



State Officer Adviser Responsibilities

The chairperson of the State Officer Advisers is the adviser to the state president. If the state president is the officer of the state meeting coordinator, another adviser will assume this role.

State officer advisers work with their officer individually and they work as a team during Executive Council Meetings with the other state officer advisers.

Adviser working with their officer:

1. Make sure officer fulfills duties of office. (Outlined in the Nevada FCCLA Bylaws)
2. Make sure officer fulfills responsibilities and commitments made at the previous executive council meeting. (Refer to Meeting Follow-up Actions list.)
3. Make sure officer sends in the monthly officer report. One to Nationals and one to the State Adviser. (Due the 10th of each month.)
4. Make sure officer responds to the state adviser, state meeting coordinator and other officer inquiries right away. All correspondence should be answered right away with the answer or information on when the answer can be expected.
5. Make sure the officer "cc's" you, the state adviser and the state meeting coordinator on all correspondence directed to the state adviser and/or the state meeting coordinator.
6. Make sure officer feels comfortable asking for assistance before the last minute.
7. Make sure officer is prepared for the state conference.
 - a. Officer is comfortable with scripts and has memorized the necessary parts.
 - b. Officer is prepared and comfortable with the responsibilities of running their assigned competitive events.
 - c. If the officer is assigned to present a workshop, officer has everything prepared and the room and A/V are ready to begin the workshop on time.

Working with the other state officer advisers:

1. At the September Executive Council meeting, plan and organize the state conference community service project.
2. At the September Executive Council meeting, make initial phone calls for judges for the state conference, using a list of previous judges.
3. At the February Executive Council meeting, plan the competitive events schedule, using information and tools provided by the state adviser.