



# **STATE OFFICER CANDIDATE INFORMATION PACKET**

***STATE OFFICER CANDIDATE  
INFORMATION***

## **2012 MASS-DECA OFFICER CANDIDATE TIMETABLE**

February 2	All credentials due into MASS-DECA Office
February 7	Testing and interviewing of all potential candidates at Bunker Hill Community College, Room TBA, 3:00 pm
February 8	All candidates notified whether or not nominated.
March 8-10	Campaigning conducted from the start of registration until one (1) hour prior to election session at SCDC.
March 8	“Voting Delegates Briefing Session”. Candidates will be introduced and will deliver a 30 second speech at the Opening Session.
March 9	“Meet The Candidates Session”. Candidates will be asked questions by voting delegates.
March 10	“Election Session” conducted. Speeches of 1 minute per candidate. No campaigning.
March 10	Elected officers announced at Final Awards Session.
June 25-29	State Officer Training at Bunker Hill Community College(Mandatory), 9:00 am- 4:00 pm daily.

# **MASS-DECA OFFICER CANDIDATE INFORMATION**

DEADLINE: Feb. 2

Serving as a MASS-DECA Officer will provide you with a real leadership experience, a chance to grow as a person and increase your self-confidence. Teamwork and cooperation are essential to the success of any officer team.

The information, materials, and forms in this packet comprise the basic policy and procedures for the nomination and election of MASS-DECA High School Division Officers.

Please read this information over carefully and complete all materials according to the directions. Any credentials, which are incomplete or improperly submitted, may necessitate the disqualification of the prospective candidate.

\* \* \* \* \*

## **WHO IS ELIGIBLE?**

Any High School Division member who is a paid member of both Massachusetts and National DECA in the 2011-12 school year, is eligible to submit the necessary forms for possible nomination to an officer position of this association of DECA.

Candidates must have a scholastic average of at least 2.0(C average) for both the current and just previously completed quarter/semester in order to qualify. If elected as an officer, a 2.0 or a C average must be maintained in order to remain an officer. Grades must be submitted to the State Advisor upon completion of each term. Officers must remain in good standing with their school's policies and procedures. The attached application, forms, resume & transcript must be completed and received by February 2, 2012.

In order to be nominated, each prospective candidate must pass both the test and the interview portion of the nomination process. The test and interview are worth 100 points each. You will need to attain a score of at least 120 points (60%) of the possible 200 points in order to be nominated.

# **MASS-DECA OFFICER CANDIDATE INFORMATION**

## **WHAT MUST I SUBMIT?**

You must submit the following forms completed in full; candidate application, signed acceptance of candidate's responsibility, signed statement of intent & support, an **official** school transcript of your grades, a resume' of not more than one page, and a 1 page chapter advisor letter of recommendation; which includes the candidate's knowledge, participation, dependability in DECA activities, the candidate's commitment to serve MASS-DECA as a State Officer and the advisor's strong belief in the candidate **FAXED COPIES WILL NOT BE ACCEPTED.** The address of the MASS-DECA office is:

MASS-DECA  
Bunker Hill Community College  
Box 101  
250 Rutherford Avenue  
Boston, MA 02129

## **NOMINATION PROCESS**

All potential candidates will take an examination based on MASS-DECA and National DECA information. Each potential candidate will have a personal interview with the members of the state nominating committee. The nominating committee shall determine the nominated candidates based on the test and interview scores.

Every effort is made to keep the nominating process as objective as possible. Any matters requiring decisions shall be submitted to the nominating committee. The decisions of the nominating committee shall be final.

## **TEST AND INTERVIEW**

The test and interview will take place on February 7, 2012 at Bunker Hill Community College, Room TBA.. Testing will begin promptly at 3pm. Each candidate will be interviewed individually after completing the test. The entire process should last 2-3 hours. **Professional attire is required.** During the interview, candidates must demonstrate competence in situation problem solving, oral and written communication, public relations, DECA facts, leadership ability, sense of humor, courtesy and etiquette.

Questions on the test will consist of fill-in, true/false, multiple choice, and short answer types. Refer to the reference list below for a study guides.

# ***MASS-DECA OFFICER CANDIDATE INFORMATION***

## **RESUME'**

This is to be submitted with your other candidate credentials. It should not be more than one full page. This resume' should be the same as one you would submit when applying for a job.

