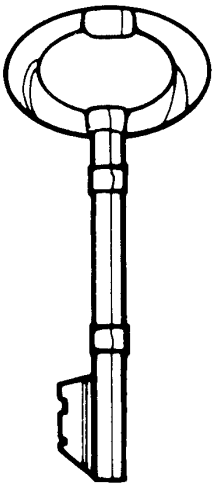
Chapter Treasurer



(Key)

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 <u>you</u> personally <u>give</u> 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. Receive and account for all funds which come into the DECA Chapter Treasury.

2. Assist in the collection of all dues and assessments and assist the Chapter Advisor in sending Oklahoma and National DECA dues to National DECA by the due date on the proper form.

3. Assist in preparing an annual budget of estimated receipts and expenditures for the year.

4. Keep the financial records and reports of the DECA chapter neat, accurate and up-to-date.

5. Upon authorization by the chapter, pay out funds for authorized DECA chapter obligations.

6. Help plan and execute the ways and means for obtaining chapter income.

7. Assist in preparing monthly statements of receipts and expenditures and financial condition of the chapter.

8. Cooperate with the DECA Chapter Secretary in maintaining an accurate membership roll.

9. Encourage systematic saving among individual chapter members. Establish "thrift accounts" or regular "savings" plans.

10. Strive to build up the financial strength of the DECA chapter.

11. Protect the financial reputation of the chapter by seeing that its obligations are met promptly.

12. Assist in the development of a local chapter Program of Work.

13. Attend and participate in the Fall Leadership Development Conference.

14. Be available, as necessary, to promote the general welfare of DECA.

Tools Needed

As Treasurer, 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)

_____ 3. DECA: Learn, Grow, Become (Oklahoma Department of Vo-Tech)

_____ 4. Chapter Officer's Leadership Development Guide (Oklahoma DECA)

As Treasurer, you should have:

_____ 5. Access to a typewriter or computer

_____ 6. A Treasurer's Book

_____ 7. All previous Treasurer's Books

_____ 8. Supply of forms for deposits and disbursement requests

_____ 9. A receipt book

_____ 10. DECA pin

_____ 11. DECA blazer

Hints for the Treasurer

1. Keep your records in ink, in the local DECA Chapter Treasurer's Book provided you by your Advisor.

2. Record all receipts by name of member or from other source by name.

3. List all money paid out by dates and to whom paid.

4. Never pay out any of the DECA chapter's money except on proper authority and always obtain a receipt from the person to whom paid.

5. Keep your records up to date. Don't put off making the entries in your book.

6. Be in position to make an accurate report to the members at every regular meeting.

"DOs"

1. Do give a pre-numbered receipt to a student/chapter or club member when accepting any monies from him/her.

2. Do set your chapter/club account up through the school's student activity fund.

3. Do give a Treasurer's report at each chapter/club business meeting.

4. Do authorize payment of <u>all bills</u> through the school's student activity fund.

5. Do request an invoice on each item purchased charged to your organization's account. Make sure invoices are correct.

6. Do make sure you have no outstanding bills at the close of the school year.

7. Do prepare a budget for your student organization.

8. Do plan your calendar ahead. Anticipate that it takes "x" number of days to process a request for a check and plan accordingly.

9. Do make sure checks are properly made payable to your organization.

"DON'Ts"

1. Don't accept any monies from a student unless you give a pre-numbered receipt.

2. Don't pay bills with cash. Use a school check with a proper invoice rendered.

3. Don't mix personal funds with your chapter/club funds.

4. Don't open a special checking account at a local bank in the name of your chapter/club or one related to it.

FINANCIAL RECORDS

1. Inventory sheet

   You may want to use this form to maintain accurate records of all of your chapter's assets (equipment, blazers, supplies, etc.). A complete updating of all assets (past and present) should be done each year.

2. Member Dues and Fees Record

As each member pays local, state, and national dues, the member's name and amount paid should be entered.

3. Chapter Finances

As the chapter receives funds, record the date received and the amount in the appropriate columns. As expenditures are made, show the date of the check, the number of the check, to whom it is paid, and the amount in the appropriate columns.

4. DECA Chapter Financial Statement

A financial statement must be prepared at the end of the school year to show an accounting of all income and expenditures for your chapter.

DECA CHAPTER TREASURER'S BOOK

(sample)

Your School DECA Chapter

Name of Chapter

Your School - Your City, Your State

School and Location

August, 19__ - June, 19__

Period Covered-(Month and Year)

Developing Future Leaders for Marketing and Management

INFORMATION AND INSTRUCTIONS

A good Treasurer contributes much toward the efficiency of the chapter. He/she keeps various temporary and permanent financial records, receiving and paying out chapter funds for all sales projects. The Treasurer may be required to collect and deposit money on a daily basis for sales projects. He/she also needs to keep a record of which members have paid local, state, and national dues. A Treasurer, therefore, should be "good at figures" and interested in finances. He/she must be accurate, prompt, and resourceful.

Attention is called to the fact that this book lends itself to securing a balance at any time for reporting purposes.

This book is designed for keeping a complete record of all monies which belong to the chapter as a whole. This includes primarily the income from the dues and chapter sales projects on the one hand and expenditure for chapter indebtedness on the other.

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4. DECA Chapter Financial Statement

   A financial statement must be prepared at the end of the school year to show an accounting of all income and expenditures for your chapter.

