

The DECA Executive officer team consists of one president and four regional vice presidents. VA DECA may run up to two candidates, one for Executive President and one for Southern Region Vice President.

Any interested candidate should submit the information below to Ryan Witzig, Chartered Association Advisor. First consideration will be given to those members with state officer experience. For more information on the executive officer candidacy requirements, refer to www.deca.org.

For consideration, potential candidates must submit the following materials by October 13, 2023. All applications will be reviewed by the VA DECA Board of Trustees. Candidates will be notified by the Virginia Board of Trustees Chair following the fall board meeting.

Interested Candidates for Executive Office must submit the following to the Board:

- **Resume** - Please include with emphasis on DECA participation but please include other involvement; work experience; etc
- Please review the duties of the offices available below. After reviewing the duties please respond to the questions in short, concise paragraphs.
 - a. President
 - i. It shall be the duty of the president of the High School Division to serve this division in any capacity as directed by DECA Inc. staff and preside at meetings of this division;
 - ii. to make all necessary committee appointments or individual assignments;
 - iii. to report the progress of a Program of Leadership for his/her team's term of office;
 - iv. and to make themselves available, as necessary, in promoting the general welfare of DECA.
 - v. Executive officers are expected to dedicate their social media networking outlets (Facebook, Twitter, LinkedIn, Instagram, Snapchat, TikTok, etc.) to communicating messages to their constituents during their term in office.
 - b. Southern Region Vice President
 - i. It shall be the duty of each regional vice president to serve this division in any capacity as directed by DECA Inc. staff;
 - ii. to promote the growth and development of DECA within their region in accordance with the Program of Leadership during their term of office;
 - iii. and to make him/herself available, as necessary, in promoting the general welfare of DECA. Executive officers are expected to dedicate their social media networking outlets (Facebook, Twitter, LinkedIn, Instagram, Snapchat, TikTok, etc.) to communicating messages to their constituents during their term in office.
 - c. **Questions**
 - i. How will you fulfill the duties for the office you are seeking? What areas will you need to grow in your leadership this year to be prepared to run for an executive office?
 - ii. How have you already started to make connections with the associations that you will potentially campaign to?
 - iii. Please describe your philosophy on social media and how it supports the role you are interested in seeking.

- **Video Submission** - be sure to address each of the bullets in your video submission. Candidates should be dressed in the DECA blazer with their most professional face forward. Maximum of 5 minutes in length.
 - Name
 - Chapter and advisor
 - Current Office (State, District or Chapter)
 - Office you are seeking at the national level.
 - Why should the VA DECA Board of Trustees support you as a candidate?
 - Your future educational and career goals.
 - How do you see the next year going as an executive officer?
- **Letter from DECA Advisor to Board in support of nomination.**
 - Advisors must understand that this is a yearlong commitment.
 - Advisors are expected to bring another advisor/chaperone to ICDC for other students in attendance so that full attention can be given to the candidate.

Virginia DECA Requirements

- As a potential candidate you are agreeing to work closely with the Chartered Association Advisor to develop a national level campaign with the support of your advisor.
- You are agreeing that your behavior in and out of the classroom will be monitored. As a potential candidate your behavior in all aspects of your life will impact your ability to run for office.
- At anytime VA DECA can pull their support of the candidate from running for Executive Office.
- Potential candidates must have experience in or participate in at least 75% of the activities listed below:
 - DECA Direct Article published – must provide copy of posted article/blog
 - Social media experience
 - Public Speaking Experience
 - Chapter Leadership Positions
 - District and/or State level Experience
 - Competitive Event Experience
 - DECA Experiences and Awards not listed anywhere else.
 - Participation in Regional or National DECA Conference (you may note that you will be attending this school year)
 - ELS – Emerging Leader Summit
 - Power Trip
 - Sports and Entertainment Conference
 - District Leadership Conference
 - State Leadership Conference
 - International Career Development Conference

Candidate Timeline

- Submit documentation to Chartered Association Advisor by October 13, 2023 .
- Board of Trustees will review information and interview potential candidates before October 21, 2023
 - Once materials are received by VA DECA, a panel interview will be scheduled with the candidate, State Advisor, Board Chair, 2 members of the Board of Trustees, and one or two current state officers.
 - Interview will be conducted via Zoom
 - Interview length expected to be approx. 15 minutes
 - Candidate should be prepared to further expand on their reasons for wanting to seek executive office, and knowledge of DECA
- Status of potential candidate will be announced following the fall Board of Trustees Meeting
- If approved: .
 - An agreement for the candidate, advisor, and parents will be sent to be signed.
 - A post-SLC, pre-ICDC conference call must be scheduled with the Chartered Association Advisor, Candidate, and Advisor for an update on progress.
 - All National DECA requirements must be met:
 - The candidate's application must be complete and submitted by the deadline.
 - The candidate must take the Executive Officer Candidate Exam and obtain a satisfactory score – 70% or better.
 - The average of the nominating committee interview score and the executive officer exam must be at least 70%.
 - Notice of eligibility must be received from DECA Inc. before a candidate may run for an executive office.
 - Officer candidates are reminded that executive officers may not serve as chartered association or local officers – neither in the High School nor Collegiate Division - during their term of office.
 - VA DECA will cover the registration of the candidate's primary advisor and one hotel room for the chapter at ICDC.
 - The Chartered Association Advisor should receive at a minimum monthly updates on the progress of the campaign from the candidate. Advisors should be copied on the email.
 - It is suggested the candidate and their campaign manager arrive early to ICDC. The Chartered Association Advisor will arrive on Wednesday, April 24, 2024.

Potential Candidate Check List

Please submit these to stateadvisor@vadeca.org by October 13,2023

- **Resume - Candidates choice of format**
- **Document with answers to questions pertaining to role of officers.**
- **Video Submission - Max of 5 Minutes**
- **Letter of Support from Advisor - Candidates only need one letter**