



## President & Executive Team Candidate Form

Your King George DECA Chapter embraces the National DECA Officer and Virginia DECA Officer Leadership Model. This is an exciting opportunity for our Chapter to move with our state and national leadership to provide the best and widest leadership opportunities for all students in a team approach.

The time is quickly approaching for elections/slating of the KG DECA Officer Team. We hope that every member is eager and willing to step up to the plate and make this DECA Chapter the best possible. Below you will find a complete list of the DECA President and Executive Team positions and responsibilities. Please review them and make your selection. Attached to this letter you will also find an Officer Candidate form with a request for a Letter of Intent. Please fill out the form, including your and your parent/guardian signatures, attach your Letter of Intent (this is a letter from you to Mrs. Strauss and Mrs. Leonard telling us why you want to run for the office you have selected, providing us with your qualifications), and return no later than April 10th to Mrs. Strauss. Thank you!

Participating as an officer in King George High School DECA is a true privilege. It can give any student an added edge to work and school applications and is a great addition to any resume.

You should not take these responsibilities lightly. The Offices of KG DECA are outlined on the next pages. Please review the requirements and duties of the office you are interested in carefully. You must be willing and able to carry out these duties and others as the need may arise, if necessary.

You will be representing our DECA Chapter not only at school, but also in our community, region, state, and country. You must be able to communicate well, be able to speak in front of crowds of both students and adults, and be able to express yourself in written form with ease.

As an officer of KG DECA, you will be expected to participate in all activities. This is a working position and, without your help, the activities that DECA promotes and participates in will not be successful. DECA's success depends on you. Please consider the time commitment that you will make as a DECA officer. You will commit to working outside of class time with the DECA Advisors on a regular basis. There are many tasks that must be done each month. Officer meetings are held twice a month as needed. Membership meetings are held once a month, typically during the first Wednesday of the month.

You will be working with a variety of students and adults as an officer of DECA. You must be willing to put differences aside and work together at all times. Teamwork is the cornerstone of business today, and you need to be a great team player!

You must be a student in good standing to run for an office of KG DECA. This means passing grades and a good behavior record. KG DECA has established an excellent reputation in the King George community and our officers should exemplify this reputation. As an officer, you will be expected to continue this reputation.

This activity that you are about to undertake will be a great adventure, but you only get out of anything what you put into it. With that in mind, initiative is an extremely important characteristic. Don't wait to be asked to do something, be there, waiting to do it, or better yet, already have done it! You are what will make this a great experience, so jump in with both feet and just do it!

## **Offices of the Executive Team of KG DECA (Please see following pages for more detailed info)**

**President** – Practice the "Entrepreneurial" and "Management" elements of DECA's Mission Statement. Responsible for connecting with Chartered Association Officers and establishing Chapter vision, management, and organization that ensures each Chapter Officer has the training, support, accountability, and resources to deliver a powerful DECA experience for each DECA member.

The President will hold, call, and run meetings, prepare agenda, preside over Chapter activities, represent the Chapter at all community and school activities, act as host/hostess at all DECA events, represent KG DECA in a professional manner at all times, work closely with other DECA officers, and work directly with & meet weekly with the Chapter Advisors.

<Rising Junior or Senior – Must have previously held a DECA office OR have been a DECA member for two years, OR earned a DECA letter for activities participated in. Must be a student in good standing>

**Vice President of Leadership** – Practices the "Emerging Leaders" element of the DECA Mission. Responsibility for all non-competitive event career and leadership activities. Directs the Leadership Team: DECA Campaigns Director, Community Service Director, School Service Director, Conference Director, Recognition/Scholarships Director, Leadership training Director, Freshman Class Director, Sophomore Class Director, Junior Class Director, Senior Class Director.

<Must be a student in good standing and a current DECA member>

**Vice President of Career Development** – Practices the "Careers" element of the DECA Mission. Responsible for Chapter participation, preparation, and performance in Competitive Events. Directs the Career Development Team: DECA Challenges Director, Online Events Director, Principles of Business Administration Events Director, Management Team Decision Making Events Director, Individual Series Events Director, Business Operations Research Events Director, Chapter Team Events Director, Marketing Representative Events Director, Professional Selling and Consulting Events Director, Entrepreneurship Events Director.

