Sample Leadership Roles

Chapter leaders are responsible for involving all members in chapter decision making and activities. Specific leadership functions vary as the needs of a chapter change. Follow the outlines, suggested roles, and responsibilities, but keep in mind that chapter advisers and members may add or delete roles and responsibilities as needed.

Sample Roles	Responsibilities
Chapter officers	• Preside over meetings • Manage FCCLA projects
Committee chairpersons	• Coordinate the work of chapter committees
Committee member	• Implement and manage projects • Provide reports to committee chair
Student advisers	• Assist the adviser by managing specific areas of chapter actions
Team leaders	• Facilitate interaction and work within a small group
Team members	• Express personal ideas and concerns • Contribute to group projects and chapter activities • Take charge of various aspects of group projects
Team reporters	• Share results of small-group work with the chapter
Classroom assistants	• Assist with classroom or lab set-up, management, and cleanup by marking the attendance sheet, setting out resources, recording notes, and checking workstations for supplies