District Advisor Handbook

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Introduction

Handbook Purpose

This ***District Advisor Handbook*** is designed to provide basic information for you to successfully perform your duties as a District Advisor. The *Handbook* should be used as a reference for information important for your role as a District Advisor, and as a resource for your district. In addition to the information provided under each section, you may wish to add district policies, conference planning information, minutes of past meetings, financial reports, or other records which could be of importance to your district operations. This central file of district information could be a valuable resource for future district leaders.

Missouri DECA

Missouri DECA is a career and technical student organization with more than 8,500 members in 179 chapters in high schools and career centers across the state. Missouri DECA ranks sixth in terms of membership of all state associations. The success of Missouri DECA has been built upon a strong organizational base with dedicated, capable leaders to serve the organization. The position of District Advisor is one of the most important of these state leadership positions.

Missouri is divided into 12 geographic areas called DECA Districts. Each chapter is assigned to a district. Districts vary from large geographic areas with relatively fewer members such as District 2 in central Missouri and District 12 in the boot heel, to districts which cover smaller areas but have a high concentration of members such as District 6 in the eastern part of the state. A map of the DECA Districts with a list of chapters in each can be found in Section 4 of this *Handbook*.

Districts serve several important functions in the state organizational structure.

- **Officer Election**: Each district elects a District Vice President to serve on the state action team. The District Vice President also provides student leadership for district activities.
- **Leadership Training**: Districts may conduct a Leadership Training session in the fall for DECA members.
- **Professional Development**: By meeting regularly to conduct district business chapter advisors share ideas and learn from each other about DECA and program activities.
- **District CDC**: Districts operate Career Development Conferences for the purpose of giving the members opportunities to participate in the competitive events program and to select winners who represent their schools and the district at the State Career Development Conference. Over four times as many students are able to participate in a District CDC as participate in the State CDC.
- **Quotas**: Although the size of districts varies, each district receives a representative number of participation slots at the State Career Development Conference based on the number of members in the district.

The District Advisor plays a crucial role in the success of each of these functions. While each district determines its own method for selecting the District Advisor, the individual who fills that role must recognize that it is an important leadership position; for the student members, the chapter advisors, and the state association. It requires skill, organization, and dedication to serve as leader of your peers in a voluntary position. Those who have served before you have established a foundation of success on which you can build to provide a better educational experience for DECA members in your district.