## **TERM OF OFFICE**

The officers elected for the 2012-13 year shall serve in office from the close of the 2012 International Career Development Conference until the close of the 2013 International Career Development Conference.

## **STATE OFFICER LEADERSHIP TRAINING & INSTITUTE**

This two-part training is designed to provide each officer-elect with the knowledge, skills and experience necessary to be a successful officer. This is also when the officers-elect really come together as a team with common goals and objectives for the year ahead.

Due to the importance of this training and its many leadership activities, attendance at the training in its **entirety is required** of all those elected. Please refer to previous page for dates.

## **ELECTION PROCEDURES**

The 2012-13 MASS-DECA Officer Team shall be elected by a majority (51%) of the voting delegates for the High School division, present at the annual State Career Development Conference. Voting will be done by secret ballot. The top nine (9) candidates receiving the greatest number of votes and having fulfilled the 51% majority will be the officers-elect of this state association of DECA for the 2012-13 year.

## **REFERENCE LIST**

This is an outline of the information used in the formulation of questions for the MASS-DECA High School Division Officer Candidate Examination.

- The DECA Guide (2011-12, provided by National DECA and sent to your advisor or online at [www.deca.org](http://www.deca.org) )
- MASS-DECA Reference Guide for Chapter Advisors(your advisor has this)
- DECA Dimensions( bi-monthly publication from Nat'l DECA)
- www.deca.org and www.madeca.org

**MASS-DECA OFFICER CANDIDATE INFORMATION CONTINUED**

**CANDIDATE CHECK LIST**

Make sure that you submit the following, so that you will qualify as a potential candidate:

- \_\_\_\_\_ Application
- \_\_\_\_\_ Acceptance of Candidate’s Responsibility(signed)
- \_\_\_\_\_ Statement of Intent(signed)
- \_\_\_\_\_ Resume
- \_\_\_\_\_ letter of recommendation from your chapter advisor
- \_\_\_\_\_ **official** transcript with current and previous semester grades.

**MASS-DECA HIGH SCHOOL DIVISION OFFICES AVAILABLE**

**The nine (9) candidates receiving the greatest number of votes and a majority - 51%, will be the officers-elect of MASS-DECA, for the 2012-13 year. MASS-DECA Officers do not have titles; they are considered equal members of the MASS-DECA State Action Team.**

\* \* \* \* \*

Potential officer candidates should realize that transportation in some form (public or private) is necessary to and from meetings. Each officer team determines its own meeting schedule. The meetings will be at Bunker Hill Community College.

\* \* \* \* \*

**FOR FURTHER INFORMATION, CONTACT ANY OR ALL OF THE FOLLOWING**

- Your Chapter Advisor
- Your State Advisor (Tel. No. 617-228-2024)
- Any of the current high school officers
- See [www.madeca.org](http://www.madeca.org) or Massachusetts DECA the Massachusetts DECA official facebook page for contact information

\*For Information on Collegiate DECA please contact your State Advisor, Donna McFadden; dmcfadden@bhcc.mass.edu

# MASS-DECA STATE OFFICER APPLICATION

**DEADLINE: Feb. 2**

**Please print neatly or type.**

Name:

Home Tel. No:

Cell:

e-mail address:

**Date of Birth:**

**Year of Graduation:**

**Home Address:**

**City:**

**Zip:**

School Attending:

Place of Employment:

#hours worked per week:

Type of Business:

Position held:

DECA Offices held :

DECA Honors and/or Awards:

Offices held in other organizations (please note dates):

Non-DECA Honors and/or Awards:

*I certify that I am an active member in good standing of my DECA chapter.  
To the best of my knowledge, all information submitted about me is accurate and correct.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Chapter Advisor's Name (Print)

\_\_\_\_\_  
\*Signature of Chapter Advisor

**\*Advisors should endorse only worthy candidates.**

## ***CANDIDATE'S STATEMENT OF INTENT:***

**DEADLINE: Feb. 2**

**Please print neatly or type.**

Name of Candidate:

If elected, I shall attend the MASS-DECA Officer Training & Leadership Academy in its entirety and all meetings of the MASS-DECA Officers. I agree, within the limitations of my school work and the requirements of my employment, to make myself available to MASS-DECA to promote and assist in the development of our organization. I fully understand that if, in the opinion of a majority of the other officers, I do not carry my share of the workload, I may be removed from my MASS-DECA Office at anytime.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Parent or Guardian

### **STATEMENT OF SUPPORT:**

This candidate is a member paid and in good standing of her/his local chapter, state and national DECA. To the best of my knowledge, all information submitted on, with, or attached to this form is valid. It is my considered judgment that this candidate has the ability, qualifications, and integrity necessary to do an outstanding job in the office for which s/he is being proposed as a nominee.