<Must be a student in good standing and a current DECA member>

**Vice President of Marketing** – Practices the "Marketing" element of the DECA Mission. Responsible for initial member recruitment, branding, promotions. Directs the Marketing Team: Creative Director, Member Recruitment Director, Digital Media Director, Public Relations Director, School Relations Director, Community Relations Director, Social Media Director, Website Director, Chapter Newsletter Director.

<Must be a student in good standing and a current DECA member>

**Vice President of Finance** – Practices the "Finance" element of the DECA Mission. Responsible for Chapter budgeting, accounting and fund development efforts. Directs the Finance Team: Partnerships Director, Local Advocacy Director, Event Fundraising Director, Member Fundraising Director, School-based Enterprise Director, Budget Director, Accounting Director. Also has a hand if oversight of School Based Enterprise - Fox Stox.

<Must be a student in good standing and a current DECA member>

**Vice President of Hospitality** – Puts into practice the "Hospitality" element of the DECA Mission. Responsible for connecting members to a welcome, value-filled, fun educational experience. Directs the Hospitality Team: New Member Director, Member Experiences Director, Chapter Meetings Director, Chapter Events Director, Alumni & Professional Member Director, Ambassador Director, DECA Mentor Director.

<Must be a student in good standing and a current DECA member>

(A note about Directors listed for each VP to direct: The Advisors (CEO) of the Chapter will appoint Director positions after discussion with President and VP of that element. Director positions are not elected positions. Not all Director positions will be filled or utilized – this is dependent on the make up of the Chapter & activities.)

### **Past-President**

This office is not elected. The previous year's President will hold this position, if that student is still in High School. This Officer will participate in all meetings, events, and Officer activities, providing insight and guidance to the new Officer Team, and represent KG DECA in a professional manner at all times.

**All officers will contribute to and work on the monthly social media postings that go out to all members beginning in August. Your first meeting is the last Wednesday of school. Your newsletter article is due to Mrs. Strauss by June 15<sup>th</sup>. The Officer Retreat is two weeks prior to the start of the school year. You will plan 2 meet-ups over the summer. You will be expected to participate in Open House prior to the first day of school. Please provide all information on a timely basis.**

## **KG DECA Officer Duties**

Listed below are officer duties in more detail that each office is responsible for, but all members of the Officer Team help out in everything. There is great appreciation for student's time with class/home work, sports, and jobs. Everyone pitches in as best as their time allows.

All DECA Officers will:

- Assists on all DECA, Inc Chapter Campaigns
- Promotes Chapter Membership
- Makes presentations at community meetings and events
- Participates in all Chapter Fundraising, Community Service activities, & Competition
- Attends all events/activities/conferences as possible
- Represents King George DECA and King George High School in a professional manner

### **President -**

- Oversees and manages all meetings
- Puts together Agendas for all meetings
- Prepares and sends out postcards to all members at least monthly
- Suggests & contacts guest speakers for meetings - working with VP of Marketing
- Promotes and Manages Chapter Membership
- Oversees all DECA, Inc Chapter Campaigns
- Makes presentations at community meetings, School Board & Board of Supervisor meetings, and events
- Supports all other DECA Officers and helps out where needed
- Participates in all Chapter Fundraising, Community Service activities, & Competition
- Attends all events/activities/conferences as possible
- Represents King George DECA and King George High School in a professional manner

### **VP of Career Development -**

- Promotes and Manages Competition Sign-Up
- Manages Competition Contracts and follows up with members to be sure all are turned in on time
- Promotes and recruits members to attend Competition Workshops
- Shares Testing Help including site for test practicing
- Manages Practice & Prep Workshops

### **VP of Finance -**

- Assists with Fox Stox finances, learning the Clover POS system, and be able to teach others how to use it
- Is on the works schedule weekly (at least 2 days/week) at Fox Stox during their lunch
- Is in attendance to all Fox Stox Annex set-ups (home games)
- Manages all Fundraising efforts including passing out information, checking in with fundraisers efforts, and managing any delivery of items
- Writes "Thank You" notes and addresses envelopes for all donations the Chapter receives
- Targets Alumni & Professionals for Membership and support (financial, judging, chaperoning)

