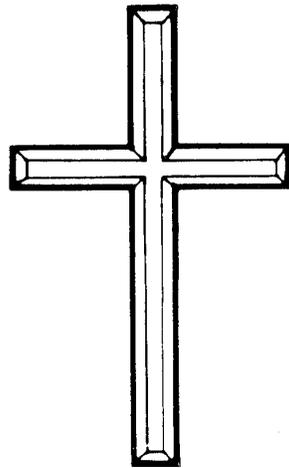




Chapter Chaplain



(Cross)

Developing Future Leaders For
Marketing and Management

SECTION ONE GENERAL INFORMATION

Being a DECA Chapter Officer - A Big Responsibility

It is important for the growth of each chapter to have a well-qualified and dependable group of officers. With capable officers, the business of the chapter will be conducted in proper parliamentary fashion, an effective Program of Work that includes all members will be maintained, records and minutes will be up to date and complete, good publicity will be generated, and all members will grow professionally.

Good judgment should be exercised by the membership when electing qualified officers. It is a mistake to look only for the most popular members. Qualifications for the position to which the individual will be elected should be the prime consideration. Be sure you have nominated a slate of officers who are willing to work hard to perform the duties and responsibilities of each office and who possess leadership qualities.

A leader is one who can communicate ideas and feelings, yet who is willing to listen and understand the need for democratic procedures. A good leader respects the rights, the abilities, and dignity of every member and is able to convey enthusiasm and inspire confidence. A good leader has the courage of convictions, but is open-minded. A leader is vitally interested in everything that concerns the chapter and the community and is willing to put the good of the chapter before personal desires.

During your term as a chapter officer, you undoubtedly will be corresponding and talking with businessmen and educators interested in DECA on the local, state, and national levels. Handle yourself in a very professional way, because you are the “DECA image.”

You will be a major part of local chapter meetings, and when you participate you should be concerned with the welfare of DECA. You will discover that by using tact, together with consideration and understanding of other people’s viewpoints, your job will be more effective. Also, the contribution you make will be measured in direct proportion to what you know, your understanding of the fundamentals of DECA, your use of good judgment, your enthusiasm, and the dignity of a chapter officer.

As an officer of this student organization, your greatest challenge will be to exhibit qualities of leadership that will make a contribution to the growth of DECA through the members with whom you have personal contact. Throughout the year, you will inspire leadership only to the degree that you personally give leadership. As you reach for higher goals in self-improvement and the attainment of higher goals for this organization, you are charged with the responsibility of developing enthusiasm whenever you speak officially for DECA during the year in which you serve as a chapter officer.

If a question arises as to your responsibilities during your term of office, your local Chapter Advisor stands ready to assist and guide you in fulfilling these duties.

Chapter Officer's Conduct

1. As a chapter officer, you represent the only organization attracting youth to careers in marketing and management.
2. Wherever you may go, people will be watching you. What you do and how you do it must leave a favorable impression. You must be mindful at all times that your conduct must never be questioned.
3. When appearing as a chapter officer before any group, regardless of its size, your DECA blazer should be worn. Your hair should always be neat and well groomed. Your shoes should be shined. Women should wear a matching skirt, heels and hose; the men should wear matching trousers and dark socks.
4. The words "please" and "thank you" are to be used often. You will find they pay liberal dividends.
5. Be careful what you say and how you say it.
6. Make the most effective use of your time and money. It is most important that you do your very best at all times.
7. Never commit yourself orally, or in writing, unless you are certain that you are right and have the support and backing of the chapter's membership. Once committed, you must keep the commitment.
8. If you have an appointment, plan to arrive before the appointed time.
9. If you must smoke, use good judgment in doing so. It is a standing tradition that DECA members do not smoke while wearing their DECA blazer.
10. Make a special effort to remember the names of people you meet. It might be helpful to keep a written record of these individuals for future reference, particularly if you want to send them a "thank you" note. Always be sure you have their name spelled correctly.
11. Be prompt in handling your correspondence. As a chapter officer, you are obligated to give a carbon copy of all correspondence to your chapter advisor. The chapter Secretary should set up a correspondence file for each officer at your school or institution.
12. Make it a point to know as much as you can about all the areas of vocational education within your school, particularly some of the activities of the other vocational student organizations.
13. If you have the opportunity to visit another chapter, find out as much as possible about the group before you visit, and always recognize the outstanding activities conducted by the group. At all times, you must avoid sarcasm and outright criticism. Make it a point to meet

the individuals in charge and compliment them on their work. You should make an effort to be helpful to the members and officers whenever possible.

