

# Chapter Officer Team 101

Tips, tricks, ideas and suggestions on how to select and run an outstanding Chapter Officer Team

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# Selecting an Officer Team

The key to a successful year as a chapter is to have students in the lead that demonstrate the core values of the organization. The following are suggestions of various aspects of an officer selection process and their correlation to one or more of the 4 core values: competence, innovation, integrity and teamwork.

# Integrity

Integrity is defined as “being honest and having strong moral principles”. One possible aspect of an officer selection process is a DECA knowledge test. This tests an applicant’s willingness to study the fact sheets and their honesty during the test taking process, thus their integrity.

# Competence

Another possible aspect of an officer application is an interview. Test an applicant's competency with their ability to answer various questions ranging from DECA knowledge (ex: which DECA core value do you find the most important) to questions about their goals and intentions as a Chapter Officer.

# Innovation

One great indicator of an innovative student is their ability to take a simple prompt or topic and write an insightful and goal oriented essay that describes their intentions as a future officer or their DECA story or even what DECA means to them! Similarly, a prepared speech to be presented to their peers is another helpful indicator of an applicant's innovativeness.

# Teamwork

Popular opinion says a lot about someone's ability to work as team member. Give your chapter a chance to express their thoughts on the applicants. Have the applicants present their innovative speech and chapter members vote based on the student's performance as a productive team member of the chapter the past year.

# How to Run an Officer Team

So you've had your applicants jump through the metaphorical hoops, and you now have amazing leaders at the forefront of your chapter. What now? It's time to develop your students into academically prepared, community oriented, professionally responsible emerging leaders!

# Academically Prepared

To ensure that your officer team is the best leadership model for your chapter, impose quarterly grade checks. This is also useful when it comes to UIL eligibility. With grade checks, you can keep up with your leadership team and encourage them to avoid situations where they would be unable to participate in DECA related events.



# Academically Prepared

Also along the lines of academic preparedness, have your chapter officers lead various forms of event prep in the chapter. They can host specific study groups or sessions for cluster exams or give feedback to written presentations and role-plays. By aiding event prep, your officers are active roles in the competitive success of the Chapter.

# Community Oriented

Your Chapter Officers should be prominent members in your DECA community. Conduct some form of Officer team bonding (team dinner to discuss goals, team retreats, etc.) and then have your officer team conduct a form of chapter bonding themselves.

# Professionally Responsible

Chapter Officer points is a great system to implement to keep your team accountable. Give your officers a point quota to meet each quarter and award points for completing their officer duties (attending/running chapter officer and general meetings, hosting study sessions, etc.).

# Emerging Leaders

In order for your officer team to develop into their full leadership potential, they must be goal-oriented. Have your officers set membership goals, put together a program of work, and complete “Fifth of the Month Reports” detailing the past months achievements and the next months goals and turn them into either the chapter president or advisor. Resource templates for these ideas can be found the Texas DECA website.

Does your chapter have any extra tips on how to select and run an officer team? Email them to [stateofficers@texasdeca.org!](mailto:stateofficers@texasdeca.org)