

Student Unit State Officer Job Descriptions

There are five state officers: Chair, 1st Vice Chair, 2nd Vice Chair, Secretary and Inter-Campus Relations. Two state officers are elected from the UW-Stevens Point campus, two from the UW-Stout campus and one from the UW-Madison campus.

Officer position rotation is as follows:

<u>Year</u>	<u>UW-Stevens Point</u>	<u>UW-Stout</u>	<u>UW-Madison</u>
2006-2007	Chair, 2 nd Vice Chair	1 st V. C., Secretary	Inter-Campus Relations
2007-2008	1 st Vice Chair, Secretary	Chair, 2 nd V. C.	Inter-Campus Relations
2008-2009	1 st Vice Chair, 2 nd V. C.	Chair, Secretary	Inter-Campus Relations

Officer Responsibilities:

Chair:

- Act as the student representative on WAFCS Council
- Serve as member of the Membership Advisory Committee
- Chair of the Student Executive Board
- Serve as the official student delegate to the AAFCS Annual Meeting
- Organize and preside over annual Student Unit meetings
- Write articles for the Student Unit & WAFCS newsletters

1st Vice Chair:

- Chair the annual Fall Student Unit state conference
- Write articles for the Student Unit & WAFCS newsletters
- Work with the Student Unit secretary to format/publish the Student Unit newsletter

2nd Vice Chair:

- Organize and distribute forms for state officer elections
- Write articles for the Student Unit & WAFCS newsletters
- Help plan student activities for the state meeting
- Prepare the Betty Lamp Lighting Ceremony at the state meeting

Secretary:

- Prepare and distribute annual Student Unit newsletter(s)
- Write articles for the Student Unit & WAFCS newsletters
- Assist the 1st Vice Chair with the annual Fall Student Unit state conference
- Maintain accurate records of activities
- Prepare minutes of state meetings for distribution to student members & WAFCS Council.

Inter-Campus Relations:

- Chair the annual Spring Student Unit meeting
- Promote student involvement with FCCLA
- Serve as Hospitality Chair at the state meeting
- Write articles for the Student Unit & WAFCS newsletters