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**BE A LEADER…BECOME AN OFFICER!**

# CHAPTER PRESIDENT

Two presidents will be chosen for the DECA chapter. His/her responsibilities will include the following:

1. Organize and type an agenda for monthly meetings. (You may need to have Officer Meetings as well)

2. Motivate and lead all DECA members in getting involved through DECA’s Competitive Events.

3. Set a good example at all times. Be a team-player.

4. Plan and run all events in the chapter throughout the school year.

5. Attend all DECA events involving our chapter.

6. Oversee all fund raising activities involving our chapter.

7. Motivate all officers to strive to their highest potential.

8. School Store management

Devise a way to distribute and collect Mystery Shopper Surveys

Research and recommend school store offerings/display ideas

9. Meets with Advisory Members to discuss updates and partnership opportunities

10. In charge of Membership Recruitment Board (Fall Rally Competition)

11. Coordinate Community Service Events

# VICE PRESIDENT

One executive vice-president will be chosen for the DECA chapter. His/her responsibilities will include the following:

1. Director of Public Relations
   1. Update Website
   2. Create Newsletter, flyers, videos.
   3. Connect with ALL MCS social media outlets
   4. Make announcements when needed

2. Speak to students throughout our chapter about the competitive events offered in DECA.

3. Work closely with the Chapter President on all aspects of our chapter.

4. Work closely with the Chapter President on running all fund raising activities within our chapter.

5. Help recruit members to attend the Fall Leadership Conference.

6. Assist with the Presidents with the Recruitment Board

# TREASURER

One treasurer will be chosen for the DECA chapter. His/her responsibilities will include the following:

1. Be responsible for collecting money for all DECA related fundraisers.

2. Be trustworthy and honest in all activities involving our chapter and financing.

3. Announce total funds collected from an event at club meetings

# SECRETARY

One secretary will be chosen for the DECA chapter. His/her responsibilities will include the following:

1. Take detailed notes during our officer/chapter meetings.

2. Participate in collecting forms for upcoming conferences.

# HISTORIAN

One historian will be chosen for the DECA chapter. His/her responsibilities will include the following:

1. Take pictures of all guest speakers and special events in DECA.

2. Must attend events/conferences to take pictures/video for documentation and publicity purposes.

3. Must compile a scrapbook of all events that took place throughout the year

**Mandatory Officer Events**

* Fall Leadership Conference
* Region/State Competition
* DECA Meetings
* Devil Tank
* Homecoming Parade (if applicable)