

DECA Officer Duties

All Officers

- Check in regularly with Mrs. Talley (at least once per week)
- Assist Mrs. Talley and the President as needed.
- Pay close attention to the officer duties board located in Mrs. Talley's classroom and fulfill duties in a timely manner
- Assist in planning club meetings – each officer is assigned his/her own meeting to plan
- Must attend monthly officer planning meetings
- Must attend the Officer Training Session over the summer
- Assist Mrs. Talley in planning for fieldtrips, conferences, etc...
- Assumes duties of president in the president's absence
- Prepare and give report at each meeting
- Assume additional responsibilities as needed and assigned by Mrs. Talley
- Participate in ALL programs conducted by Turner Ashby DECA throughout the school year

VP of Vocational Understanding

- Maintains the **TA DECA website**
- Create **Dimensions Activities** on a quarterly basis (when the magazine is published)
- Preparing the **Entrepreneurship Spotlight** for each club meeting
- Spearhead recruiting activities for Marketing classes

VP of Leadership

- Point person for **Kings of the Court**
- **DECA Birthdays** (send cards to members and put birthdays on Agenda for meetings)
- **DECA Member of the Week** (include in Agenda for meetings)
- Continue **Timeline of DECA members**

VP of Civic Consciousness

- Plan and coordinate **Angel Tree Project**
- **Create opportunities for & Keep track of all Community service activities**
- Salvation army bell ringing
- Christmas Cards & Caroling
- Submit **Community Service report** for SLC

Vice President of Social Intelligence

- Plan and coordinate **Points Leader Trip**
- Plan activities for chapter
- Plan Tyson's Corner fieldtrip
- Keep track of **DECA Points** for chapter
- The official **photographer** for the chapter

Secretary

- Coordinates **Chapter Communications & Publicity**
- Obtain and maintain **member contact information** for correspondences & reminders
- Writes news releases and articles for local papers and state and national DECA.
- Keep an accurate record of all chapter meetings and activities.
- Keeps a record of **Attendance** for officer meetings and club meetings.
- Handles **official correspondence** for chapter, including thank you notes to speakers and other persons

Treasurer

- Keeps record of chapter income, dues, and expenditures.
- Prepares **Treasurer's Report** for each club meeting
- Coordinates **fundraising activities**
- Set **Budgets** for activities such as Angel Tree, KOTC, Leadership Trip, etc...

President

- **Oversees and is involved with all DECA Activities**
- Preside over all DECA Chapter & Officer Meetings.
- Coordinates efforts for **Back to School Night**
- Plans and Implements **DECA Week Activities**
- Plans and implements **Annual Report for SLC**.
- Spearhead **membership campaigns**
- Bulletin board about **DECA scholarships**
- Help Mrs. Talley plan the **Officer Training Session**
- **Assist Mrs. Talley with all aspects of planning, implementing, and coordinating all DECA events and functions**

