

Tennessee FBLA State Officer Descriptions

THE OFFICE OF THE STATE PRESIDENT

Term of Office: One year beginning July 1 and ending June 30

Membership: Active member of Future Business Leaders of America

Purpose of Office: The role of the President of the Local Association is to direct and guide the Executive Committee and the FBLA Association (Chapter) members in the growth, development, promotion and assistance to the local chapter members. The President is familiar with the Local, State, and National Bylaws; understands the purposes of FBLA; understands the organization and operation of an FBLA Association (chapter); and understands the basic rules of parliamentary procedures. The President serves as an ambassador of the association (chapter) and as an ambassador for vocational-technical education.

The President shall:

- p Serve as Chair of the Local Executive Committee.
- p Preside over meetings of the association and meetings of the Executive Committee
- p Appoint all adhoc and standing committees unless the association shall specifically designate the members and/or chairs of any particular committee.
- p Serve as an ex-officio, non-voting member of all committees.
- p Serve as the official representative to all other groups.

- p Making sure meetings begins on time and proceeds in the pattern established by the order of business.
- p Showing a complete understanding of the matters under discussion and the possible effect of any recommendations on the organization.
- p Fully understanding his or her function as a presiding officer and **never** interjecting personal opinions or in any way dominate the situation.
- p Prepare agenda with input from Executive Committee and Local Adviser(s). Agenda must be approval by the Local Adviser(s). Mail (*electronically or by mail*) **30 days** in advance to the outgoing and incoming Executive Committee and the FBLA adviser(s).
- p Conduct meetings by apply appropriate parliamentary procedure as defined by ***Robert Rules of Order***.
- p Communicate the local, state, and national goals to the association (chapter) members in order to secure their involvement in carrying out these goals`
- p Submit written monthly reports to Chapter Adviser(s) and Vice President
- p Perform other duties for the promotion and development of the local and local FBLA chapter.
- p Develop a Strategic Plan that incorporates community service activities, association social functions, fundraising, field trips, and membership recruitment drives, etc. ***Add all activities to the officer monthly calendar.***
- p Submit the association report on the local chapter activities, articles to the State Reporter for printing in the ***Tennessee FBLA Times Newsletter***

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When presiding over meetings, the President should keep the following points in mind:

- p Always have an agenda.
- p Read the agenda, state the purpose of the meeting, ask for additions or deletions, and receive official approval at the beginning of the meeting.
- p Keep the meeting moving.
- p Speak clearly.
- p Summarize what has been said and get a decision on a topic.
- p Step down as presiding officer and ask the Vice President to preside in the event the President wish to speak to a topic.
- p Maintain control of the meeting without cutting off discussion.
- p Be aware of the physical comfort of all attending—temperature, drafts, lights, and thirst.
- p Before adjourning the meeting, make sure that nothing has been omitted.

Tennessee FBLA State Officer Descriptions

THE OFFICE OF THE STATE VICE PRESIDENT

Term of Office: One year beginning July 1 and ending June 30

Membership: Active member of Future Business Leaders of America

Purpose of Office: The duties of the Vice President are to assist the coordination of local chapter activities

The Vice President shall

- p Assist the President in the local association activities.
- p Serve as the presiding officer in the absence of the President.
- p Assist the Regional Vice President in promoting activities of the local association and participation in the chapter and individual awards programs such as the, **Gold Seal Chapter Award of Merit** program, etc.
- p Oversee membership recognition awards.
- p Chair the local membership committee
- p Oversee the reactivation/activation of new and old chapters and submit completed forms that are found in the **National Chapter Management Handbook** to the Regional Vice President and National FBLA/PBL Office.
- p Work with the FBLA Professional Liaison and the Regional Vice President in acquiring information for activities for the local chapters in the development of local chapter Strategic Plan.
- p Develop in Strategic Plan and add to the Calendar the community service activities, association social functions, and membership recruitment drives, etc., month by month
- p Supervise and promotes the recruitment of membership, community service activities, and encourage membership to compete in the competitive events program in collaboration with the Regional Vice Presidents.
- p Oversee and complete report found in the National Management Handbook the reactivation /activation of new and old chapters
- p Be prepared to take the chair should the President wish to speak on a topic
- p Perform other such duties as directed by the President.
- p Submit individual written monthly reports to Local Adviser(s)
- p Summarize all local officer activities reports and write association report to be submitted to the Regional Vice President and State Reporter for publication in the **Tennessee FBLA Times Newsletter** The report must have local adviser(s) approval before submitting.
- p Perform other duties for the promotion and development of the local chapter.