14. If you make a speech as a chapter officer during your term of office, here are some helpful suggestions:
 - a. Be sure to bring greetings from the rest of your chapter's officers.
 - b. Express appreciation for being invited to participate in the activity.
 - c. Let the audience know you are aware of some of the outstanding activities the group is doing.
 - d. Be sure to express appreciation for the efforts of the VIPs in promoting and assisting the group in its activities.
 - e. Do not talk too long. A five- to eight-minute speech that is well planned in advance and presented effectively will serve the purpose. Remember that banquet programs in particular have a tendency to last too long.
 - f. If you use jokes or stories in connection with your presentation, make certain that they offend no one.

Demonstrating Leadership

1. Be sure you know what you are talking about. You should make every effort to refrain from discussing topics which may be controversial.
2. Stay out of arguments. No one ever won an argument.
3. In making any kind of presentation before a group, never start a sentence with "I think." Discuss some of your chapter or state association activities, some of the outstanding accomplishments by DECA members, and other topics which you know will be of interest to those whom you are addressing.
4. It always pays to be a good listener; but at the same time, be a good conversationalist. It has been said that the secret of success lies in the ability to see things from the other person's viewpoint as well as your own.
5. It is imperative that you avoid a statement which can be interpreted as an endorsement, or implied endorsement, by DECA of any activity unless that activity has been officially approved by your chapter membership and Chapter Advisor.
6. Refer to fellow DECA members as "Marketing Management students" or "DECA members." If possible, it is always desirable to call fellow students by their first names.

7. When speaking with or about important or older people, they should be referred to as “Mr.,” “Mrs.,” or “Miss.”
8. When you are talking with other officers in public places, never be critical of anyone and avoid all “griping.”
9. It is always appropriate to find something good to say or talk about when discussing items or activities referring to Marketing Management or DECA. Avoid making negative comments. In addition, you should avoid the remark, “My chapter does it this way.”
10. Make it a point to act interested, to be friendly, and to smile. The words “Sir,” “Thank You,” and “Pardon Me” are never out of place.

Aids for Leadership

1. Think clearly. Act in good taste.
2. Get the facts and analyze them before you draw conclusions.
3. Develop the habits of cleanliness and orderliness.
4. Establish reasonable goals.
5. Take advice, but do your own thinking.
6. Encourage the other fellow as you go along.
7. Never say “It can’t be done” or “I can’t do that.” Find ways to accomplish appropriate goals.
8. Spend a little less than you make.
9. Make friends and keep the friendship in good repair.
10. Be proud of what you do--take pride in being a chapter officer.

Suggested Business Procedures for Conducting a DECA Chapter Meeting

In order to surround the formal planned business and professional meeting with the dignity to which it is entitled, a few suggestions are given here which should assist in developing and improving the procedures currently used.

Suggested Meeting Procedure

Every chapter should have an established order of business and follow it at all regular meetings. Members then know what to expect and can participate more effectively. The following order is suggested for regular meetings but is, of course, subject to modification to better fit the needs of any particular chapter.

SAMPLE AGENDA Local High School DECA Chapter October 1, ____

- I. Call to order: President (rap gavel twice)
- II. Invocation (optional): Chapter officer
- III. Pledge to the flag: Chapter officer
- IV. DECA Creed: Chapter officer
- V. Role call: Secretary
- VI. Approval of Minutes: President/Secretary
- VII. Officers' Reports
 1. President
 2. Vice President
 3. Treasurer
 4. Secretary
 5. Others
- VIII. Committee Reports
 1. Finance
 2. Promotions
 3. Social
 4. Special committees
- IX. Unfinished business
- X. New Business
- XI. Program (optional)
- XII. Announcements
- XIII. Adjournment (rap gavel once)
- XIV. Recreation, Entertainment, Refreshments

Procedure in a Typical Meeting

SAMPLE MEETING

I. Call to order

President: "I now call to order the fifth meeting of the _____ High School DECA Chapter." (Rap gavel twice)

II. Invocation (optional)

Chapter officer

III. Pledge to the Flag

Chapter officer: "Will the membership please stand, face the flag and recite the pledge with me?"

