

# EXECUTIVE OFFICER CANDIDACY PROCEDURES

**2017-2018**

## Oregon Association of DECA

*This packet contains guidelines and information for Oregon  
DECA members interested in running for a DECA Inc.  
Executive Office (formerly National Office)*

*Deadline: December 1*

# EXECUTIVE OFFICER CANDIDATE GUIDELINES

## Oregon DECA Executive Officer Candidacy Guidelines

Oregon DECA is allowed to nominate up to two candidates for Executive Office: One for Executive President and one for Western Region Vice President. Because running for Executive Office is an exceptional opportunity, Oregon DECA requires that all candidates interested in running for Executive Office be approved by the Executive Officer screening committee (committee members are appointed by the State Staff and Board of Trustees) before they are eligible to run for Executive Office.

The purpose of this document is to outline the Oregon DECA Executive Officer Screening Process. Candidates must abide by ALL requirements outlined in this document. Failure to comply with any of the requirements listed in this document could result in the candidate not being allowed to run for Executive Office. However, it is possible for a candidate who has complied with all of the requirements in the packet to be denied the chance to run for Executive Office if in the opinion of the Board and Executive Director they feel that the candidate is unprepared to campaign or would be unable to faithfully and effectively serve as an Executive Officer if elected.

Because Oregon DECA is only allowed to nominate one candidate for each of the two positions of Executive President and Western Region Vice President, the Executive Officer Candidate Screening Process also serves as a selection process when more than one Oregon DECA member desires to run for the same position (e.g. two Oregon DECA members want to run for Western Region Vice President). Selection of the candidate who will represent Oregon DECA in seeking that position will be based on the candidate's fulfillment of the requirements in this document as well as their past performance, accomplishments, commitment to DECA, quality of campaign goals/platform, organization of campaign materials, the candidate's perceived chances of being successfully elected to fill the position desired, and the candidate's perceived ability to faithfully and effectively serve if elected to Executive Office.

If approved by the screening committee a requirement of remaining an approved candidate is working closely with the Oregon DECA State Officer Coach and State Staff throughout each step of the candidate preparation process and abiding by the Oregon DECA Code of Conduct. This includes, but is not limited to, submitting for approval all campaign plans, designs of materials, organizational charts, booth designs, meeting all deadlines, and generally collaborating with the Oregon DECA staff throughout the process. Failure to do so could result in the candidate being removed as a candidate for Executive Office.

The following are the requirements that must be complied in order for a candidate to be eligible to run for Executive Office. *(Oregon DECA reserves the right to amend these requirements upon due notification to officer candidates up to and until one week prior to the scheduled screening interview.)*

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1. Candidates MUST notify the Oregon DECA State Advisor, Laura Nelson, of their intent to seek Executive Office and therefore participate in the Executive Officer Screening Process no later than December 1. Once the email is received a confirmation of receipt will be sent to the candidate within 24 hours. If no reply is received within 24 hours the candidate should call Oregon DECA to confirm that the email was delivered.
2. The candidate must participate in an Oregon DECA Executive Officer Screening Interview to be scheduled by the Oregon DECA State Staff. The Oregon DECA Executive Officer Screening Committee will consist of members from the Oregon DECA Board of Trustees and State Staff. The candidate will be notified of the date of the interview with at least one week's notice. The interview will either be held in person or via conference call. All materials/requirements in this document must be complete and ready to present by the start of the candidate's interview.
3. The candidate must be an active registered member of Oregon DECA and DECA Inc. at the time they submit their materials to the Screening Committee.
4. The candidate must be a current State Officer of Oregon DECA.
5. The candidate must have a 2.5 scholastic average or higher based on an "A" letter grade being equivalent to 4.0 for each of the previous two (2) completed semesters of school prior to the 2018 International Career Development Conference
6. The candidate must submit for consideration to the committee ALL of the following:
  - a. Executive Officer Candidate Application Form (this is included in the Executive Officer Candidate Packet and can be acquired from DECA Inc.).
  - b. Advisor Certification: this is also included in the Executive Officer Candidate Packet from DECA Inc. Only the Chapter Advisor portion is required for Oregon DECA Screening. State Advisor portion will be completed upon candidate's approval to run for Executive Office by the Executive Officer Candidate Screening Committee.
  - c. Executive Officer Code of Professional Conduct Form (this is included in the Executive Officer Candidate Packet and can be acquired from DECA Inc.).
  - d. Resume (maximum of two pages to include qualifications for office desired and college plans for 2018-2019).
  - e. Letter of Intent (maximum of two pages. What are the goals and objectives for wanting to serve as an Executive Officer?).

