		Home Phone
School Name	School Mailing Address	City, State, Zip	School Phone
Adviser's Name	Comprehensive or Occupational		Principal

1. List Family and Consumer Sciences courses(s) and grade level when taken or Family and Consumer Sciences Occupational related courses, grade level when taken, and area of occupational training (food service, clothing, childcare, etc.) Please list the course titles as they appear on your transcript.

2. Activities—Summarize in space allowed: DO NOT EXCEED TWO PAGES.

Years in FCCLA _____

Activities

Leadership Position

FCCLA Chapter _____

District _____

State _____

School _____

Community _____



FCCLA National Officer Candidate/State Officer Agreement

If selected as Montana’s National Officer Candidate, I will assume the additional duties of State Officer outlined in the Constitution of the Montana Association of Family, Career and Community Leaders of America and fulfill the following expectations.

A National Officer Candidate assumes the additional responsibilities of a State Officer. State Officers represent all members of the State Association and are looked to by members as an example and a leader. Applicants for National Officer Candidate/State Officer should consider each of the following statements carefully before signing the application, as this is a **CONDITIONAL PRIVILEGE**. We recognize that the privilege can be withdrawn by the State Advisory Board in their discretion, at any time. The privilege is conditional depending upon officer suitability to participate as determined solely by the State Advisory Board.

To be considered a National Officer Candidate for Montana, this application **must** accompany the Montana NOC application. By signing this agreement, I will:

1. Commit to serve the Association by role modeling professional and responsible behavior at all times.
2. Conscientiously serve the Association and assist and encourage FCCLA members and chapters to take an active part in the organization, school and community.
3. Set an example for members of the State Association as a good student, courteous person and a responsible citizen.
4. Represent the State Association credibly at meetings, banquets and other gatherings when asked to do so speaking clearly, concisely and enthusiastically using proper grammar at all times.
5. Thoroughly familiarize myself with the constitution and policies of the organization, parliamentary procedure, and the total Family and Consumer Sciences Education program.
6. Strive to maintain a good working relationship between FCCLA and the public.
7. Attend all FCCLA State Executive Council meetings including the National FCCLA Leadership Conference. (I will be responsible for expenses which could amount to as much as \$1,500.00 for the National Leadership Conference. Candidate and/or chapter should be fully committed to paying the total sum when candidate runs for office.)
8. Strive to improve my leadership ability and give as much time as required to carry out my duties as a state officer during the term.
9. Make regular appointments to confer with my local chapter adviser to maintain communication regarding district and state-level matters.
10. In addition, I understand that any action detrimental to the FCCLA image will not be tolerated and may result in disciplinary action by the FCCLA State Advisory Board up to and including dismissal from the organization.

I realize that if I plan to take an early graduation option, I will forfeit my duties as State Officer. By signing below, I recognize that I am committing myself to the responsibilities above.

_____ Date _____
Signature of Applicant

VERIFICATION:

We have reviewed the application for FCCLA National Officer Candidate/State Officer. If elected, the applicant will have our cooperation in carrying out the responsibilities of the office to the best of his/her ability.

Parent/Guardian _____ Date _____

Local Adviser _____ Date _____

Administrator _____ Date _____

Tentative Schedule of Required Meetings for 2012-2013 FCCLA State Officers

(If you are selected National Officer Candidate, you are also assuming the role of FCCLA State Officer At-Large.)

It is your obligation to inform your adviser, parent(s) and school administrator(s) of the following dates. In order for you to be a contributing member of the State Officer Team, your presence at each of these meetings/events is essential. Your mileage (at \$.25/mile) and/or other expenses (lodging, meals) will be paid based upon the correspondence you receive from the State Adviser prior to the event. You can anticipate the Montana Association of FCCLA to help with expenses (mileage, meals and camp fees) at the summer Leadership Camp Training, the August meeting (mileage, motel and meals) and the Governor's Meeting (mileage, motel and meals). If you do not attend a meeting/event listed, your reimbursement for the following meeting is not provided. No reimbursement will be made to any state officer until required paperwork has been completed and submitted to the state adviser.

1. 2012 FCCLA State Leadership Conference, March 25-27, 2012, Billings.
2. FCCLA State Officer Leadership Camp, June 1-3, 2012, Bigfork.
3. FCCLA National Leadership Conference, July 8-12, 2012, Orlando, FL. It is the responsibility of the adviser, if they cannot attend this meeting, to find a suitable chaperone from their school/community for the State Officer. If the adviser looks to another adviser to fulfill their role, it becomes the responsibility of the school district that has no adviser or chaperone attending to pay the hotel expenses of the adviser who will be chaperoning.
4. State Executive Council Meeting, August 2012, Helena.
5. Governor's Meeting with CTSO State Officers, tentatively January 2013, Helena. Advisers should plan to attend this meeting.
6. 2013 FCCLA State Leadership Conference, March 24-26, 2013, Billings. Officers arrive Friday night prior to the Sunday-Tuesday meeting. Two or three advisors should plan to come early, but not all state officer advisors need to arrive at the meeting site as early as the state officers are needed.
7. Officer uniform expense is paid by the student unless arrangements are made with chapter.

If you know at this time that you will NOT be able to attend one or more of the above meetings, you should seriously consider NOT RUNNING for the National Officer Candidate/State Officer position.

I, (the candidate), have read the anticipated meeting times/dates for the 2012-2013 FCCLA State Officers. If selected, I will commit my time to fulfilling the responsibilities of that office by attending these meetings. We, the Candidate's Adviser, Parent, and Administrator, will support the Candidate's attendance at these anticipated meetings.

_____ Signature of Candidate	_____ Date
_____ Signature of Candidate's Adviser	_____ Date
_____ Signature of Candidate's Parent	_____ Date
_____ Signature of Candidate's School Administrator	_____ Date

Copy this form for parents and school administration.