INVENTORY SHEET

Item	Beginning Inventory Date				Closing Inventory Date			
	Resources		Liabilities		Resources		Liabilities	
	$		$		$		$	
Total								

GAIN OR LOSS . . . . . $_____

NET WORTH . . . . . $_____

(SAMPLE)
MEMBER DUES AND FEES RECORD
For period September 1, 19___ to June 1, 19 ___

Name of Member	Date	Nat'l Dues	State Dues	Local Dues	Special Fees	Total Dues & Fees Paid
1. Carey, Linda	9-1-__	$6.00	$3.00	$3.00		$12.00
2. Harper, Becky	9-1-__	6.00	3.00	3.00		12.00
3. Killebrew, John	9-1-__	6.00	3.00	3.00		12.00
4. Johnson, Mr.	9-6-__	6.00	3.00	3.00		12.00
5. Elston, Susan	9-6-__	6.00	3.00	3.00		12.00
6. Webb, Marsha	9-9-__	6.00	3.00	3.00		12.00
7. Strong, Sharon	9-12-__	6.00	3.00	3.00		12.00
8. Gray, Kenneth	9-12-__	6.00	3.00	3.00		12.00
9. Wood, David	9-12-__	6.00	3.00	3.00		12.00
10. Newman, Beverly	9-12-__	6.00	3.00	3.00		12.00
11. Channel, Paul	9-27-__	6.00	3.00	3.00		12.00
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20.						

(SAMPLE)

Chapter Finances

Period: From September 1, 19___ to September 30, 19___

				Chapter Expenditures												Chapter Income						Balance	
Date		Paid To or Received From	No	Dues		Supplies		Meeting		Project		Socials		Patty Cash		Dues		Projects		Contri-bution		79.64	
19___																							
9	1	Students														36	00					115	64
9	6	Students & Advisor														24	00					139	64
9	7	Consumers IGA-refresh	01									42	35									97	29
9	9	Students														12	00					109	29
9	12	Students														36	00					145	29
9	15	Triple AAA Office Supply	02			26	44															118	85
9	21	Student														12	00					130	85
9	22	DECA Supply	03			60	00															70	85
9	23	Wal Mart Foundation																		100	00	170	85
9	26	Students																220	00			390	85
9	27	Students														12	00	175	50			578	35
9	28	Students																565	25			1143	60
9	29	Nestle Candy Co.	04							576	45											567	15
9	30	National DECA	05	99	00																	468	15

(SAMPLE)
DECA CHAPTER FINANCIAL STATEMENT

Your School DECA Chapter Your School High School

For the period September 1, 19 ___ to June 1, 19 ___

Beginning Balance		$	79.64
Chapter Income:	Member dues & fees	$	132.00
	Chapter Projects		960.75
	Other Sales Projects		
	Contributions		100.00
	Other Chapter Income:		
	Total	$	1,192.75
Expenditures:	National and State dues	$	99.00
	AAA Office Supply		26.44
	DECA Supply		60.00
	Nestle Candy Co.		576.45
	Consumers IGA		42.35
	Total	$	804.24

Beginning Balance	. . . . .			$	79.64
Total Income	. . . . .	$	1,192.75		
Total Expenditures	. . . . .	$	804.24		
Net Income	. . . . .			$	388.51
Ending Balance	. . . . .			$	468.15

Approved: Kenneth Gray
DECA Chapter Treasurer

Mr. Johnson
DECA Chapter Advisor

Following are some possible ways that this form may be used:

1. Checking in and out merchandise
2. Checking out blazers
3. Checking out DECA materials
4. Meeting attendance
5. Committee assignment

	Name of Member						
1.							
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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 <u>why</u>, 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.

DECA CHAPTER TREASURER'S BOOK

_____

Name of Chapter

_____

School and Location

_____

Period Covered-(Month and Year)

Developing Future Leaders for Marketing and Management

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INVENTORY SHEET

Item	Beginning Inventory Date				Closing Inventory Date			
	Resources		Liabilities		Resources		Liabilities	
	$		$		$		$	
Total								

GAIN OR LOSS . . . . . $_____

NET WORTH . . . . . $_____

MEMBER DUES AND FEES RECORD

For period _____ to _____

Name of Member	Date	Nat'l Dues	State Dues	Local Dues	Special Fees	Total Dues & Fees Paid
1.						
2.						
3.						
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Chapter Finances

Period: From _____ to _____

			Chapter Expenditures						Chapter Income			Balance
Date	Paid To or Received From	No	Dues	Supplies	Meeting	Project	Socials	Patty Cash	Dues	Projects	Contri-bution	
19												

DECA CHAPTER FINANCIAL STATEMENT

_____ DECA Chapter _____ High School

For the period _____, 19 ___ to_____, 19 ___

Beginning Balance		$ _____
Chapter Income:	_____	$ _____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total	$ _____
Expenditures:	_____	$ _____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total	$ _____

Beginning Balance	. . . . .		$ _____
Total Income	. . . . .	$ _____	
Total Expenditures	. . . . .	$ _____	
Net Income	. . . . .		$ _____
Ending Balance	. . . . .		$ _____

Approved: _____

DECA Chapter Treasurer

_____

DECA Chapter Advisor

Following are some possible ways that this form may be used:

1. Checking in and out merchandise
2. Checking out blazers
3. Checking out DECA materials
4. Meeting attendance
5. Committee assignment

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