

Prospective State Officer,

We appreciate your interest in becoming a State Officer for DECA. Serving as a state officer for DECA is an honor and requires a strong commitment to South Dakota DECA members. Only the most dedicated and prepared students will assume the leadership roles for developing and carrying forward a challenging program of leadership for South Dakota.

It takes a special individual to serve as an officer. State officer candidates must be organized, motivated, professional, and eager to work as a team. Candidates must have initiative and high moral and ethical standards. Candidates must also be ready to make DECA a top priority and be willing to present a positive image on behalf of our organization.

Above all, we are looking for student leaders eager to give back. Students that see this as an opportunity to support their fellow members, not as something to just add to a resume.

This packet is designed to provide you with resources and tools to guide you through the application process and includes information related to:

- State Officer Qualifications
- State Officer Roles and Responsibilities
- Travel Requirements
- Application
- Agreements & Authorizations
- Application Checklist

Again, we appreciate your interest, and we look forward to seeing you soon!

Regards,

A handwritten signature in blue ink that reads "Tina Miller".

Tina Miller
State Advisor | South Dakota DECA

Officer Qualifications

- Each candidate must be either a freshman, sophomore or junior.
- The officer candidate must be a paid member in good standing of an accredited high school chapter of South Dakota DECA.
- The candidate must submit a completed online Officer Candidate Application no later than February 25, 2022.
- The candidate must have a minimum cumulative grade point average of 2.8 based on a 4.0 system.
“A” = 4.0, “B” = 3.0, “C” = 2.0, “D” = 1.0, “F” = 0.0
- All candidates must complete a formal interview with the Interview Committee. Interviews will be scheduled during South Dakota SCDC February 28, 2022.
- The candidate must maintain their South Dakota DECA membership in good standing throughout their term of office.

State Officer Roles & Responsibilities

Officers are elected as either President or Vice President. Following the conclusion of the State Career Development Conference, the State Advisor and State Officers will discuss and assign roles for the five (5) Vice President Positions.

Vice President positions could include:

Vice President of Chapter Resources: Create and distribute resources to be used at the local chapter level. This position will focus on providing chapters with tools in the Chapter Management, Competitive Events, Leadership Development, and Membership Development categories.

Vice President of Leadership Development: Work with South Dakota DECA chapters to ensure effective communication and collaboration throughout the state. This position will focus on equipping Chapter leaders with information and resources throughout the academic year.

Vice President of Competition: Develop and implement resources and toolkits to better prepare chapter team members for success through DECA's competitive events programs.

Vice President of Statewide Campaigns: Design initiatives intended on supporting statewide goals and efforts in membership development and community service.

Vice President of Team Operations: Organize and maintain accurate records of all team tasks and activities to confirm all goals and responsibilities are being met. This position will provide assistance and information to the entire State Officer Team to keep us on track throughout the year.

Travel Requirements

State Officers are required to attend conferences throughout their term in office. State Officers **must attend** the conferences/trainings below. South Dakota DECA local chapters will cover the officer's lodging, meals, transportation, and registration expenses. State Officers must also attend **monthly State Officer Zoom meetings**.

SD DECA's State Career Development Conference | February 28, 2022 | Sioux Falls

International Career Development Conference | April 22-27, 2022 | Atlanta, Georgia

New State Officers will take part in the Empower Leadership Series training, serve as Voting Delegates for South Dakota DECA and assist the State Advisor and Chapter Advisors as needed. Students may also compete if they advanced.

Program of Leadership Work Day | June 16, 2022 | USD-Sioux Falls, SD

Officers will create the annual Program of Leadership, develop workshops, plan contests and schedule all press releases and social media for the 2023-2024 school year.

SD DECA Officer Leadership Institute | September 27, 2022 | USD-Vermillion, SD

SD DECA Fall Leadership Conference | November 7, 2022 | Mitchell, SD (TBD)

SD DOE CTSO Legislative Shadow Days | February 2023 | Pierre, SD

SD DECA's State Career Development Conference | March 2023 | Sioux Falls, SD

State Officer Application Process

Becoming a South Dakota DECA State Officer involves the following steps:

1. Successful completion and submission of the online Officer Candidate Application Form.
2. Uploading the required documents to the Officer Candidate Application Form.
3. Participation in an interview with the State Advisor and South Dakota Board of Directors.
4. Chapter Advisor endorsement.

The individual receiving the highest number of points will be named President. The next five (5) highest point totals will be elected as Vice Presidents.

