

DISTRICT COUNSELOR RESPONSIBILITIES

DOT camp is where the vast majority of planning for District Leadership Meeting takes place. It is vital that the District Counselor attend DOT. The experience is invaluable in building your relationship with district officers.

Teacher Counselors:

- Attend District Officer Training (DOT)
- Assist district officers in understanding and fulfilling their district responsibilities.
 - Responsibilities of a District Officer include but are not limited to: presenting at District Conferences, assisting with District and Regional STAR events, serving on Courtesy Corps for State Convention, communicating with chapters to promote the OK FCCLA Program of Work
- Secure date, location, speaker for District Conference
- Communicate with District Officer's Advisers regarding preparation and practice for District Leadership Meeting.
- Guide District Officers in planning and carrying out the District Leadership Meeting.
- Work cooperatively with other teacher counselor on district activities.
- Communicate all confirmed district activity plans with district FCCLA advisers and program specialist.
- Coordinate district FCCLA activities to carry out objectives established by the state and national organization.
- Attend and assist with district officer elections.
- Shall work with the District Bookkeeper/Treasurer to prepare an estimated budget and present to all district advisers a minimum of one time each year.
- Assist the program specialist at professional development meetings.
- Act as a reference and resource person to new and beginning teachers.

District Bookkeeper/Treasurer:

- Maintain accurate and complete district financial records.
- Promptly pay all district invoices.
- Submit books and income/expense sheet for audit at District Officer Training – send with district counselors.
- Assist with virtual District Officer Elections (2020)
- Shall work with the District Counselors to prepare an estimated budget and present to all district advisers a minimum of one time each year.
- The District Treasurer shall prepare a financial statement of all income and expenditures quarterly. The District Teacher counselor(s) shall approve the financial statement. It shall be available to FCCLA advisers in the District and shall be subject to audit.