### **VP of Hospitality -**

- Put together all Meetings with theme, guest speakers, food, activities, location
  - ◆ Pizza Party - Welcome meeting
  - ◆ Competition Rodeo - September - Chick-fil-A sandwich
  - ◆ Cake - October Initiation
  - ◆ Cookie Exchange - December Meeting
  - ◆ Ice Cream Social - January Meeting
  - ◆ Valentines bags - February Meeting
  - ◆ Winners Circle - March Meeting
  - ◆ Showered with Spring - April Meeting
  - ◆ End of Year Awards & Elections - May Meeting with Cake
- Social Activities
  - ◆ Fred Nats Ball Game & other sports trips
  - ◆ State Fair of VA
  - ◆ Kings Dominion
  - ◆ Dinners
  - ◆ Movies
  - ◆ Bowling
  - ◆ Senior Send-off

### **VP of Leadership -**

- Manages all DECA Campaigns and assists with reporting and uploading reports
  - ◆ Membership Campaign
  - ◆ Community Service Campaign
  - ◆ Promotion Campaign
  - ◆ Ethical Leadership
  - ◆ Advocacy Campaign
- Manages all DECA Community Service, including promotion along with VP Marketing
  - ◆ King George Fall Festival
  - ◆ Volleyball Tournament
  - ◆ Dodgeball Tournament
  - ◆ Cereal Collection
  - ◆ Veterans Day 5K & 1mile Fun Run
  - ◆ King George Social Services
    - Thanksgiving
    - Christmas
  - ◆ Feet Meet
  - ◆ Any other events/activities the Chapter is involved in

### **VP of Marketing -**

- Promotion of all events & activities
  - ◆ Competition
  - ◆ Dodgeball
  - ◆ 5K & 1 mile Veteran's Day
  - ◆ Running Warriors
  - ◆ Feet Meet
- Management of Social Media - sending out posts, tweets, pics & updates
  - ◆ Facebook
  - ◆ X
  - ◆ Instagram
- Management & promotion of TEAM App - sending out alerts
- Management of Website - updating

### **Past Presidents -**

- Provide insight and guidance to the new Officer Team
- Assists on all DECA, Inc Chapter Campaigns
- Promotes Chapter Membership
- Makes presentations at community meetings and events
- Participates in all Chapter Fundraising, Community Service activities, & Competition
- Attends all events/activities/conferences as possible
- Represents King George DECA and King George High School in a professional manner

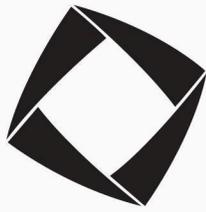
### **Fox Stox Managers - (these students are appointed from the Marketing Exploration class)**

- Responsible for running and managing the school store daily
- Responsible for running and managing and setting up the Fox Stox Annex at Stadium
- Responsible for staffing & inventory of the school store
- Responsible for writing the School Based Enterprise GOLD Certification/Re-Certification
- Responsible for presenting SBE at the SLC and ICDC Events

