

DECA CHAPTER OFFICERS MONARCH HIGH SCHOOL

CHAPTER PRESIDENT

This person must lead our chapter in all aspects involving club activities. His/her responsibilities include the following:

- Follows Monarch Deca Constitution for rules & guidelines for membership
- Meet/discuss with Mrs. Matarasso prior to officer meetings to prepare typed minutes
- Supervises Deca Vice Presidents and delegates tasks to make sure they fulfill their assigned positions
- Runs all meetings using formal parliamentary procedures
- Motivate and lead all members in all Deca activities, including Deca Month in November
- Set a good example by your actions at all times
- Organizes a Deca “monthly social” event throughout school year!
- Attends monthly DLCs with the Florida DECA VP (online meeting)
- Represents Monarch DECA at all DECA events
- In charge of assigning parts of the Annual Business Plan to the VPs. (Strive for Diamond level!)
- Sends in the Annual Business Plan and checks to make sure everything is completed
- Helps organize and assign Deca Chapter Projects - (Choose any 6)

CHAPTER EXECUTIVE VICE PRESIDENT

- Assist the President with his/her duties
- Runs meetings in case of President absence
- Oversee all Vice Presidents
- Organize chapter meetings and socials
- In charge of Monarch DECA orders (apparel, stoles, honor cords, etc.)
- In charge of DECA Diamond disbursement at socials, fundraisers, & meetings
- Submits the Chapter Campaigns to DECA Inc.

(5) DECA VICE-PRESIDENT POSITIONS

Each VP of Deca agrees to abide by the Monarch Deca Constitution Rules & Guidelines.

VICE PRESIDENT OF FINANCIAL OPERATIONS

- Oversee all financial activities involving Deca fundraisers throughout the school year
- Make daily deposits to our bookkeeper during all fund raisers

- Keep record of Deca budget and report to Executive team at each officer meeting
- Suggests “new” and prosperous fund raising ideas for our chapter

VICE PRESIDENT OF COMMUNICATIONS

- Makes sure all DECA members are up to date on activities (social media, remind, website)
- In charge of communications committee and assigns activities to director of social media/chapter relations
- Website must be updated monthly with events and photos
- Types DECA announcements for the morning/afternoon announcements
- Takes photos at all DECA events for album, social media, etc.
- Runs the Monarch DECA email account. Forwards all emails to the President

VICE PRESIDENT- ACADEMY OF HOSPITALITY AND TOURISM

- In charge of advertising DECA events to Mrs. Matarasso’s AOHT classes
- Speaks to all AOHT classes about DECA competition and how to get involved
- Work closely with the Chapter President to type a “monthly” article for schools “online” newspaper for all DECA activities conducted within our chapter
- Organize and maintain Deca bulletin board located across from the Deca classroom
- Responsible for coordinating snacks for member meetings
- Organizes advisor appreciation breakfast/lunch

VICE PRESIDENT OF COMPETITION

- Organize Competition board in class with all DECA competition information
- Speak to all marketing classes about Deca Competition and signing-up requirements & deadlines
- Organizes an online Deca Testing bank of numerous tests for Deca testing competition
- Oversees Deca class competition sign-up sheet between classes
- Organizes after school practice sessions

VICE PRESIDENT OF MEMBERSHIP

- Responsible for recruiting marketing students to join Deca organization
- Must organize and attend freshman invasion to recruit new members and lunch activity to promote DECA
- Must type official Deca membership roster in early November

- Goal to have 100% membership of all students in marketing classes!
- Organizes a recruiting campaign to speak to select classes during late Fall
- Organizes Big/Little Diamond program

RECORDING SECRETARY

- Maintains attendance for officer meetings
- Takes notes at each meeting
- Takes and gives minutes at all officer and member meetings
- Update bylaws
- Create and maintain sign in sheets

Committee Positions (Underclassmen)

Director of Fundraising

- Works under the VP of Financial Operations
- Creates a list of potential places to have fundraisers at
- Organizes at least one fundraiser a month under the approval of the VP of Financial Operations and the President (must be done in the very beginning of the school year!)
- Must attend all fundraisers and distribute DECA diamonds to members who attend

Director of Social Media

- Works under the VP of Communications
- In charge of updating the Monarch DECA Instagram and Twitter page
Must be updated regularly
- In charge of sending out Reminds to all chapter members

Director of Chapter Relations

- Works under the VP of Communications
- Attends monthly DLCs with the Florida DECA VP
- Organizes monthly socials
- In charge of gathering and communicating with business sponsors
- Communicates with other local chapters