IV. DECA Creed

Chapter officer: "Please remain standing as we recite the DECA Creed."

V. Roll Call

President: "Will the secretary please take roll?"

Secretary: (Call each member's name and record if they are in attendance. After roll has been taken, tell if quorum has been established.) "Mr./Ms. President, there are _____ members present, quorum has been established."

VI. Approval of the Minutes

President: "Will the secretary read the minutes of the last meeting?"

Secretary: (Reads the minutes)

President: "Are there any corrections to the minutes?" (Members give corrections if any are in order.) "If there are no (further) corrections, I will entertain a motion to approve the minutes as read (corrected)."

Chapter member: "I move to approve the minutes as read (corrected)."

Second Chapter member: "I second the motion." (No discussion on this motion)

President: "All those in favor, say 'Aye'. All those opposed, 'No'."

President: (Announce if motion passed or not.)

VII. Office Reports

President: "We will now move into a period of officers' reports."

President: (Gives short verbal report) "Are there any questions?" (Answer questions)

"Will the Vice President please give his/her report?"

Vice President: (Gives short verbal report)

(Continue process for other officers)

VIII. Committee Reports

(The above process is repeated for each committee report)

IX. Unfinished Business

President: "We will now move into a period of old business. Is there any old business?"

Chapter member: "I move to take (old motion) from the table."

(Each motion is discussed and settled before another is introduced. When all old business is complete, the president moves on.)

X. New Business

President: "We will now move into a period of new business. Is there any new business?"

Chapter member: "I move to (state motion)."

Second Chapter member: "I second the motion."

President: (Calls on members to discuss the motion. The member introducing the motion has the opportunity to speak first or last to the motion. When all new business is completed, the president moves on.)

XI. Program

President: (Introduces the program speaker if one is planned)

XII. Announcements

President: "Are there any announcements?" (Chapter members are recognized to make any appropriate announcements.)

XIII. Adjournment

President: "If there is no further business, I will entertain a motion to adjourn the meeting."

Chapter member: "I move to adjourn the meeting."

Second chapter member: "I second the motion."

(The motion is non debatable, proceed to vote.)

President: (If approved) "I adjourn the meeting." (Rap gavel once)

(If the chapter wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by a motion.)

SECTION II WHAT DO I DO?

Duties and Responsibilities

1. Select appropriate devotional exercises for use at chapter meetings and other activities.
2. Be in charge of the devotional exercises at each chapter meeting and other activities.
3. Be in charge of DECA chapter ceremonies.
4. Assist in the development of a local chapter Program of Work.
5. Attend and participate in the Fall Leadership Development Conference.
6. Be available, as necessary, to promote the general welfare of DECA.

Tools Needed

As Chaplain, you should have access to a copy of:

- _____ 1. Handbook for DECA Chapters (DECA Related Materials)
- _____ 2. Guide for DECA Chapter Officers (DECA Related Materials)
- _____ 4. DECA: Learn, Grow, Become (Oklahoma Department of Vo-Tech)
- _____ 5. Chapter Officer's Leadership Development Guide (Oklahoma DECA)
- _____ 6. The Bible
- _____ 7. Devotional books
- _____ 8. Newspaper (has a daily prayer)

As Chaplain, you should have a:

- _____ 9. DECA pin
- _____ 10. DECA blazer

Hints for the Chaplain

How to select or give a prayer or invocation:

1. Evaluate the meeting or activity at which you will be speaking and find something that coordinates with the situation.
2. Be sure to speak loud and clear so everyone can hear you.
3. Don't make it too long (or short).
4. Try not to preach your own beliefs.

SPECIFIC COMMITTEES/ACTIVITIES FOR WHICH A CHAPLAIN MIGHT BE PLACED IN CHARGE:

1. Initiation of members
2. Installation of officers
3. Introduction of guest speaker at meetings or banquets
4. Reserving a place for meetings or banquets
5. Voting delegate at State CDC

CHAPLAIN FORM

I. Pledge of Allegiance:

A. Please stand for the pledge of allegiance.

B. I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

II. Prayer:

A. Please bow your heads.

B. _____

III. DECA Creed:

A. Please join me in reciting the DECA creed.
(optional)

B. I Believe in the future which I am planning for myself in the field of marketing and management, and in the opportunities which my vocation offers.

