

Kansas FCCLA State Officer Selection Procedure

The selection committee will be composed of:

- 2 FCCLA Advisers
- 1 FCCLA Alumni and Associates
- 1 FCCLA past state officer
- 1 FCCLA district president
- 2 FCCLA at-large members

PROCESS

The procedure will focus on trends that are used in business and industry to find the “right people for the right job. There are web sites available (go to search and type in “interview”) for background resources on the interview process. For the selection process, the selection committee will include the following components:

- Behavioral Interview
- Written Exam and activity
- Officer Presentation
- Committee Involvement

The selection process for the candidates will begin on February 26 at 7:30 am at the Cross Wind Conference Center, Hesston, Kansas.

Sunday

The selection committee will meet with Mary Kane, facilitator, for training on the selection process at 6:00 pm. Candidates are not required to arrive on Sunday.

Monday

The candidates, advisers and selection committee will have an orientation session at 7:30 am before the selection process begins.

The candidates will be divided into two groups. One group will begin the Interview Selection Process while the other group begins the written part of the process.

Interview and Officer Presentation Selection Process

Each candidate will have a set amount of time with the selection committee. In the time allowed the candidate will give a 3-minute presentation and respond to behavioral interview questions. The interview questions will be based around the **themes of Gestalt, Responsibility, Empathy, and Integrity**. These themes relate to qualities necessary for being a state officer. Points will be given for each question answered. If the allotted time runs out before all of the questions can be asked the candidate will receive no points for the questions not asked.

Example:

#1. Candidate gives 3-minute presentation. Candidate answers all of the questions in the remaining time. Candidate will receive points for all questions and presentation.

#2. Candidate gives 3-minute presentation. Candidate answers 8 of 10 questions as the candidate gave a lengthy answer to one question. Candidate will receive points for the presentation, points for 8 of 10 questions responded to and 0 points for each of the 2 questions that were not asked.

It is very important that the candidate considers the question and answers it in as concise and complete manner. The selection committee members' scores will be influenced by a candidate's conduct/performance during the informal interaction.

Written Selection Process

The written selection process will consist of two parts. One part will be an objective test. The questions will be over FCCLA knowledge and parliamentary procedure. The written exam portion of the state officer selection process is designed to measure the candidates' knowledge of FCCLA and related topics. Attempts will be made to use questions that a State FCCLA Officer would be expected to know. Candidates must pass the written exam with **at least a 50% score**. Study guide can be found on the KS website under "Meetings-State officer Selection". Other sources: under the "About Us -Fact Sheet" and the National FCCLA Website.

The other part of the written section will be a situation that candidates will be asked to respond to in writing. FCCLA State Officers receive a variety of correspondence, participate in many conferences, and meet and interact with a wide variety of individuals and companies on a formal and informal basis. Successful state officers are able to respond to correspondence and send appropriate follow up correspondence in a prompt, clear, and effective manner.

Candidates will compose a letter or email concerning a typical situation that a state officer might face such as declining an invitation to a chapter banquet, sending a thank you to a sponsor that they just visited, sending a congratulatory note to a member who achieved an honor, etc. The candidates will be provided a detailed written description of the subject. Each candidate will bring their own laptop computer to use to compose the letter or email.

A holding room will be available for candidates that have completed the interview process. Candidates may wish to bring homework, a book to read or other materials to work on.

Committee Involvement

Breakfast and Lunch will be a time for officer candidates and selection committee members to visit in a relaxed setting. It will be a time for officer candidates to learn more about members of the committee and for the committee members to get to know about your interests, hobbies, and goals. Be relaxed, friendly and interested in the other candidates' comments as well as the members of the committee. Breakfast and lunch is required for the state officer candidates.

Notification

- After all candidates have given their presentations and testing, candidates will be allowed to leave.
- Candidate advisers will be notified the results on Monday evening via email and the advisers will notify the candidate.

Selection Committee will remain to identify the State Officers and office they will hold.

TIPS

The following tips may help to prepare for a state FCCLA leadership position.

- Be knowledgeable about FCCLA
- Practice Behavioral Interviewing
- Look the part. Dress in dignified and professional manner. To be your best you must.
Business-Professional attire
- Give careful thought to the questions of "Why I am running?" "What do I have to offer the organization?" and "How can I improve and provide assistance to the organization?" "Am I available for the required events below?"
- BE YOURSELF! A false front does no one any good, most of all you.
- If there is any part of the selection process that you have questions about, please feel free to call the state office about your concerns. The email address sdandres@ksu.edu or 785-532-5511.

DATES for 2024-2025 FCCLA State Officers

Required attendance dates. Failure to attend the required meetings may result in removal from state office.

March 20, 2024	Current and new state officer briefcase exchange
April 7-9, 2024	FCCLA State Leadership Conference and STAR Events, Wichita
June - TBD	CTSO State Officer Training
June 29-July 3, 2024	National Leadership Conference in Seattle, WA
August 25-26, 2024	Take AIM Conference, Manhattan
Sept 18-19, 2024	State Executive and Advisory Council Meeting
Dec 4-5, 2024	State Executive and Advisory Council Meeting
Jan 8, 2025	Citizenship Day, Topeka
March 19, 2025	Current and new state officer briefcase exchange
April 6-8, 2025	FCCLA State Leadership Conference and STAR Events, Wichita
State Board Meeting	President and First Vice-President only

Optional: United Conference, K-ACTE, NFC and Capitol Leadership

Other dates as set by the FCCLA State Adviser, State Officers or SEAC