STATE EXECUTIVE COUNCIL / ADVISER HANDBOOK 2026-2027

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Running for State Office

Congratulations on pursuing the challenge of running for state office! Being a state officer candidate is an accomplishment in itself and a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you are elected or not, you've accomplished a great deal. Be yourself and do your very best. If you feel good about what you've done, that's success that can't be measured by titles, certificates or medals.

Get Ready!

Before you jump in with both feet, there are a few things you need to consider. Being a state officer involves a tremendous time commitment and responsibility to the organization. As a state officer, you will have the responsibility for more than 5,500 other members of the state association. Arizona FCCLA must be your top priority for the entire year. There will be times when other activities and interests may conflict with FCCLA, and you will have to miss that special game or important performance. It is sometimes a sacrifice, but if you ask any past state officer, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating your commitments for the coming year that FCCLA must be your first priority.

- Read as much about Arizona FCCLA and National FCCLA as possible, including this
 entire handbook. Other important resources to review include, www.azfccla.org,
 www.fcclainc.org, and any documents on these websites.
- Contact a past state officer for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead.
- Before the election process, sit down with your school administrators, chapter adviser, and parents to discuss the commitments and activities of state officers. It is important to have their support from the beginning.
- Make sure you are committed! Once you begin the election process, a decision to drop
 out or not accept an office would affect many people, including several that you do not
 even know yet. Be sure that you are ready for the responsibility of a State Executive
 Council member and that all your supporters are also committed to your success as
 both a candidate and an officer.
- If you are elected as a state officer, you will be required to relinquish all other offices that you might hold in FCCLA and other CTSOs. However, you are encouraged to serve in your chapter as a resource, liaison, and link between the local and state levels.
- Ask your adviser or family to help you practice thinking quickly, answering questions, and expressing your thoughts and ideas effectively.
- Check your wardrobe and grooming. A neat, professional appearance is important.
- Practice, practice, and ask questions.

Get Set!

During and following the election process, you will work with the 2026–2027 State Executive Council, other candidates, and voting delegates. Your responsibilities will be varied. As soon as you arrive in Tucson, AZ, you will hit the ground running!

Qualifications

State Executive Council members shall have the following qualifications:

- currently an active member in an affiliated chapter;
- a minimum of one year of comprehensive or occupational Family and Consumer Sciences classes.
- approval of your local chapter.

Nomination, Election and Responsibilities

A list of the State Officer Candidates will be made available to the Arizona FCCLA delegation prior to the start of the State Leadership Conference.

Campaigning

State Officer Candidates and / or their supporter(s) may openly share their candidacy for state officer. However, candidates may not address their qualifications verbally or in writing outside of official election processes. State Officer Candidates may not address the qualifications of other candidates. Candidates may not say to "vote" for them; both verbally or in writing.

Distribution of Paraphernalia

State Officer Candidates and / or their supporter(s) must not purchase, create, or distribute any physical paraphernalia supporting the candidate, including but not limited to: business cards, brochures, posters, etc.

Use of Electronic Devices

State Officer Candidates are prohibited from using electronic devices during State Officer Candidate election sessions. Voting delegates are prohibited from using electronic devices during election sessions. This policy is to ensure State Officer Candidates are not gaining an unfair advantage by communicating with other candidates, voting delegates, spectators, etc. during the election process.

Campaign Violations

If a member or adviser of Arizona Family, Career and Community Leaders of America has evidence that a State Officer Candidate and / or their supporter(s), or voting delegate has violated these policies; such violations must be reported in writing, via email, to leadership@azfccla.org prior to the close of the election process.

The chapter adviser of the member will be notified that a panel consisting of an Officer of the Board of Directors (Chair, Chair-Elect, Treasurer or Secretary), the current State President, and the Arizona FCCLA State Staff will jointly investigate the allegation(s) and allow the candidate or voting delegate a hearing to address the allegation(s) if further action is deemed necessary. If the review panel determines the State Officer Candidates and / or their supporter(s), or a voting delegate has violated this policy, that individual may be removed from the election process and / or the candidate will be disqualified. The decision of the panel is final.

Election Process

Each chapter may run up to two state officer candidates annually.

Phase 1: Pre-SLC

All candidates will take a 25 questions multiple choice test regarding facts about FCCLA.
 The test has the ability to eliminate candidates depending on how many candidates apply.
 This probability is at the discretion of the State Staff.

- Candidates will participate in a panel interview with a committee from the Arizona FCCLA Board of Directors. This will allow the candidates to answer questions in a group setting and showcase who they are.
- Following the panel interview, candidates will participate in an individual interview with the Arizona FCCLA State Staff. This interview will allow the candidate to answer questions about themselves in a less competitive setting.
- Shortly following interviews, and prior to the State Leadership Conference, candidates
 will be notified whether or not they will move on in the process. If they move on, they
 and their adviser will participate in a webinar to go through the steps of the election
 process at SLC. This webinar will be led by the Arizona FCCLA State Staff.