# Chapter Officer - Duties & Structure

Advisors	 CEO [Advisors]				
DECA Student Leader	 President				
President Position Overview	<i>Practice the "Entrepreneurial" and "Management" elements of DECA's Mission Statement. Responsible for connecting with Chartered Association Officers and establishing Chapter vision, management, and organization that ensures each Chapter Officer has the training, support, accountability, and resources to deliver a powerful DECA experience for each DECA member.</i>				
Model Chapter Executive Team	 VP of Leadership	 VP of Career Development	 VP of Marketing	 VP of Finance	 VP of Hospitality
Position Overview	<i>Practices the "Emerging Leaders" element of the DECA Mission. Responsibility for all non-competitive event career and leadership activities.</i>	<i>Practices the "Careers" element of the DECA Mission. Responsible for Chapter participation, preparation, and performance in Competitive Events.</i>	<i>Practices the "Marketing" element of the DECA Mission. Responsible for initial member recruitment, branding, promotions.</i>	<i>Practices the "Finance" element of the DECA Mission. Responsible for Chapter budgeting, accounting and fund development efforts.</i>	<i>Puts into practice the "Hospitality" element of the DECA Mission. Responsible for connecting members to a welcome, value-filled, fun educational experience.</i>
Team Structure	Leadership Team	Career Development Team	Marketing Team	Finance Team	Hospitality Team
<p><b>OPTIONAL</b> Appointed positions to Committees</p> <p><b>EXPLORE</b> positions that fit your Chapter size, goals, and interests.</p> <p>Teams and committees would also work <b>collaboratively</b> and band and forth as events and duties relate to their positions</p>	<ul style="list-style-type: none"> <li>DECA Campaigns Director</li> <li>Community Service Director</li> <li>School Service Director</li> <li>Conference Director</li> <li>Recognition/Sc holarships Director</li> <li>Leadership training Director</li> <li>Freshman Class Director</li> <li>Sophomore Class Director</li> <li>Junior Class Director</li> <li>Senior Class Director</li> </ul>	<ul style="list-style-type: none"> <li>DECA Challenges Director</li> <li>Online Events Director</li> <li>Principles of Business Administration Events Director</li> <li>Management Team Decision Making Events Director</li> <li>Individual Series Events Director</li> <li>Business Operations Research Events Director</li> <li>Chapter Team Events Director</li> <li>Marketing Representative Events Director</li> <li>Professional Selling and Consulting Events Director</li> <li>Entrepreneurship Events Director</li> </ul>	<ul style="list-style-type: none"> <li>Creative Director</li> <li>Member Recruitment Director</li> <li>Digital Media Director</li> <li>Public Relations Director</li> <li>School Relations Director</li> <li>Community Relations Director</li> <li>Social Media Director</li> <li>Website Director</li> <li>Chapter Newsletter Director</li> </ul>	<ul style="list-style-type: none"> <li>Partnerships Director</li> <li>Local Advocacy Director</li> <li>Event Fundraising Director</li> <li>Member Fundraising Director</li> <li>School-based Enterprise Director</li> <li>Budget Director</li> <li>Accounting Director</li> </ul>	<ul style="list-style-type: none"> <li>New Member Director</li> <li>Member Experiences Director</li> <li>Chapter Meetings Director</li> <li>Chapter Events Director</li> <li>Alumni &amp; Professional Member Director</li> <li>Ambassador Director</li> <li>DECA Mentor Director</li> </ul>

*All Director positions on each team are appointed positions. Elected Vice Presidents should submit names for the Director positions on their team to the Chapter Advisors for consideration. Only students willing to put in the time and effort needed for positions will be considered for these leadership opportunities. If any student leader, elected or appointed, is not completing tasks as needed/directed or is not representing the KG DECA Chapter properly, the Chapter Advisor will remove the student from the leadership position after consulting with the President and Executive Team of Vice Presidents.*



KING GEORGE HIGH SCHOOL

**DECA**™

**President & Executive Team Candidate Form and Letter of Intent  
(Please turn in with letter by April 10, 2026)**

Name \_\_\_\_\_ Date \_\_\_\_\_

1st Choice Position Desired \_\_\_\_\_

2nd Choice Position Desired \_\_\_\_\_

***Please attach your Letter of Intent to this sheet.  
It must be typed/keyed.***

I certify that, if elected, I will fulfill the duties of the office I am running for to the very best of my abilities and that I have the time to devote to this position. I understand that I will be expected to attend all meetings and events as required. I understand that this is a working position, and I am ready for it!

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

I support my son/daughter in their ambition to hold a DECA office. I realize the time involvement and will be sure to assist him/her in this commitment. I will be sure that my child, if elected, will attend all meetings and events as required. I give him/her permission to run for this KG DECA office

\_\_\_\_\_  
Parental Consent to Run Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

DECA

*Preparing emerging leaders and entrepreneurs in marketing, finance, hospitality, and management.  
COMPETENCE \* INTEGRITY \* INNOVATION \* TEAMWORK*