

DECA Chartered Association Executive Officer Coordinator Job Description

Selection

The selection of a DECA Chartered Association Council Coordinator will be made by a committee consisting of the CTLP Director, the DECA Chartered Association Advisor and the CTLP Leadership Coordinator.

The term of the Chartered Association Council Coordinator will be a 1-year contract that will be re-evaluated each year. However, periodic evaluations should be made to discover if goals are being met and if the achievements of each NM DECA Executive Officer are being fulfilled. This position will report directly to the DECA Chartered Association Advisor.

Primary Goal

The DECA State Executive Council Coordinator's primary goal is to provide leadership, guidance, mentoring, and training for the DECA Chartered Association Executive Officer Council.

Conferences/Meetings

The DECA Chartered Association Council Coordinator is expected:

- Organize and attend monthly virtual meetings with the Chartered Association Executive Officer Council.
- Attend monthly virtual meetings with fellow New Mexico CTSO State Officer Coordinators to coordinate and collaborate on planning for the team.
- To attend all DECA State Executive Council meetings/functions:
 - Officer Training- June 8-12, 2025, Portales, NM
 - DECA Emerging Leaders Virtual Pre-Conference 2025
 - DECA Emerging Leader Summit- July 9-11, 2025- Phoenix, AZ
 - Fall Leadership Rallies- October 20, 21, and 22, 2025
 - CTSO Day at the Roundhouse/State Planning- January 2026- Santa Fe, NM
 - State Leadership Conference- March 1-3, 2026- Albuquerque, NM
 - DECA International Development Conference- April 25-28, 2026- Atlanta, GA

Essential Duties and Responsibilities

Oversee all aspects of Executive Officer Council activities, including, but not limited to:

- Planning and executing required meetings
- Prepare Program of Leadership with the state officers and submit to state office
- Assist in the compilation and review of the Officer Handbook and Policies

Maintain Communication

- Website updates – send to state office
- Frequent communication with state officers (monthly meetings)
- Be responsible for medical/liability conduct forms
- Enforce dress code
- Collect and review monthly progress reports, planning sheets, grade eligibility, and related officer duties
- Check on grade status

Fall Leadership Conference

- Work with officers on CTSO specific meeting or provide workshops

CTSO Day at the Round House

- Prepare table and handouts (if available)
- Prep officers with speaking points for meeting with legislatures/senators

State Conference

- Coordinate officer activities
 - Opening session
 - Officer Elections
 - Officer Workshop
 - Award Session
- Set up schedule for state officers, duties, events and monitor whereabouts of officers during conference (include arrival time, dress code, and practice schedule)
- Prepare scripts for state conference
- Assist with Judge check-in

Following State Conference New State Officer Team

- Order uniforms for state officers
 - Blazer, pants, skirts, polos, etc. (get sizes and request requisition from State Office)
- Order name badges (request from state Office)
- Request business cards from state office

National Conference

- Prepare state officers' schedules
- Open and close state meeting
- Run state caucus meeting
 - Determine interview questions
- Verify attendance of officers at national meetings

Other

- Verify and finalize all registration and travel for events.
- Coordination and facilitation of state leadership conferences and student officer/leadership training specific to the student organization represented.
- Chaperone DECA Executive Council during meetings/functions.
- To communicate regularly with student officer advisors and NM DECA Board of Directors.
- Supervise the growth and the development of DECA State Executive Council to plan, to organize, and to lead New Mexico DECA chapters.
- Oversee meetings with flexibility.
- Supervise and give guidance to the DECA State Executive Council in the planning of agendas, activities, events, and projects.
- Supervise the expenditure of DECA State Executive Council funds to help prepare the DECA State Executive Council budget.
- Help the DECA State Executive Council develop a Program of Leadership for New Mexico DECA chapters.
- Provide for the safety of students, facilities, and equipment while conducting DECA State Executive Council activities.
- Supervise and ensure that all DECA State Executive Council activities and other events meet national DECA guidelines/policies.
- Act as a liaison between DECA State Executive Council and NM DECA Board of Directors, NM DECA Chartered Association Advisor, DECA advisors, parents, and administrators.
- Ensure that all NM DECA State Officers understand the expectations of DECA and serve as good role models for the New Mexico DECA student body.
- Review the DECA Code of Conduct with officers, especially regarding social media, and ensure students understand the code.
- Prepare state officers interested in running as a National Executive Council candidate.

Skills, Knowledge, and Equipment

- Demonstrate a comprehensive knowledge of CTSOs.
- Have excellent integrity and demonstrate good moral character and initiative.
- Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
- Demonstrate understanding of the DECA Code of Ethics, especially regarding social media.
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, DECA advisors, parents, and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

Personal qualities of a “strong” Student Council Coordinator should include:

- Enthusiastic personality and sense of humor
- Energetic, imaginative, and resourceful
- Interest in and experience with youth
- Genuine interest in and understanding of the curricular programs at schools
- Sound judgment in relations with both adults and students—the ability to communicate with both (often concurrently)
- Sufficient resourcefulness and tactfulness to offer suggestions in a constructive fashion
- Cooperative attitude in association with the NM DECA Board of Directors, DECA advisors, Chartered Association Advisor, DECA Student Council, and parents.
- Administrative, executive, and business knowledge and skills
- Sufficient insight into understanding the consequences of Student Council actions and the ability to express these understandings to the NM DECA Board of Directors, DECA advisors, Chartered Association Advisor, DECA Student Council, and parents
- Objective in personal views while working with youth
- Democratic and realistic association with DECA Student Council
- Faith and interest in young people and their ability to recognize and solve problems
- Frankness and a willingness to acknowledge errors and to assume responsibility for them
- Fairness in judgment of outcomes, procedures, and public relations
- Calmness under stressful situations
- Patience in working with young people
- Adaptability to new and varied situations
- Ability to serve as the “behind the scenes” coach