Phase 2: At SLC

- During the State Leadership Conference, candidates will begin by introducing themselves to the Arizona FCCLA delegation at the Opening General Session.
- After the Opening General Session, but prior to the Business Session, candidates and voting delegates will participate in a SOC networking session to get to know each candidate.
- Candidates will then attend the Business Session where they will deliver their memorized, two-minute speech based on the topic provided by the state office.
- Prior to the completion of the Business Session, but after all speeches have been delivered, the election voting delegates will cast their vote for the 8 individuals they wish to serve on the State Executive Council.
- Newly elected SEC will stay one additional night to immediately begin training after the conclusion of SLC. They will be released by 1:00 PM the day following the closing session.

<u>Go!</u>

Once a candidate is elected to a state office, the following activities can be expected at the State Leadership Conference:

- · getting acquainted and meeting with incoming and outgoing state officers;
- working with the new state officers to understand your role as a State Executive Council
 member; discussing slating for offices; meeting with State Staff; participating in
 photography sessions; rehearsing for installation; attending any special events as a
 council.

What's next for State Officer Candidates?

Following the election, all State Officer Candidates and Advisers may be asked to complete a survey about their experience to help improve the process.

A Final Note

Work with your adviser to discuss what things will be like if you are elected and if you are not. Make sure you understand that being elected isn't everything! You can play a role at the chapter and state level no matter what happens. Do your best and appreciate the accomplishments you have achieved by becoming a state officer candidate.

Reminders

 Please make a copy of your application for your records before you submit it to state headquarters. Please note that state headquarters will not provide copies of your application once it has been submitted.



If Elected to the State Executive Council

Once elected to the State Executive Council, you must remember you have been elected to serve in Arizona FCCLA's highest youth leadership position. Serving as a member of the State Executive Council is a tremendous responsibility and an exciting, rewarding challenge. A year of new experiences and opportunities awaits you. Your year as a state officer will include many new responsibilities. The State Executive Council serves the following functions:

Planning:

State Executive Council members will plan and implement their participation in the State Leadership Conference, Chapter Leadership Camp, Fall Leadership Conference and chapter meetings as requested. State Executive Council members will also correspond with chapter officers through State Networks. The State Executive Council will prepare articles for newsletters and other publications as assigned to be distributed to chapter officers, advisers, members and/or partners.

Program Development:

The State President will participate in meetings of the Arizona FCCLA Board of Directors. All members of the State Executive Council will participate in committee meetings of the Board of Directors.

Public Relations:

State Executive Council members may be involved in representing Arizona FCCLA at selected chapter meetings, upon request and if approved by state headquarters, and meeting legislators.

Each state officer role offers unique opportunities to incorporate specific responsibilities to Arizona FCCLA, your school, family and yourself.

Composition

According to the bylaws, "The state officers of the corporation (and the members of the State Executive Council) shall comprise of at least a president and seven (7) vice presidents and up to two (2) current FCCLA National Officer Candidates as the executive vice president(s)."

General Responsibilities and Conduct

- State Executive Council members have many responsibilities. These responsibilities
 take priority over other school and community activities. In order to honor these
 priorities, sacrifices sometimes have to be made, so be prepared to manage them
 positively.
- As a state officer, you are an extremely visible role model. Your behavior should be an
 example for the entire membership. It is important to be aware of this visibility at all
 times, not only when wearing the uniform. You reflect the image of Arizona Family,
 Career and Community Leaders of America, so dress and act appropriately.

- Communication is extremely important in order to work effectively. You are a link between state and local levels, so keeping your chapter adviser informed of your activities and state responsibilities is essential.
- You will be incredibly busy throughout the year. In order to accomplish all tasks, it is a
 good idea to establish a schedule and practice good time management skills. You
 should be punctual and followup with requests. Don't forget to budget time for yourself!
- You should set up a time at least once a week to meet with your chapter adviser to keep each other informed and up to date. You can use this time to share ideas and plan for upcoming meetings or activities or just to keep in touch.
- State Executive Council members' behavior reflects upon the image of Arizona Family, Career and Community Leaders of America. Student conduct should make a positive contribution to the excellent reputation already established.
- The State President shall act as a liaison between the Arizona FCCLA Board of Directors and the State Executive Council.
- State Executive Council members shall become familiar with the responsibilities of all council members.

State Executive Council Meetings

The State Executive Council meets up to eight times during the year. The meetings usually take place in two State Executive Council trainings, at the National Leadership Conference, at the Chapter Leadership Camp, at Fall Leadership Conference, at State Officer Interviews, and at the State Leadership Conference. At these meetings, State Executive Council members shall

- Provide opportunities for council members to share and express ideas in the responsibility for the meeting;
- Be oriented on the organization, its functions, and its projects;
- Develop good communication techniques;
- Set up public relations visits;
- Be involved in meeting planning activities;
- Be involved in activities to generate ideas for Arizona FCCLA;
- Be involved in teamwork, leadership skill building and development activities.