The above named student has displayed punctuality, good attendance, responsibility, and overall good citizenship while a member of our high school student body. I, therefore, endorse this student for the office being sought and will support him/her during the year in office.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature of Chapter Advisor

**REMINDER:** Transportation in some form (public or private) is necessary to and from meetings and conferences.

# **ACCEPTANCE OF CANDIDATE'S RESPONSIBILITY**

I recognize that the following obligations are a part of an officer's responsibility.

1. To become knowledgeable about the state and national DECA Program of Activities and to be able to discuss it with chapter officers and interested parties.
2. Observe standards of official dress, exemplary personal conduct and personal grooming while representing DECA
3. Full attendance and participation in the meetings & training
4. Speaking at local DECA functions upon the invitation of the local chapter.
5. Attendance and participation at the Fall State Leadership Conference, NARCON, and the State Career Development Conference are required. Attendance at the International Career Development Conference is optional.
6. Careful preparations for fulfilling responsibilities for DECA activities in which I am involved.
7. Notification to the state advisor of all invitations for representation of DECA.
8. Responsible and timely reporting of activities conducted as a representative of DECA.
9. Development of a State Program of Work in cooperation with the state action team and state advisor.
10. Follow all guidelines to be an effective state officer as presented at training.
11. Fulfill all responsibilities as spelled out in the State Officer Program of Work.
12. Abide by the State Officer Code of Conduct while I am an officer. I will resign my office if I fail to follow the State Officer Code of Conduct.

Officer Candidate signature \_\_\_\_\_

Parent or Guardian signature \_\_\_\_\_

Chapter Advisor signature \_\_\_\_\_

# **RULES AND REGULATIONS FOR OFFICER CANDIDATE CAMPAIGNING**

2012 STATE CAREER DEVELOPMENT CONFERENCE

**All chapters are urged to use their imagination and initiative in creating novel ways for promoting and presenting their candidate(s).**

\* \* \* \* \*

1. Campaigning may begin as soon as your school has registered at the SCDC registration desk.
2. Campaigning may take place at all sessions except for the Election Session.
3. Any damage as a result of campaign materials or techniques used during the SCDC will be the responsibility of the school of that candidate.
4. All chapters and candidates are expected to encourage and observe good taste in the promotion of candidates. Do not put campaign materials in front/on top of another candidate's materials.
5. No campaigning is to take place in the areas of the hotel where competitive events are being held.
6. Campaign materials **may not** be attached to the walls or other property of the hotel using tape, tacks or nails.
7. **No food, candy, or gum of any kind** is to be used or distributed by any campaign. **Stickers** may not be handed out.
8. It is the responsibility of each school and candidate to see that all campaign materials are picked-up and removed from all areas of the hotel at least one hour prior to the election session. No campaign materials will be allowed in the election session.
9. It is absolutely necessary that all delegates reflect the conduct expected and desired in putting our best foot forward.
10. Failure to abide by these rules and regulations will result in the disqualification of the candidate(s) involved.
11. Campaign description must be submitted to State Advisor with campaign theme, spirit items, speeches and visual materials to be used by March 1.

## ***SAMPLE QUESTIONS FOR OFFICER CANDIDATE QUALIFYING TEST***

1. In what year was Massachusetts chartered as an association of DECA?
2. What is the DECA mission statement?
3. What are the DECA guidelines and principles?
4. How many co-chair people represent each district?
5. How much is the membership fee for National DECA?
6. How much is the membership fee for MASS-DECA?
7. National DECA is organized into four regions. Name them.
8. What region is Massachusetts in?
9. What are the five divisions of DECA?
10. To which division do you belong?
11. Where will the 2012 SCDC be held?
12. Where will the 2012 ICDC be held?
13. Explain DECA.
14. Explain the difference between a series event and a written event.
15. How many members belong to MASS-DECA?
16. What is NARCON?
17. What are DECA's attributes and values?
18. Name the current National & State Officers.