



## 2011-2012 ADVISER-TO-ADVISER LEADER ROLES AND RESPONSIBILITIES

### JOB DESCRIPTION:

The Adviser-to-Adviser Leader is instrumental in creating an adviser network in her/his state and/or utilizing an existing network to assist state advisers with training and promotion of FCCLA. Through leadership, planning and training you will be equipped with the tools to help motivate, recruit and retain advisers in your state.

### RESPONSIBILITY CHECKLIST:

- Meet with your state adviser to determine trainings that you can conduct with your state
- Develop and/or increase a network of advisers who can help you recruit and motivated advisers and promote FCCLA.
- Reach new advisers by targeting one group that you could introduce to FCCLA in the near future.
- Speak at conferences, professional meetings and regional and state FCCLA meetings.
- Assist in adviser training workshops.
- Submit and end-of-the-year report to national headquarters by MAY 1, 2012.
- Encourage advisers to participate in the 2011-2012 National Adviser Recognition program.
- Apply for Master Adviser or Adviser Mentor recognition in 2011-2012.
- Promote the FCCLA Membership Kit.
- Respond to National FCCLA requests for information.
- Participate in the FCCLA Online Adviser Blog.

### ROLES OF THE ADVISER-TO-ADVISER LEADER:

Challenge thinking	Raise questions
Summarize activities	Guide discussions
Share ideas	Restate ideas
Provide handouts/resources	Promote membership
Serve as a model	Network with advisers

*All this can be accomplished through workshops, computer networking, college seminars, newsletters, legislative letters, administrative updates, etc.*