Disciple Policy and Procedures

Arizona FCCLA state officers are the face of Arizona FCCLA. Our organization's success relies heavily on the actions and representation of our state officer team. The "FCCLA State Officers Code of Conduct" and the "State Officer Discipline Policy and Procedures" were developed and approved by the FCCLA executive council and board of directors and will be enforced.

DISCIPLINE POLICY AND PROCEDURES FOR LEVEL ONE VIOLATIONS:

The following have been identified as "extremely serious" violations and will result in the "removal from office"

- 1. Missing more than one required State Executive Council meeting or FCCLA event.
- 2. Possession, consumption, transportation, or purchase of any alcoholic beverage or illegal drug; including but not limited to tobacco or any electronic smoking device.
- 3. Defacing, damaging or stealing public or private property.
- 4. Violations not mentioned as identified by the State Adviser or chapter adviser.

DISCIPLINE POLICY AND PROCEDURES FOR LEVEL TWO VIOLATIONS:

The following have been identified as less serious violations. The state officer will be suspended for the next FCCLA event or until the matter is resolved.

- 1. Failure to complete assignments and/or reports on time.
- 2. Failure to turn in monthly reports on time.
- 3. Failure to follow the Arizona FCCLA Dress Code.
- 4. Other violations not mentioned as identified by the State Adviser.

It is assumed that all members elected at Arizona FCCLA State Officers are responsible, mature and of the highest moral character. Based on this premise, Arizona FCCLA State Officers will be requested to perform assignments both as individuals and as a team. Neglect or failure of one team member to produce affects the entire team production. Disciplinary actions are at the discretion of the Arizona FCCLA State Staff.

FCCLA Code of Ethics

The Code of Ethics is a standard of conduct that should be ascribed to by all FCCLA members and advisers. As role models, state officers must always conduct themselves according to the Code of Ethics.

- I will be honest and sincere.
- I will periodically evaluate my personality and attitude, making every effort to improve myself.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties and consider all assignments as important.
- I will be flexible and understanding as I accept assignments on behalf of Arizona FCCLA.
- I will seek to profit by my mistakes, and to take suggestions and criticisms directed toward the improvement of my work and me.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility, and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me, my school and FCCLA.
- I will seek to improve my community by contributing my efforts and resources to worthwhile projects.
- I will be willing to travel to serve the Arizona FCCLA organization.
- I will be dedicated and committed to FCCLA and the total program of the organization and family and consumer sciences education

Election of Designated Offices

Following the election of officers, the new State Executive Council will meet with the State Staff to discuss possible slating for each position. The State Staff has the final decision in the election of each office.

Designated Officer Positions

Please note the following officer positions are a generalization of the roles and responsibilities you will be fulfilling during your term. Depending on the year, some responsibilities may change or not be applicable.

The **President** shall preside over all business meetings of the organization and of the State Executive Council; be an ex-officio member of the Arizona FCCLA Board of Directors.

The **First Vice President** shall keep the minutes of all state meetings and meetings of the State Executive Council.

The **Vice President of Competitive Events** shall provide leadership in planning and implementing the organization's Competitive Events program.

The **Vice President of Finance** shall provide leadership by monitoring the expenses of the State Executive Council.

The **Vice President of Membership** shall provide leadership in planning and implementing programs for membership promotion and development.

The **Vice President of Program Development** shall provide leadership in seeking and continuing corporate sponsorships for the organization's programs and events.

The **Vice President of Public Relations** shall provide leadership in planning and implementing the organization's public relations programs.

The **Vice President of Service Learning** shall provide leadership in planning and implementing the organization's community service programs.

Term of Office

• Officers shall serve for one year on the State Executive Council or until their successors are elected. Officers may run for a second or third term on the council, however they must repeat the election process every year.

<u>Vacancies</u>

- If the office of the President should become vacant for any reason, the First Vice President shall automatically and immediately assume the office and duties of the President.
- With the exception of the office of President, if a vacancy occurs, the other members of the State Executive Council assume responsibilities of that office. The vacant office may be filled by the candidate with the most votes who was not elected by recommendation of the State Adviser with approval from the Board.

Relationships

State Executive Council Members

In working with other council members, it is important to be supportive of one another and respect individual viewpoints and opinions.

Being a state officer means being a team member. Throughout the year, the team will have many decisions to make and tasks to complete. In working together, it is important to be understanding and patient when others are expressing their viewpoints. Sometimes the best ideas and plans are the ones that result from the total group input.