Tennessee FBLA State Officer Descriptions

THE OFFICE OF THE STATE SECRETARY

- Term of Office:** One year beginning July 1 and ending June 30
- Membership:** Active member of Future Business Leaders of America
- Purpose of Office:** Record the business and maintain the records of the association. A good secretary contributes much toward the efficiency of a chapter.

The Secretary shall:

- p Read the minutes of meetings and call the President's attention to any unfinished business.
- p Secure meeting agendas from the President
- p Remind the Executive Committee to prepare a written and oral report for the Executive Committee and the FBLA Association (Chapter) Business meetings
- p Secure and keep on file the complete reports of all Executive Committee and the FBLA Association (Chapter) Business Meeting, in addition to all adhoc and standing committees and their activities
- p Take and transcribe complete and accurate accounts of the proceedings of all Executive Committee and the FBLA Association (Chapter) Business meetings. ***(Maintain a database of all adopted motions, which is to be exported to the archived database of motions approved by previous Executive Committees and all Business Meetings)***
- p Keep a membership list and record of attendance at Executive Committee and the FBLA Association (Chapter) Business meetings
- p Get any motion made in writing, with appropriate signature, turned in to become part of the data to be association archives.
- p Count all votes on either side, when a vote is by raising hands, standing or by secret ballot.
- p Read correspondence directed to the group.
- p Submit copy to adviser for edits prior to mailing or electronically sending copy of minutes to include summary of officer reports and committee reports, agenda and related correspondence to the Executive Committee and the FBLA Association (Chapter) Business Meeting members and the Advisers no later than **20 days** following an Executive Committee and/or the FBLA Association (Chapter) Business meetings
- p Maintain one copy of minutes and supporting documents in the permanent file
- p Writes thank you notes to sponsors, speakers, and workshop consultants of the FBLA Local Business meetings.
- p Answer all correspondence promptly and file the letter and the reply for future reference.
- p Communication with local officers to promote quality local chapters activities and program
- p Perform such other duties as directed by the President
- p Send database of official adopted motions to the adviser(s).
- p Send original minutes, attachments, reports, and correspondence to be placed in the FBLA archives to the adviser(s).

Tennessee FBLA State Officer Descriptions

THE OFFICE OF THE STATE TREASURER

- Term of Office:** One year beginning July 1 and ending June 30
- Membership:** Active member of Future Business Leaders of America
- Purpose of Office:** Maintain a backup set of financial record of the association. Serve as support to the custodian of the funds of the organization. The major responsibilities of the treasurer are to: work with the association (chapter) adviser and the school accountant as custodian of the funds of the organization.

The Treasurer shall:

- p Work with the Local Adviser(s) and the FBLA Accountant who is the custodian of the funds of the organization
- p Maintain an accurate backup set of financial records based on the information provided by the adviser(s) and the FBLA Accountant
- p Serve as chairman of the finance committee
- p Plan the budget for the year with the assistance of the Adviser(s), the FBLA Accountant, and the Executive Committee
- p Develop and make a treasurer report on the financial status of the association at the Executive Committee and the FBLA Association (Chapter) Business meetings.
- p Develop an annual financial report in collaboration with the local FBLA Accountant (*Include a copy of the Balance Sheet in the **Local Annual Report***)
- p Research and recommend ways and means of raising funds for the association
- p Perform such other duties as directed by the President.