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- f. Description of the candidate's involvement with Business, School and Civic Groups as related to DECA.
  - g. Three letters of recommendation (DECA chapter advisor, school official and business/professional person).
  - h. Planned Campaign Budget (including full detailed list of proposed expenditures and revenue sources).
  - i. List of Campaign Items (e.g. handouts/promotional materials).
  - j. Campaign platform.
  - k. Campaign speech (three minute speech).
  - l. List of potential campaign staff and their potential roles, including at least one adult to travel to caucuses with you.
  - m. Official Scholastic Transcript (The transcript must include a written description or explanation of the grading procedure. The grading procedure should explain the grades in relation to A, B, C, D and Failing. If the school system's grading procedure grants "incomplete" as a grade, that grade must be verified as a no grade or failing.).
7. All submitted materials must be submitted as PDFs in the order listed above.
  8. Once approved, the candidate's official application is due to Oregon DECA by **March 1, 2018** for final review prior to being sent to DECA Inc.

***\*While many of the requirements above match closely with the DECA Inc. application process candidates who received approval to run from Oregon DECA should carefully review the Executive Officer Candidate Packet distributed by DECA Inc. before submitting their final application to DECA Inc. as there are additional requirements as outlined in that document.***

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## Detailed Description of Required Materials

### Resume

This professional resume should focus on your qualifications for Executive Office; your desired plans for 2018 – 2019 and be a maximum of two (2) pages in length.

### Letter of Intent

This letter should be written to the nominating committee and should explain your goals and objectives for wanting to serve as an Executive Officer. This letter should encourage the Oregon DECA Executive Officer Screening Committee to nominate you to run for Executive Office.

### Description of Involvement

Please provide a description of your involvement with business, school and civic groups as related to DECA. The purpose of this document is to show that you should be nominated to run for Executive Office.

### Letters of Recommendation

These three letters should focus on the professional aspects of your personality and should demonstrate you as a team player and capable leader. The letters must be from the following individuals: a) chapter advisor; b) school official and c) business/professional person.

### Planned Campaign Budget

For nomination, you are required to submit a basic budget including a detailed list of all expenditures you anticipate as well as all the revenues you are counting on. The revenues will include in-kind donations. NOTE: this budget should be as specific as possible excluding travel costs for your campaign team. It should also include a description of the item, the quantity to be purchased and an exact cost. Income items should be carefully identified and described with exact amounts.

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## List of Campaign Items

You must submit a list of all items that will be used as a part of your campaign. This includes items to be given away as well as items used within your campaign booth (TV, dart boards, basketball hoops, etc.).

## Speech

You will be expected to deliver your three-minute campaign speech to the screening committee.

## Platform

You must present your campaign platform to the committee. Try to focus on three areas that you will build your campaign on. What three things do you want to bring to DECA, change about DECA, or improve?

## Campaign Team

Submit a preliminary campaign team organizational chart. Think about a campaign manager, caucus managers (one for each region if you are President), an adult to attend caucuses with you, and students to work your booth/the exhibit hall. Keep in mind other potential commitments of your team, such as Emerging Leaders Series, THRIVE academy, or competition. Think about who can help before hand and who will be on site at ICDC.

## Official Transcript

You must submit an official scholastic transcript with the school's official seal or notary if chosen to proceed with candidacy. The transcript must include a written description of explanation of the grading procedure and must be signed by a school official. For this application, an electronic version is acceptable, but note that an official transcript will be required later on if selected to proceed with candidacy.