Interview Committee

Candidate interviews will take place during the South Dakota DECA State Career Development Conference at a designated time and location. After the application deadline, candidates will receive an email with their interview time and location.

The candidate interview committee will consist of five to seven members including the State Advisor, Chapter Advisors and others as assigned. Interviews will last 5 to 10 minutes depending on the number of candidates. Each candidate will have an equal amount of time for their interview.

The Candidate Screening Committee will interview each candidate fairly and objectively to determine eligibility to seek office. Candidates will be asked questions related to character, DECA and leadership. Candidates must demonstrate high moral character, leadership traits, and knowledge of DECA.

Sample Questions

All candidates must answer this question: South Dakota DECA has suffered a setback in membership since the start of the COVID-19 pandemic for a variety of reasons. What are three things South Dakota DECA can do to accelerate our rebuild and serve students and advisors in new ways?

Character

Do you have a favorite quote or saying? Why is it important to you?

What would your favorite teacher say is your greatest strength?

What would your best friends say is your greatest flaw?

Why is a positive attitude important to a State Officer?

What does the statement, "Ethics is a critical part of business," mean to you?

DECA

Why do you want to be a DECA State Officer?

What is the greatest contribution you can make to South Dakota DECA?

Why is DECA important to all students?

What qualities are necessary to become a responsible business leader?

Leadership

What significant contributions have you made to your DECA Chapter?

Do you feel everyone has the same capacity for leadership? Why?

How are leadership and responsibility related?

What should be the most important goal of South Dakota DECA?

SOUTH DAKOTA DECA STATE OFFICER CANDIDATE SCORING GRID

	Maximum Points	Points Award
Pre-Interview Introduction Introduced self properly; Physically poised and ready; Spoke clearly, forcefully; Stood until invited to sit, Good first impression	10 points	
Character Question Response Candidate's answers show a strong sense of character, genuineness, and honesty. Answers suggest candidate will work well with fellow DECA members and model good citizenship. Answers are organized, logical, and reasonable. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through.	15 points	
DECA Question Response Candidate's answers show a strong understanding of DECA. Ideas and plans for the future of South Dakota DECA are strong and reasonable. Answers show candidate has a strong sincerity in the organization. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through.	15 points	
Leadership Question Response Candidate's answers show understanding of traits of a good leader. Answers suggest candidate has self-initiative, dedication, and the ability to motivate many people to accomplish a common goal. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through.	15 points	
Appearance Good color coordination, Hair clean and neat, Good posture, Clothing clean and pressed, Facial appearance is natural, Business attire conservative, Wore DECA blazer, Pleasant smile	10 points	
Attitude Attentive, Alert, and responsive, Self-confident, Enthusiastic, Competitive and open minded, Sincere and conscientious, Socially at ease and comfortable	15 points	
Professionalism Courteousness, Ability to remember names, Ability to take criticism, Poise, Sense of humor, Conversational	10 points	
Post-Interview Thanked the committee, left promptly and still eager, Remained poised	10 points	
Total Points	100 points	

Agreements & Authorizations

The following agreements must be read, initialed, signed and uploaded with the online State Officer's Candidate Application. Please contact Tina Miller, State Advisor, at tina.k.miller@usd.edu with any questions regarding these agreements.

Statement of Responsibility

Name: _____

School/Chapter: _____

Cell Phone Number: _____ Email other than school: _____

Acceptance of Responsibility: I recognize that the following obligations are a part of a South Dakota DECA State Officer's responsibilities. I agree to meet the following expectations and others set forth by the South Dakota DECA State Advisor and South Dakota DECA Board of Directors.

Initial each item.

- _____ 1. I will be a dues-paying member of local, state, and international DECA.
- _____ 2. If elected, I will represent my chapter and state with integrity and honor.
- _____ 3. I will carry out the State Officer's Program of Leadership and submit reports to the State Advisor and/or according to established deadlines and specifications.
- _____ 4. I will attend required conferences as assigned by the State Advisor of SD DECA.
- _____ 5. I will adhere to the South Dakota DECA Officer Code of Conduct, Dress Code, Social Media Contract and the Comprehensive Consent Form.
- _____ 6. I will clear absences associated with DECA in advance with my teachers and employer (if applicable).
- _____ 7. I will adhere to dress code guidelines established for State Officers.
- _____ 8. I will take proper care of the uniform clothes furnished to me by South Dakota DECA and will always wear/bring these clothes to DECA conferences.
- _____ 9. I understand that I will not be allowed to participate if this packet is incomplete, inaccurate, or received later than the application deadline of, February 25, 2022.
- _____ 10. I understand that I must wear a DECA blazer for my candidate interview and 2022 SCDC conference.
- _____ 11. I have read, understand, and will adhere to all rules, guidelines, and responsibilities associated with serving as a South Dakota DECA State Officer.