Effective teamwork requires a constant effort on everyone's part. Keep in mind that working with so many people – with unique personalities from different backgrounds, representing a variety of ideas – can be challenging. The key tools needed to deal with these challenges successfully are a positive attitude, flexibility, and the willingness to be supportive of others' ideas.

You must be on time and prepared for all meetings. Members' dues support these meetings. In addition, many people have invested time and energy to make this time together productive. Be sure to check your email once a day and get back to your fellow officers promptly, should they need work from you. Communication is the key to good teamwork.

State Executive Council Adviser

Your SECA will:

- receive a 2026–2027 State Executive Council/Adviser Handbook containing specific adviser responsibilities;
- be certified in Family Consumer Sciences education and/or Education and Training related occupations as determined by the Department of Education;
- serve as a consultant and help you prepare for your responsibilities throughout the year;
- serve with others as a support system at the State Leadership Conference;
- support you in all your activities and help keep communication lines open;
- help keep school administrators and teachers informed about your activities and provide guidance if questions or problems arise;
- monitor State Executive Council members' academic progress;
- monitor State Executive Council members' behavior.

Chapter Executive Council and Chapter Adviser

You represent the state organization within your chapter. It is important that you work closely with your chapter executive council and chapter adviser by:

- acting as an information link between the chapter executive council and the state organization;
- reporting your state participation and updating your chapter with state happenings on a regular basis;
- working with chapter officers in helping to plan chapter activities and meetings
- keeping your chapter adviser informed of your participation in the Arizona Family, Career and Community Leaders of America activities at all times;

School Administrators

Be sure to talk with administrators as soon as possible to inform them of your accomplishment. Explain the educational benefits of your office to the school and community and share some of your responsibilities and activities.

- Spend some time together discussing the educational experiences you'll have as a state
 officer. Point out specific activities that will strengthen your academic skills like letter
 writing (language), public speaking (language), meeting with legislators (social studies),
 seeing professionals at work (career exploration), etc. Also, emphasize the personal and
 leadership skills that will prepare you for the future.
- Keep administrators informed about your activities throughout the year. Show them clippings and programs that demonstrate your participation in different events.

- Share meeting timelines and present an invitation to school administrators prior to all meetings you will be attending.
- Investigate your school's absentee policy as soon as possible in order to resolve
 conflicts before they arise. Your adviser can provide guidance in dealing with questions
 or problems. Before you leave school for a meeting or Arizona Family, Career and
 Community Leaders of America activity, share your involvement with administrators. The
 more involved and informed they are, the more supportive they are likely to be.

Teachers

Keep teachers informed about travel plans far enough in advance to make up work.

State Staff

As a state officer, you will work closely with State Staff as they keep you informed about the organization and its programs. The Arizona FCCLA State Staff work directly with the state officers and assists them in coordinating state officer responsibilities. The Arizona FCCLA State Staff should always be aware of your activities and should be copied on all correspondence that relates to your role as a state officer.

Family

Throughout the year, your family will provide many different kinds of support. They are probably enthusiastic and proud; chances are they are more than willing to lend a helping hand. It is very important to keep all your family informed well in advance of your activities and responsibilities.

Family members of the State Executive Council are welcome to attend all general sessions at the State Leadership Conference, free of charge. If they choose to participate in any other activities associated with the conference, they will need to register as a guest. This goes for every family member that intends to be present and involved in the meeting. All family members will have reserved seating in the front for all general sessions – regardless of whether or not they are participating in the conference or not.

Friends

It is important to have the support and encouragement of your friends. Sometimes it's hard for them to understand your state officer experiences, so be patient with them. Let friends know what you are doing and try to include them when you can but be careful not to focus on your activities only.



State Executive Council Meetings

Below is a list of scheduled, in-person meetings of the State Executive Council. In addition to these meetings, State Executive Council members should plan on participating in Committees of the Board of Directors through virtual Zoom meetings throughout the year. State Executive Council members should also plan on participating in chapter visits virtually.

State Executive Council Orientation

March 5 - 6, 2026; Immediately following SLC

DoubleTree by Hilton Tucson Downtown | 280 S Church Ave, Tucson, AZ 85701 State Executive Council members are required to attend this meeting with expenses provided by the state association. Officers will receive extensive overview of roles and responsibilities, participate in team-building exercises, and become familiar with the state association. If SEC requires a district chaperone, it will be the responsibility of the adviser to make those arrangements.

SEC Program of Work Meeting

April 2 - 3, 2026

Phoenix, AZ

State Executive Council members are required to attend this meeting with expenses provided by the state association. Officers will establish goals and a Program of Work for the year.

Organization Leadership Training

May 26 - 28, 2026

Phoenix, AZ

State Executive Council members are required to attend this meeting with expenses provided by the state association. Officers will receive officer training, development training, be updated by State Staff, participate in team-building activities, establish goals and a Program of Work for the year.