I Believe in fulfilling the highest measure of service in my vocation, and to my fellow beings, my country, and my God - that by so doing, I will be rewarded with personal satisfaction and material wealth.

I Believe in the democratic philosophies of private enterprise and competition, and in the freedoms of this nation - that these philosophies allow for the fullest development of my individual abilities.

I Believe that by doing my best to live according to these high principles, I will be of greater service to myself and to mankind.

C. You may be seated.

*Idea: Put a daily or weekly thought on the board.

DAILY THOUGHTS

To believe in God is to know that all our stars are lucky ones.

You are one of God's ideas (He has the neatest ideas!)

Kindness is a simple expression of God's love through us.

It may be those who do most, dream most.

Beauty is eternity gazing at itself in a mirror.

The impossible is often the untried.

A self-made man? Yes--and worships his Creator.

The finest steel has to go through the hottest fire.

Courage is grace under pressure.

When no one listens, God hears.

God will never fail or forsake you.

The Lord sticks by the broken hearted and saves the crushed spirit.

Dreams are touchstones of our character.

Hitch your wagon to your lucky star.

We only fail when we have failed to try.

Place hope not in others, but in God.

Happiness is a stock that pays double dividends.

To travel is better than to arrive.

Judge a tree from its fruit, not from the leaves.

Examine the contents, not the bottle.

Every person is the architect of his own future and fortune.

Inch by inch, anything's a cinch.

Begin each day with love in your heart.

The best exercise for our hearts is reaching down and helping another.

Every calling is great when greatly pursued.

People rarely succeed at anything unless they have fun doing it.

Temper gets us into trouble; Pride keeps us there.

Cooperation is doing with a smile what you have to do anyway.

Two men looked out from prison bars. One saw mud, the other saw stars.

Some things have to be believed to be seen.
God loves the common man (He made so many).
When it is darkest, you can see the stars at their brightest.
Change your thoughts and you change your world.
Do your best and pray that it's blessed.
For every door that is closed, another opens.
Speak kind words and you will hear kind echoes.
Life is God's gift to us--What we do with it is our gift to Him.
We can make our plans, but the final outcome is in God's hands.
If you want to be someone special, be yourself.
Nothing ventured, nothing gained.
The giver makes the gift precious.
Without tears there could be no rainbows.
A stranger is just a friend you haven't met yet.
Today the buds of hope, tomorrow the blossoms of joy.
If you see someone without a smile, give them one of yours.
Acts of kindness never die, but in the lives of others multiply.
Kindness is a simple expression of God's love through us.
Leadership is action, not position.
Be daring, be first, be different.
People who fly into a rage always make a bad landing.
People rarely succeed in anything unless they enjoy doing it.
People do not lack strength; they lack will.
Make the most of the best and the least of the worst.
The same furnace that liquefies the gold hardens the clay.
A rolling stone gathers no moss, but it obtains a certain polish.
Prefer loss before unjust gain.
He is greatest who is most useful to others.
Never put a question mark where God puts a period.
A ship is safest in deep water.
Never think God's delays are God's denials.

A small leak can sink a great ship.
The first step in making a dream come true is waking up.
The only way to have a friend is to be one.
The best gifts are tied with heart strings.
It takes both rain and sunshine to make a rainbow.
Plan your work, work your plan.
What sunshine is to flowers, smiles are to people.
Organize victory out of mistakes.
If you don't scale the mountain, you can't see the view.
Make stepping stones of stumbling blocks.
There is no right way to do the wrong thing.
For a web of love there is always thread.
The taller a bamboo grows, the lower it bends.
Hate is the sand in the machinery of life, love is the oil.
Knowledge puffs up, love builds up.
To love is to place our happiness in the happiness of another.
Happiness is not a reward--it is a consequence.
All people smile in the same language.
A smile is a curve that can set a lot of things straight.
The secret of success is constancy of purpose.
If at first you don't succeed, try something harder.
If the shoe fits, you can't grow.
To love is to admire with the heart. To admire is to love with the mind.
Giving up is the ultimate tragedy.
Loneliness is only an opportunity to cut adrift and find yourself.
The smallest good deed is better than the greatest good intention.
The giver makes the gift precious.