South Dakota DECA Social Media Policy

Below are the guidelines that we would like for you to be aware of in using both your personal as well as your official DECA social media sites.

Protect your own privacy

Privacy settings on social media platforms should be set to what you are comfortable with. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

Be Honest

Nothing gains you notice in social media more than honesty - or dishonesty. Do not write/say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also, be smart about protecting yourself and your privacy. What you publish will be around for a longtime, so consider the content carefully and be cautious about disclosing personal details.

Respect your audience, South Dakota DECA, and your fellow members

The public in general, and South Dakota's DECA staff and members, reflect a diverse set of customs, values, and points of view. Don't say anything contradictory or in conflict with SD DECA official views.

Controversial Issues

If you see misrepresentations made about South Dakota DECA in the media, you may point that out. Always do so with respect and with the facts. If you speak about others, make sure what you say is factual and that it does not disparage that party. Avoid arguments. Brawls may earn traffic, but nobody wins in the end. Don't try to settle scores or goad competitors or others into inflammatory debates. Make sure what you are saying is factually correct.

Be the first to respond to your own mistakes

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it to lessen the possibility of a legal action.

Think About Consequences

Remember that you are in a fish bowl – everyone is looking and watching what you do. Posting pictures is appropriate when it represents what South Dakota DECA stands for. You are the face of South Dakota DECA. Participating in illegal activities such as smoking, drinking, or behavior that is not representative South Dakota DECA may result in dismissal from office.

Social Media Tips

The best way to be interesting, stay out of trouble, and have fun is to write about what you know. There is a good chance of being embarrassed by a real expert, or of being boring if you write about topics you are not knowledgeable about.

Quality matters. Use spell-check. If you're not design-oriented, ask someone who is whether your graphics looks decent, and take their advice on how to improve it.

The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

Below are non-negotiable Social Media Policies for SD DECA Officers. Violation of these policies may result in immediate dismissal from your position as a State Officer.

1. The South Dakota State Advisor has full access to all South Dakota DECA social media pages, including passwords and usernames. State officers may not change passwords without written permission.
2. State Officers will confirm with the South Dakota State Advisor that they have all the correct passwords before leaving their office at the end of their term.
3. While acting in their official DECA capacity, any posting, following, retweeting or other interaction with pages including politics, gambling, pornography, or any subject that is not connected with DECA and its mission may be met with immediate dismissal.
4. Any changes to the South Dakota DECA Social Media profiles including, but not limited to, bios, header pictures, profile pictures, and links must be approved by State Advisor.
5. Policies related to the posting of content are subject to State Advisor's decision. (i.e., calendar of approved posts).
6. The State Advisor has final say over any South Dakota DECA social media platforms and postings. Officers are not allowed to begin posting on a new platform without prior permission from the State Advisor.
7. Officers' personal social media must reflect a positive image upon themselves and DECA.

By signing this agreement, I agree to adhere to all the guidelines listed in this application packet and understand that a violation of these guidelines may result in disqualification. **South Dakota DECA reserves the right to check social media websites during their candidacy and term of office.** I also agree that if elected, I will attend all conferences, activities, online meetings deemed required and noted in this packet.

These activities call for mandatory attendance, and will take precedence over school sporting events, dances, college classes and other functions.

Signature of Applicant

Printed Name

Date

Signature of Parent/Guardian

Printed Name

Date

State Officer Candidate Application Checklist

To submit your application, fill out this [Google Form](#).

Before completing your online application and supporting documents, please be sure you have included the following:

Signature page of having read and agreeing to:

_____ State Officer Statement of Responsibility

_____ Social Media Policy

Biography, written in third person, with a maximum of 200 words

1-Page biographical flyer (saved as a PDF File) including the following:

- Courses taken in Marketing, Finance, Hospitality, Management, and Entrepreneurship
- DECA offices held and activity participation
- Outside organizations: leadership positions and participation
- Community service experience,
- DECA's Competitive Event Participation, Individual Skills & Abilities

Short Answer Prompt