National Leadership Conference

July 5 - 10, 2026

Washington, DC

State Executive Council members are required to attend the National Leadership Conference. Expenses will be broken down as follows:

Arizona FCCLA agrees to pay/arrange for the following:

- Conference registration fees
- Competitive event fees
- excursions
- dinners
- breakfast items

The Chapter, School or District of the officer agrees to pay/arrange for the following:

- travel to be paid directly to the airline
- transportation to/from airports if not arranged by state association
- hotel accommodations to be paid to the state association included in state registration.

The State Executive Council member agrees to pay/arrange for the following:

- lunch
- snacks
- souvenirs
- other items not covered by Arizona FCCLA or the officer's chapter, school or district

Chapter Visit Training

July/August 2026 TBD

Phoenix, AZ

State Executive Council members are required to attend this meeting with expenses provided by the state association. Officers will receive training on public speaking to promote the organization.

Chapter Leadership Camp

September 22 - 25, 2026

Lost Canyon | 1450 S Perkinsville Rd, Williams, AZ 86046

State Executive Council members are required to attend this meeting where they will lead chapter officers from around the state in leadership trainings and workshops specific to the Arizona FCCLA organization.

Arizona FCCLA agrees to pay/arrange for the following:

- · conference registration fees.
- meals not already included with the conference registration fees.

The State Executive Council member agrees to pay/arrange for the following:

transportation to/from Lost Canyon.

Fall Leadership Conference

November 2026 TBD

Phoenix Convention Center | 100 N 3rd St, Phoenix, AZ 85004

State Executive Council members are required to attend this meeting where they will lead over 1,800 youth leaders in workshops and general sessions.

Arizona FCCLA agrees to pay for the following:

- · conference registration fees;
- hotel reservations;
- meals.

The State Executive Council member agrees to pay/arrange for the following:

• transportation to/from.

State Leadership Conference

March 2027 TBD

Tucson Convention Center | 260 S Church Ave, Tucson, AZ 85701

State Executive Council members are required to attend the State Leadership Conference and lead the Arizona delegation in the Opening General Session, Business Session and Closing General Session. In addition, the State Executive Council will bid farewell to their team as they welcome in the newly elected State Executive Council.

Arizona FCCLA agrees to pay for the following:

- · conference registration fees;
- hotel reservations;
- · special event registration fees;
- all meals.

The Chapter, School or District of the officer agrees to pay for the following:

· competitive events fees;

The State Executive Council member agrees to pay for the following:

transportation.

State Leadership Conference Tips

- Keep an up-to-date list of all your responsibilities.
- Arrive at the State Leadership Conference with all responsibilities completed.
- Become familiar with any and all of your parts related to sessions.
- Before the conference, inform your adviser of your responsibilities, activities and schedule.
- Bring several white shirts and other necessary uniform needs.
- Do your best and enjoy the experience.

State Staff Responsibilities

Members of the State Staff are employed to manage the meeting and help you carry out your plans. The staff handles actual management of the meeting, including:

- pulling together general session plans and helping produce scripts.
- contacting speaking, workshop leaders, and program participants.
- arranging for the production of audio-visual materials.
- developing promotional materials to send to chapters.
- processing registration.
- working with the hotel and convention center on room assignments and equipment needs.
- contacting local media for press coverage.

Note: Dates are subject to change at the discretion of the State Adviser, however the State Executive Council will be notified of this change well in advance.



Travel

Your year as a state officer will be a very busy one, but, if you are organized and try to stay one step ahead, you should be able to balance everything with great success.

<u>Calendar Year – Overview</u>

You will be **required** to travel to participate in the following meetings:

- State Executive Council Meetings
- State Executive Council Trainings
- National Leadership Conference
- Chapter Leadership Camp
- Fall Leadership Conference
- State Leadership Conference

In addition, council members are asked by State Staff to represent the state organization at other events. You may receive invitations to chapter and district meetings, as well as those for community and civic groups. Your participation in these meetings is encouraged, but will depend on your availability.

State officers must keep their school administration informed of all travel once elected to office. Over the summer and as soon as you return to school, remind administrators and potential teachers or scheduled travel dates for required Arizona FCCLA meetings. Additional known meeting dates will be provided to the state officers of possible partner meetings throughout the year on site once elected. Please provide school administrators with these dates as well. If your district requires a district approved chaperone, all travel/hotel arrangements are the responsibility of the district.

Travel

Before a meeting, the State Staff will communicate travel needs with the state officer. It is the responsibility of the officer to make the necessary travel arrangements to and from all meetings. Arizona FCCLA will **not** provide transportation to and from any meetings unless otherwise specified by the State Staff. If the officer cannot find transportation, it is the expectation that the adviser, school and/or district assist the officer in finding reliable means of transportation, even if this means a representative of the school and/or district must drive the officer.

