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# INTERNATIONAL EXECUTIVE OFFICER CANDIDACY PROCEDURES

## 2017-2018

## Nevada Association of DECA

*This packet contains guidelines and information for Nevada DECA members interested in running to be an Executive Officer of DECA, Inc.*

*Deadline: December 1, 2017 at 6:00pm PST*

Nevada DECA is allowed to nominate up to two candidates for International DECA Office, or "Executive Office": One for Executive President and one for Western Region Vice President. Because running for

# EXECUTIVE OFFICER CANDIDATE GUIDELINES

Executive Office is an exceptional opportunity, Nevada DECA requires that all candidates interested in running for Executive Office be approved by a Nevada DECA Executive Officer Screening Committee before they are eligible to run.

The purpose of this document is to outline the Nevada 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 still be denied the chance to run for Executive Office if, in the opinion of the Screening Committee, the candidate is unprepared to campaign or would be unable to faithfully and effectively serve as an Executive Officer if elected.

Because Nevada 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 Nevada DECA member desires to run for the same position (e.g. two Nevada DECA members want to run for Western Region Vice President). Selection of the candidate who will represent Nevada 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 Nevada DECA State Officer Coach and State Staff throughout each step of the candidate preparation process. 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 Nevada 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 with in order for a candidate to be eligible to run for Executive Office. *(Nevada 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.)*

1. Candidates MUST notify the Nevada DECA State Director, Curtis Haley, of their intent to seek Executive Office and therefore participate in the Executive Officer Screening Process no earlier than the beginning of the applicable school year and no later than December 1, 2017 at 6:00PM via email. 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 Nevada DECA to confirm that the email was delivered.

# EXECUTIVE OFFICER CANDIDATE GUIDELINES

2. The candidate must participate in a Nevada DECA Executive Officer Screening Interview to be scheduled by the Nevada DECA State Staff during the month of January in the year they intend to run for office. The Nevada DECA Executive Officer Screening Committee will consist of members of the Nevada DECA State Staff, at least one member of the Nevada DECA Board of Trustees, and at least one student representative (preferably a State Officer not seeking Executive Office). 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. If the interview is held via conference call the candidate is required to submit ALL required materials to every member of the committee either by fax or email with confirmed receipt prior to the start of the interview if requested by State Staff.
3. The candidate must be an active registered member of DECA at the time they submit their materials to the Screening Committee.
4. The candidate must be holding or have held a chartered association or chapter office. It is **strongly encouraged** that candidates running for Executive Office have already served as State Officers.
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 Nevada DECA Screening. State Advisor portion will be completed upon candidate's approval to run for state 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. Résumé (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 a executive officer?)
  - f. Three letters of recommendation (DECA chapter advisor, school official and business/professional person)
  - g. Planned Campaign Budget (including full detailed list of proposed expenditures and revenue sources)
  - h. List of Campaign Items (e.g. handouts/promotional materials)

# EXECUTIVE OFFICER CANDIDATE GUIDELINES

- i. Official Scholastic Transcript with school's official seal or notary (The transcript must include a written description or explanation of the grading procedure signed by a school official. 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. Once approved, the candidate's official application is due to Nevada DECA by **February 16, 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 Nevada 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.***

# EXECUTIVE OFFICER CANDIDATE GUIDELINES

## Detailed Description of Required Materials

### Résumé

This professional résumé should focus on your qualifications for national 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 a national officer. This letter should encourage the Nevada DECA Executive Officer Screening Committee to nominate you to run for national 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.

### 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.).

### Official Transcript

You must submit an official scholastic transcript with the school's official seal or notary. The transcript must include a written description of explanation of the grading procedure and must be signed by a school official.