

# Tennessee FBLA Regional Officer Descriptions

## Regional President

**Term of Office:** One year beginning at the conclusion of the current year State Leadership Conference and ending at the conclusion of the following State Leadership Conference.

**Purpose of Office:** The role of Regional President is to direct and guide the Regional Officer team in the growth, development, promotion, and assistance to the local chapters. The President is to be familiar with the local, state, and national bylaws; understand the purposes of FBLA; understand the organization and operation of an FBLA chapter; and understand the basic rules of parliamentary procedures. The president serves as an ambassador of FBLA and of Tennessee Career and Technical Education.

**Responsibilities of Office:** The Regional President shall

- Serve on the State Executive Committee.
- Preside over meetings of the region and regional officer meetings.
- Appoint all ad hoc and standing committees unless the state association shall specifically designate the members and/or chairs of any particular committee.
- Serve as an ex-officio, non-voting member of all regional committees.
- Make sure the meeting space has been setup appropriately with table tents for each attendee.
- Make sure meetings begin on time and proceeds in the pattern established by the order of business.
- Show a complete understanding of the matters under discussion and the possible effect of any recommendation on the region.
- Fully understand his or her function as a presiding officer and never interjecting personal opinions or in any way dominating the conversation and/or situation.
- Prepare an agenda for each meeting.
- Distribute the agenda 30 days prior to the meeting either electronically or by mail.
- Conduct meetings with appropriate parliamentary procedure as defined by the most current edition of *Robert Rules of Order*
- Communicate national, state, and regional goals to members in order to secure their involvement in carrying out these goals.
- Perform other duties for the promotion and development of the local, regional, and state FBLA chapters.
- Submit written monthly reports to the State Adviser.

# Tennessee FBLA Regional Officer Descriptions

## Regional Secretary

**Term of Office:** One year beginning at the conclusion of the current year Regional Leadership Conference and ending at the conclusion of the following Regional Leadership Conference.

**Purpose of Office:** The duties of the Regional Secretary are to work with the other regional officers to coordinate local chapter activities and membership recruitment.

**Responsibilities of Office:** The Regional Secretary shall

- Assist the Regional President in regional activities
- Serve as the presiding officer in the absence of the regional Secretary.
- Assist other regional officers in promoting activities of the local chapter and participation in the chapter and individual awards programs such as the *Gold Seal Chapter Award of Merit* program, etc.
- Chair the regional membership committee.
- Oversee the reactivation/activation of new and old chapters.
- Assist the regional chapter advisers in supporting and encouraging the local chapters in the development of their local chapter strategic plan/program of work.
- Communicate with all regional chapters.
- Supervise and promote the recruitment of membership, community service activities, and encourage membership to compete in the competitive events program in collaboration with the Regional President.
- Perform other such duties as requested by the Regional President.
- Submit written monthly reports to the Regional President.
- Perform other duties for the promotion and development of the region's FBLA chapters.

# Tennessee FBLA Regional Officer Descriptions

## Regional Treasurer

**Term of Office:** One year beginning at the conclusion of the current year Regional Leadership Conference and ending at the conclusion of the following Regional Leadership Conference.

**Purpose of Office:** The role of the Regional Treasurer is to maintain a backup set of financial records for the region. The officer serves as a support to the custodian of the regional funds.

**Responsibilities of Office:** The Regional Treasurer shall

- Maintain an accurate backup set of financial records based on the information provided by the CTE Specialist and the State FBLA Accountant.
- Plan the budget for the year with the assistance of the CTE Specialist, State FBLA Accountant, and Regional Conference Coordinator.
- Develop and create a treasurer report on the financial status of the region.
- Perform other such duties as directed by the Regional President.

# Tennessee FBLA Regional Officer Descriptions

## Regional Reporter

**Term of Office:** One year beginning at the conclusion of the current year Regional Leadership Conference and ending at the conclusion of the following Regional Leadership Conference.

**Purpose of Office:** The role of Regional Reporter is to publish and disseminate at least two newsletters annually to inform members about regional, state, and national activities.

**Responsibilities of Office:** The Regional Reporter shall

- Assist the Regional President in the collection of information and articles for publication in the regional newsletter.
- Gather and classify association news and public relation materials.
- Prepare news notes and articles for publication in regional newsletters.
- Prepare other editorials or publications duties as assigned by the Regional President.
- Perform other such duties as directed by the Regional President.