Additional Tips for State Officer Travel

- Inform school administrators, teachers, and family of plans. Give them travel times and locations, your schedule, and emergency contact information. Emergency contact information will be provided for required travel.
- **Always** carry your identification, State Staff and headquarters phone numbers in case of an emergency.
- Anticipate your financial needs and plan accordingly. It is always better to have too much money than not enough. Make sure you have a credit card, debit card, and/or enough additional spending money in case of an emergency.

- Pack wisely. Limit your bags to no more than two suitcases plus one personal item.
 Officers will be provided information regarding the clothing and materials they will need prior to any conference.
- You must always keep the State Staff updated on your travels.

Hotel Safety

- Officer name tags should be worn when attending meetings. Remove name tags when outside the hotel unless you are participating in a meeting activity.
- Never travel outside the hotel alone. An adult should accompany you. Use good judgement when talking to people not associated with FCCLA.
- Never give your room number to people you do not know and never discuss your lodging details in public spaces.
- Lock and bolt your hotel room doors. Open only when you know who is on the other side. All hotel personnel will be in uniform and have an identification badge. If in doubt, call the hotel operator and ask that security come and verify the employee's identity.
- Don't leave valuable or money unlocked in hotel rooms.
- Note fire escape exits on your floor. As an added precaution, count the number of doors from your room to the nearest exit in case smoke-filled hallways block your vision.
- Be considerate of all hotel guests when using the elevators.
- Do not use room service, laundry services, pay-per-view, high-speed internet, etc.
- Be considerate of sleeping hours and the privacy of other hotel guests and FCCLA members. Talk in hushed tones in the hallway and do not let your door slam when entering or exiting your room.
- Double-check your room prior to departure to make sure all personal items have been removed, otherwise you assume responsibility for costs if shipping items to you.
- Males and females cannot be in the same hotel room together at any time for any reason. No other person should be in your room at any time except for your designated roommate(s).
- Keep your room organized and clean.



Public Relations and Networking

Public relations are the constant process of building a positive image of Arizona FCCLA. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FCCLA chapter, Arizona FCCLA and the national organization. Your actions should show others you are a proud and well-informed representative of Arizona FCCLA. You also should reflect a clear understanding of the goals, projects, and ideals of FCCLA and the ability to express them clearly and accurately in your own words. **All correspondence that you send as a state officer should be approved by the State Staff before sending.** If you have any questions or need help regarding public relations, please contact the State Staff.

Public Relations Basics

Think of public relations as sophisticated "show and tell." It can be as simple as being excited about a project and transferring this to friends, making them excited too. Or, it can be as complex as a television interview explaining the structure of our organization. Whether simple or complex, in order to tell your story effectively, you must have a plan.

Your basic plan needs to cover the following:

Who: the audience
What: the message
When: the timing
Where: the location
Why: the purpose

How: method or tools used

Attending Meetings

Throughout the year, you will have many opportunities to spread the word about FCCLA. Be prepared to make the most of each opportunity.

Before Attending a Meeting

- Become informed by carefully reviewing FCCLA publications.
- Analyze and prepare for individual and group presentations accordingly. If the group is not familiar with the organization, they may want to know about our mission, goals, programs and how a chapter works.
- If you are asked to make a speech, make sure your facts are accurate. Review current information from the state and national website. Use varied techniques for involving the audience.

Networking

Networking is like public relations work within the organization. Throughout your year in office, you will have the opportunity to work with many different groups of people in order to carry out responsibilities and complete tasks. As a state officer, you are in a key position to keep Arizona

FCCLA's network alive. Chapter and national officers and members look to you to keep them informed.

What to Tell Others

As you work with individuals and groups you need to help them see an overall picture of FCCLA.

- Explain your activities as a member of the State Executive Council and activities of your chapter.
- Help others understand how chapters operate as an integral part of the Family and Consumer Sciences education program.
- Tell what belonging to the organization means to you.
- Emphasize the ways in which chapters provide opportunities for all members to participate at state and national levels.
- Illustrate ways in which participation in the state organization's programs contributes to members, their families, communities, and employment.
- Point out ways the state organization helps prepare members to fulfill their multiple roles as leaders in their families, career, and communities. Know the career pathways FCCLA supports and be ready to articulate various careers within each.
- Explain the opportunities members have to develop leadership skills.
- Explain how FCCLA is unique among student organizations because its programs are
 planned and run by members. It is the only intra-curricular student organization with the
 family as its central focus. Participation in state and national programs and chapter
 activities helps members become strong leaders in their families, careers, and
 communities.

Officer Dress and Appearance

State Officers are expected to set an example for all members throughout the state. They should be neat in appearance and well groomed at all time and exhibit pride in wearing the official FCCLA uniform. The cost of uniform pieces and their upkeep is the responsibility of the officer unless otherwise instructed.