*You can find other daily thoughts on calendars, newspapers, and daily thought books.

INVOCATIONS

As a chapter officer, you may be asked to give an invocation at certain seminars and conferences. Here are some examples:

1. Heavenly Father, bless we pray, this Thy food which Thou hast provided for us. Remember with Thy blessings all who are dear to us by the ties of kinship and friendship. Teach us ever to be thankful for home and its comforts, and for our opportunities for service to others. Forgive us our wrongs and watch over us for Jesus' sake. Amen
2. We thank Thee, O Lord, for the food given us this day, and we pray that it may strengthen and sustain us in body and mind to serve Thee by doing our daily tasks faithfully and well. Grant that we may be ever grateful for all Thy blessings to us through Christ our Lord. Amen
3. Accept our thanks, O Heavenly Father, for all the expression of Thy goodness and mercy toward us. We thank Thee for this food received from Thy bounty. May Thy protecting care and watchfulness be over each of us as we carry on for God and country. Amen
4. Give us grace to be grateful for the blessings which Thou hast so bountifully spread before us this day in Jesus' name. Amen
5. Gracious God, we meet tonight with the realization Thou are our Creator. Not only of our physical being, but also of our mental faculties. We realize that all of our being comes from Thee. Bless us, Oh God, as we are assembled. May these hours (or days) spent together stimulate and help us as we are called upon to lead others in our community. Bless now the gifts set before us for the nourishment and strengthening of our bodies. In His name we pray. Amen
6. Our Father in Heaven, we pause for these moments to give Thee praise for Thy guidance and unflinching love. As we consider the selection of new leaders for the _____ DECA chapter, grant us clear thinking and guidance in choice. Let none be fearful of losing and none be fearful to lead if chosen. Lead us, guide us, and walk with us as we offer Thee praise in His Holy Name. Amen
7. Our Heavenly Father, we pause in reverence and thanksgiving for the many privileges that have been ours during the events of this year. We thank Thee for the responsibilities that have helped to reveal us to ourselves. We realize our example is evident to those about us. Help us, Our Father, to keep our contacts with Thee and with our fellow man alive and happy, so that we may contribute the best that is in each of us, for His Glory. Amen
8. We thank Thee, O Lord, for all this food and all the blessings so generously provided. We thank Thee in Jesus' name. Amen

TEN RULES OF LEADERSHIP

A LEADER must be . . .

1. **SELF-CONFIDENT** -- Confident from within. Believing in yourself. Getting right up if you're knocked down. Knowing you're good. It means proud, not arrogant.
2. **IN CONTROL** -- A person who can't control himself or herself can't control others. This takes concentration, self-discipline, calmness under pressure, no flying off the handle allowed.
3. **FAIR** -- That means being impartial, tolerant, having a keen sense of justice, being consistent in how you treat problems, people, praise and punishment.
4. **DECISIVE** -- Know how to make decisions, have the courage to make them, to make them quickly, to stand behind those decisions.
5. **PREPARED** -- This is a big one. You have to know your job, you have to know the jobs of those you lead, you have to do your homework, understand goals and priorities and the process of planning. No guesswork allowed.
6. **A TEAM PLAYER** -- You're not a loner--you're part of a team. Be loyal to that team. Listen as well as talk. Motivate. Teach. Tell people why, so they understand their roles on the team.
7. **HONEST** -- With yourself, with others! Integrity is the big one here--character. No one can teach you this. No one can order you to have it . . . it has to come with you and from you.
8. **COMMITTED** -- Ambition, ego, drive, and dedication all come into play here. Commitment means you don't just make goals, you try to reach them. It means you make commitments, not idle promises.
9. **COURAGEOUS** -- Not afraid to fail. Not afraid to admit a mistake. Not afraid to fight for an idea or person you believe in. Not afraid to make an unpopular decision.
10. above all, **HUMAN** -- Strong enough to be gentle. Empathy is important here, understanding that those you work with are people, not machines . . . people have problems. People aren't perfect. Understanding that we're all in it together in this game of life.