

## Kansas FCCLA 2025-2026 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
- Officer Presentation
- Written Exam and activity
- Committee Involvement

The selection process for the candidates will begin on February 24, 2025 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. Lodging is available in the registration link for those who wish 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 "Attend-State officer Selection". Other sources: Kansas FCCLA Website and 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 dress your best. **Business-Professional attire is expected.**
- 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](mailto:sdandres@ksu.edu) or 785-532-5511.

### **DATES for 2025-2026 FCCLA State Officers**

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

March 26, 2025	Current and new state officer briefcase exchange, Salina
April 6-8, 2025	FCCLA State Leadership Conference and STAR Events, Wichita
June 2-4, 2025	CTSO State Officer Training, Topeka
July 5-9, 2025	National Leadership Conference in Orlando, FL SEC members are expected to attend Opening Session and Closing Session. A full list of expected sessions to attend will be handed out at Briefcase Exchange.
August 24-25, 2025	Take AIM Conference, Manhattan
Sept 17-18, 2025	State Executive and Advisory Council Meeting, Hesston
Dec 3-4, 2025	State Executive and Advisory Council Meeting, Hesston
Jan 14, 2026 (tent)	Citizenship Day, Topeka
March 25, 2026	Current and new state officer briefcase exchange, Salina
April 12-14, 2026	FCCLA State Leadership Conference and STAR Events, Wichita
State Board Meetings	President and First Vice-President only Oct 7, 2025 Jan 13, 2026
June 27, 2025	AAFCS Annual Conference in Kansas City, MO 2 SEC members will give greetings at Closing Session
July 23-25, 2025	K-ACTE Conference, Manhattan 2 SEC members are expected to attend to help with awards. Commitment will be 1 night/1 day – schedule is still being finalized
Nov 15-18, 2025 (tent)	Capitol Leadership It is expected that SEC members attend, but not required.
Optional:	2026-2027 State Officer Selection, Hesston on Feb 23, 2026 (It is optional for SEC members who are not re-running) United Conference, FLI
Other dates as set by the FCCLA State Adviser, State Officers or SEAC	