Officers must wear an official FCCLA uniform, including the red blazer with the FCCLA patch or embroidery, along with the following items:

OPTION 1

- 1. <u>Skirt/Pants/Sheath Dress</u> solid black tailored A-line or straight knee-length skirt or sheath dress in suit weight fabric. Skirt or sheath dress may be no shorter than 1" above the knee. Solid black tailored dress slacks in suit weight fabric
- 2. Oxford Shirt tailored solid white oxford shirt with collars of the same fabric, free from decoration other than stitching, with white buttons down the full front of the garment
- 3. Ties official FCCLA striped ascot is required.
- 4. Shoes solid black dress pumps with closed toe and 2-inch heel.
- 5. <u>Hosiery</u> flesh tone hose without a pattern.
- 6. <u>Jewelry</u> simple gold or silver necklace, rings, small earrings, watches, and/or bracelets are acceptable. Officers may wear one earring per ear, one ring per hand, and one watch and/or bracelet per wrist. Ankle bracelets are not acceptable, nor are rings or studs that are attached to any other visible body parts.
- 7. <u>Accessories</u> coordinating belts and hair accessories in neutral colors that are functional are acceptable.
- 8. Nails should be clean in appearance. Flesh toned polish or French nails are allowed.

OPTION 2

- 1. <u>Slacks</u> solid black tailored dress slacks in suit weight fabric
- 2. Oxford Shirts solid white oxford dress shirts with a traditional shirt collar. Buttons and stitching should be white.
- 3. <u>Neckties</u> FCCLA striped necktie with a Windsor or Four-in-Hand style knot. Long neckties are required.
- 4. Shoes solid black leather dress shoes; may be laced or slip-on style.
- 5. Socks solid black dress socks, mid-calf length.
- 6. <u>Jewelry</u> simple gold or silver necklace, rings, watches, and/or bracelets are acceptable. Earrings are not acceptable, nor are rings or studs that are attached to any other visible body parts. Officers may wear one ring per hand and one watch and/or bracelet per wrist.
- 7. Accessories coordinating belts that are functional may be worn.



Organizational Structure & Policymaking

State Staff's Relationship to the State Executive Council

State Executive Council members extend the reach of State Staff by assuming responsibility for promotion of all phases of the organization's work. Therefore, it is important that you understand the role of the staff and be supportive of the organization's policies.

Keep staff informed of meetings and activities in which you are participating as a state officer. Be specifically careful to meet deadlines. Send plans, materials and forms in promptly.

In addition to public relations and meeting planning functions, participation in policymaking is a responsibility of the State Executive Council. It is your job to consider the ideas and needs of the membership and form them into recommendations for the Arizona FCCLA Board of Directors.

Each change or development of policy or bylaw is not the decision of the council or board alone; rather, it is a joint decision that must be carefully planned and researched using the decision-making model. Decisions of the council and board should reflect the needs and wants of members and adult advisers that are in the best interest of the organization as a whole. Special committees made up of people representing all interests of the organization are often formed to evaluate specific suggestions.

Working Relationship of the Council and Board of Directors

The Arizona FCCLA Board of Directors and State Executive Council are the decision-making bodies of the state organization. The council has representation on the board that brings youth perspective into the decision-making process. The board is responsible for policy decisions. Voting delegates at the state meeting are responsible for approving bylaw changes.

The board and council work together to:

- keep each other informed of separate actions.
- · exchange ideas and plans of mutual interest.
- determine some policies and procedures affecting the organization.

Who Makes the Decisions?

The following is an overview of how the most common decisions in Family, Career and Community Leaders of America, Inc., are processed. Not all decisions are handled in the same way. Formal bylaws and established policies as well as informal procedures, when appropriate, guide the process.

Type of Decision		Initiated / Recommended by	How Processed	Final Decision
Policies	\rightarrow	Members, SEC, Advisers, Staff, Others	Committees, Board of Directors	Board of Directors (Voting delegates if necessary)
Budget	\rightarrow	Staff	Staff, Committees, Board of Directors	Board of Directors
Dues Rate	\rightarrow	Staff	Staff, SEC, Board of Directors	Voting Delegates
Awards	\rightarrow	Staff, SEC	Staff, Committees, SEC	Staff, Committees
Meeting Locations	\rightarrow	Staff	Staff	Staff
Meeting Content	\longrightarrow	SEC, Staff, Others	SEC, Staff	Staff



State Executive Council Advisers

Before Running for Office...

You play a very important role in the state officer candidate's experience. It is important for you to be supportive and encouraging. This can be a stressful time for the candidates, so helping relieve the stress by listening, talking, and just being there is a great help.

Encourage your candidate to practice presentations with you and help prepare him or her for networking and question-and-answer sessions. This practice in "thinking on your feet" and expressing facts, thoughts, and ideas will be extremely beneficial and will help relax nerves when the real situation rolls around.

You will be informed of your state officer candidate's specific meeting times and locations at the State Leadership Conference during the SOC Orientation Webinar.

