



State Leadership Team Descriptions

President:

- Responsible for leading and managing the Indiana DECA's Leadership Team
- Responsible for the creation of the team's Program of Leadership (POL)
- Work closely with the State Officer Coordinator and Chartered Association Advisor to plan all state officer leadership team meetings
 - Create agenda for and lead all Indiana DECA Leadership Team meetings
- Attend all IN DECA board meetings to give a state officer report, progress on the Program of Leadership and represent the student membership in the decision making process for items that come before the IN DECA Board
- Monitors the team's activities between meetings, disseminate information as needed and send reminders to ensure POL progress
- Keep the Chartered Association Advisor, State Officer Coordinator, and IN DECA Board apprised of the Leadership Team's activities
- Attend district meetings and competitions as an IN DECA Executive Team ambassador
- Responsible for obtaining sponsorship opportunities throughout the state

Vice Presidents:

The following responsibilities will be divided between the 5 Vice Presidents elected to serve. Attend district meetings and competitions as an IN DECA Executive Team ambassador as invited

- Responsible for conference activities, including but not limited to:
 - Fall Leadership Conference sessions
 - Recruit guest speakers, workshop presenters, and keynote speakers for FLC and SCDC
 - Assist with preparing digital media and building PowerPoint presentations for SCDC
 - Creating a video for SCDC and post the videos on social media
 - Collect all sponsorship marketing materials needed for SCDC
 - Organize hospitality for State Leadership Team meetings, conferences, and State Leadership Team Screening
- Responsible for assisting the President in obtaining sponsorship opportunities throughout the state, including but not limited to:
 - Obtain contact information and build business connections with potential NEW sponsors for Indiana DECA
 - Work with CURRENT corporate sponsors to build bonds and ensure their return
 - Correspond with current sponsors about their expectations for recognition at Indiana DECA conferences and/or presenting at SCDC
 - Follow-up with current sponsors post-conference by sending thank you letters to acknowledge their support of Indiana DECA
 - Work closely with the state leadership team to get potential sponsors
 - Support any fund-raising efforts implemented throughout Indiana both at the chapter level and statewide
 - Work with the Chartered Association Advisor on sponsorship materials
 - Provide regular updates to the Chartered Association Advisor on all sponsorship
 - Send out thank you letters to acknowledge and thank new sponsors for their support of

Indiana DECA

- Responsible for all communications with the membership, including but not limited to:
 - Communicate scholarship information to Indiana DECA student membership through blogs and social media
 - Run the Indiana DECA's Instagram, Facebook, and other social media platforms
 - Responsible for maintaining the state's blog and sharing posts publicly on social media
 - Oversee all promotional material design for Indiana DECA
- Responsible for all activities related to membership, including but not limited to:
 - Oversee chapter campaigns, challenges, online events, and competition opportunities through DECA Inc.
 - Assist with initial membership recruitment of Indiana DECA members
 - i.e., student, alumni, professional
 - use alumni app registration information to develop and manage an alumni database
 - Meet with and assist new and reactivated chapters
 - Send out a welcome letter to alumni members and SCDC judges
 - Provide a thank you note to all SCDC judges
- Responsible for administrative tasks, including but not limited to:
 - Keep and distribute a concise record of minutes from all Indiana DECA Leadership Team meetings
 - Updating the Indiana DECA website with current officer information and keep current with website needs
 - Organize and implement statewide community service campaigns throughout the year
 - District competitions, SCDC Miracle Minutes, DECA month activities, etc.

Region Presidents:

- Regional Leadership Team members will act as a liaison between the chapters of their respective regions and the Indiana DECA State Leadership Team by:
 - Communicate all community service opportunities occurring in their areas with the rest of the state
 - Connect with local chapter officers to assist in establishing a vision, management, and organization
 - Ensures each chapter officer has the training, support, accountability, and resources to deliver a powerful DECA experience for each DECA member
 - Keep their region informed about new business at the state level and keep state level informed about new business within their respective regions
 - Help answer questions from chapters and chapter leadership
 - Attend district meetings and competitions as an IN DECA Executive Team ambassador as invited
- Regional Leadership Team members will offer assistance at FLC and SCDC in Indianapolis with workshops, registration, or wherever needed
- Regional Leadership Team members will assist with other events and/or conferences in their individual regions as invited