Tennessee FBLA State Officer Descriptions

THE OFFICE OF THE STATE REPORTER

Term of Office: One year beginning July 1 and ending June 30

Membership: Active member of Future Business Leaders of America

Purpose of Office: As the reporter you are to publish and disseminate at least three newsletters annually to inform members about the association activities.

The Reporter shall:

- p Assist the President in the collection of information and articles for publication in the local FBLA Newsletter.
- p Chair and assist the Newsletter committee in editing, keying, designing and laying out the local FBLA Newsletter
- p Gathering and classifying association news and public relation materials Prepare news notes and articles for publication in ***Tennessee FBLA Times Newsletter***
- p Serve as a key member of the association public relations committee (*Your work as reporter will have major impact on the image perceived by the association members and the business community, etc.*)
- p Meet publishing and dissemination deadlines established in the ***Local officers FBLA Handbook***
- p Prepare other editorials or publications duties as assigned by the President
- p Assist the Historian/Webmaster in preparation and publishing of an original scrapbook or an electronic scrapbook and the FBLA Website.
- p Perform such other duties as directed by the President

Tennessee FBLA State Officer Descriptions

THE OFFICE OF THE STATE HISTORIAN/WEBMASTER

Term of Office: One year beginning July 1 and ending June 30

Membership: Active member of Future Business Leaders of America

Purpose of Office: The Historian/Webmaster has two major responsibilities: To design and maintain the Future Business Leaders of America Web Site. The second is to compile and maintain materials through electronic means and scan hard copy data considered historical in nature, of the Association throughout the year and assemble the material for entry in the competitive events at the State Leadership Conference. A copy is to be given to the FBLA Adviser(s) to be archived and/or develop a hardcopy of the history of the organization. The Web Master will be responsible for the language, structure and fundamental concepts and principles of page layout/design and the ethics related to the production of Internet presentations.

The Historian/Webmaster shall:

- p Assist the Executive Committee in the collection of information to be used in the development of the local Website
- p Gather and classify the association activities
- p Effectively lay out and design the Website
- p Incorporate fundamental concepts of digital commerce transaction security, as needed
- p Comply with legal and security requirements and guidelines disseminated by the Tennessee Department of Education
- p Applying social, legal and ethical standards integrating the elements of web design
- p Apply storyboarding techniques
- p Apply typography, layout and design guidelines in the design of Web pages.
- p Assist with the acquisition of required written permission related to publication and ensure that adviser(s) has all documents for the FBLA permanent files
- p Serve as a member of the local association public relations committee (*Your work as Historian/Webmaster will have major impact on the image perceived by the association members and the business community, etc.*)
- p Meet publishing and dissemination deadlines established in the local officers FBLA Handbook
- p Perform such other duties as directed by the President

Tennessee FBLA State Officer Descriptions

THE OFFICE OF THE STATE PARLIAMENTARIAN

Term of Office: One year beginning July 1 and ending June 30

Membership: Active member of Future Business Leaders of America

Purpose of Office: The parliamentarian is responsible for the smooth running of meetings according to proper parliamentary procedure. It is important to be familiar with the Bylaws of the national, state and local organization, study parliamentary procedure principles, and to attend training sessions.

The Parliamentarian shall:

- p Advise the President of the orderly conduct of business in accordance with FBLA Bylaws and ***Robert's Rules of Order Newly Revise.***
- p Shall serve as an ex-officio, nonvoting member of the Executive Committee.
- p Perform the duties described in these Bylaws, and perform such other duties as are directed by the FBLA President
- p Assisting members in understanding the fundamental purpose of parliamentary procedure.
- p Have reference materials pertaining to parliamentary procedure available for each meeting.
- p Watching for significant irregularities in parliamentary procedure and call them to the attention of the chair.
- p Be prepared to explain any irregularity and its affect of the rights of all members.
- p Perform such other duties as directed by the President