



# STUDENT UNIT OFFICER HANDBOOK

American Association of Family & Consumer Sciences  
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## Current Student Unit Leadership Team

Staff Liaison: Sophy Mott  
Student Unit Chair: Sarah Catherine Black  
Student Unit 1<sup>st</sup> Vice Chair: Nicholas Zimmerman  
Student Unit Vice Chair of Outreach and Service: Tinzley Giles

## NATIONAL STUDENT UNIT ELECTIONS

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Each year at the AAFCS Annual Conference, the Student Unit installs new national officers to serve for the upcoming year. Candidates are applying for non-specific officer positions to the Student Unit Leadership Team. Once elected, the elected officers will meet as a group to self-determine their roles within the Student Unit Leadership Team.

### Electors

Each student member, in good standing, is entitled to vote for the candidates.

### Sequence of Events for National Officer Elections

August	The National Officer Application is posted on the national website on the student page. Application consists of a Google form that must be completed online, as well as other items for submission by email. Please read directions fully for completion.
December	(December 31) Application completed and submitted to AAFCS Staff liaison.
January	Staff liaison and national student officers will form a committee of five to review the candidates and determine the ballot.* Those not selected for candidacy will be notified. *(Committee members must not be from a school represented by a current officer or a candidate seeking election.)
February	Ballot will be emailed out to all current AAFCS student members by AAFCS staff for voting.
March	Voting concludes. Newly-elected officers are notified by current officers and meet by teleconference to collectively determine officer roles.
June	Officers are installed at the Annual Conference during the Student Unit Business Meeting.

*Watch for email and information on the Web site ([www.aafcs.org](http://www.aafcs.org)).  
Contact Student Unit national officers or AAFCS headquarters for updates.*

Be sure to provide the opportunity for all interested and qualified Student Unit members to be considered for nomination.

## GENERAL GUIDELINES FOR OFFICERS

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This proposed accomplishment list should be helpful for Student Unit officers at the local (campus), affiliate, and national levels.

- Send greetings and information concerning meetings to members and potential members.
- Plan meetings, workshops, and projects (keeping program of work in mind) for the year. Reserve rooms, contact speakers, and notify members of the calendar of events.
- Encourage members to attend and participate in local, affiliate, and national meetings.
- Conduct membership drives.
- Make committee or special task force appointments.
- Prepare article for publication.
- Check guidelines for election procedures for national and affiliate officers and select candidates.
- Conduct officer elections at appropriate time.
- Plan for installation of officers.
- Keep adequate records of activities.
- File annual report with appropriate person/office.
- Read official publications.
- Coordinate plans/programs with the AAFCS affiliate and/or district. Communicate activities with affiliate or local professionals.

## **OFFICER INSTALLATION**

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Election to an office in the Association is an honor. The duties of the office should be taken seriously, and an installation procedure makes officers more cognizant of their responsibilities. Some local and affiliate organizations already have a well-defined installation ceremony. For those who do not, this ceremony could serve as a guide.

Outgoing officers and incoming officers should be assembled in their respective groups, facing the audience.

The chair addresses the outgoing officers:

“The outgoing officers have served the unit well. You are about to relinquish the duties of your office to a successor. On behalf of the members of the American Association of Family & Consumer Sciences, I thank you for the diligent manner in which you have conducted the duties of your office. We appreciate the leadership and untiring effort you gave.”

The chair addresses the incoming officers:

“I am about to administer the oath of office to the (names of offices). You have been duly informed of the responsibilities of the office to which you have been elected. Please raise your right hand and repeat after me the oath of office: I, (repeat your name), do solemnly promise to faithfully perform the duties of the office to which I have been elected.”

The chair may present the incoming and/or outgoing officers with an appropriate token.

The method may not be as important as the idea that there is a ceremony to mark the occasion of changing officers. You may want to invite parents and faculty to the ceremony, have a keynote address, light candles for each officer, and serve snacks afterwards.

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