Deciding to Run for a State Office

All state officer candidates should be given a 2026–2027 State Executive Council/Adviser Handbook prior to deciding to run for office. These documents are available on the Arizona FCCLA website. State Officer Candidates and their parents should be made aware of the extent of their responsibilities. In particular, they should be made aware that State Executive Council members often travel without an adult chaperone throughout the year. It also is important that State Officer Candidates understand the responsibilities of serving as a state officer and are willing to make FCCLA their top priority after health, family, and school during their term.

Who is the State Executive Council Adviser?

The national Bylaws (revised 2023) state that teachers certified in Family and Consumer Sciences education and/or related occupations as determined by the Department of Education, shall serve as chapter advisers. Ideally, the person designated as adviser should be the one who has frequent contact with the officer either in class or during planning periods. Occasionally, a teacher from another school in the same school system may serve as the adviser, particularly in cases where that person acts as the principle adviser for the school district. In any event, it should be the person who can fulfill the obligation of this important advisory role.

After a Candidate's Application is Submitted

Information on the election process can be found in the first chapter of this handbook. State Officer Candidates and State Officer Candidate Advisers will receive additional information regarding state officer candidate responsibilities following the application deadline. This information will include a schedule for state officer candidates, a letter detailing responsibilities, installation scripts and additional details. Advisers will receive a copy of the information via email. State Officer Candidates are expected to complete various forms and memorize the appropriate portions of the installation ceremony prior to arriving at the 2026 State Leadership Conference.

If Your Officer is Elected

Congratulations! It is a tribute to you that your chapter member has been elected to be a state officer. You play a very important role in the officer's experience. Your key roles of listening, supporting, encouraging, and guiding will allow your officer to grow as a distinguished leader and young adult.

State Executive Council Advisers have many roles and responsibilities. You will serve as a consultant to help officers prepare for their specific responsibilities throughout the year. Please familiarize yourself with the "FCCLA State Officers Code of Conduct," "State Officer Discipline Policy and Procedures," and your state officer's specific duties found in Chapter 2 of the 2026–2027 State Executive Council/Adviser Handbook.

It's hard to estimate how much time will be required of you as an SECA. That will depend in part on the officer's specific responsibilities, the amount of help the officer needs, and the requests the officer gets to attend chapter meetings. However, in the end, the time required of an SECA is a great responsibility that affects most areas of your life. It's important to develop a clear understanding, so you can fulfill your obligations to the fullest.

The State Staff also assumes a great deal of responsibility for training officers, planning with them and coordinating their work — much more responsibility than is typically assumed at the chapter level. The State Staff has primary responsibility for the SEC.

Roles and Responsibilities

In addition to the responsibilities you and your officer have, you represent the image and voice of the national organization. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FCCLA chapter, Arizona FCCLA, and national organization. Please review public relations information found in Chapter 5 of this handbook for key messages.

Meetings

State Executive Council Advisers are expected to attend the 2026 State Leadership Conference with expenses paid by the chapter, school and/or district. SECA will be given specific tasks to complete while in attendance – these responsibilities are the priority of the adviser. The SECA are also responsible for serving on the Arizona FCCLA Board of Directors as non-voting, exofficio members.

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Chapter 8

Terms to Know

These are explanations of terms you may hear frequently during the coming year.

Alumni & Associates: Alumni and other adults who wish to support Family, Career and Community Leaders of America.

Alumni & Associates Council (AAC): Five alumni members chosen to plan and lead A&A activities and communication.

Board of Directors (BOD): Legal decision-making body of the organization; primary focus on policy making and fiscal responsibility.

<u>State Adviser Assistant</u>: Primary staff contact for state officers; adult contact on most state sponsored travel.

<u>State Adviser:</u> Full-time employee of the organization responsible for management of the association; oversees personnel; reports to the BOD.

Monthly Report: A written summary of each SEC members program of work for each month.

National Fall Conference (NFC): Nationally sponsored regional meetings designed to provide leadership training to local officers and members.

State Executive Council (SEC): State officers elected from the membership; responsible for input into planning, public relations, and program development.

State Executive Council Advisers (SECA):
Local advisers of the state officers.

State Leadership Conference (SLC): State sponsored annual meeting of the association; primary vehicle for training local and state leadership and election of state officers.

State Officer Candidate (SOC): Candidate for state office. Qualifications outlined in bylaws, though some chapters add other requirements.

<u>State Officer Candidate Advisers (SOCA):</u> Local advisers of the national officer candidates.

State Staff: Employees of the organization who work to see that ideas and programs are researched, developed, and implemented to fit the needs of members; reports to the State Adviser.

SEC End-of-Year Reports: Written summaries of SEC activities compiled and reported by the State President to the Board of Directors.

Special Committees: Committees that are created to serve a specific and usually short-term function, as opposed to standing committees.