

## Role of an Officer

Well-qualified and dependable officers are crucial to the growth of any FBLA chapter. Effective leaders will:

- o Provide an environment where all members will grow professionally.
- o Keep members informed about all activities of the organization.
- o Include all members in a dynamic program of work and welcome suggestions from members.
- o Conduct the business of the chapter in proper parliamentary procedure and maintain complete, current records, and minutes.
- o Encourage individual and chapter participation in district/regional, state, and national conferences.

## Officer Responsibilities

All local chapter officers should:

1. Be well-educated about FBLA-PBL and understand its purpose, programs, and opportunities available.
2. Understand their clearly-stated goals and description of responsibilities. This will ensure that the person holding the office knows the responsibilities of the job. This also provides the basis for evaluating the performance of the officer and establishes what is important in the total organization so resources can be organized accordingly.
3. Plan all activities and projects well in advance and with complete adviser approval.
4. Help the president delegate tasks among all the officers.
5. Run interesting, organized, and well-planned meetings.
6. Have established a well-functioning committee system.
7. Have effective communication with the local chapter adviser.
8. Be interested in participating in district/regional, state, and national activities and conferences.
9. Meet at least once a month prior to the regular chapter meeting—set a particular date each month to meet.
10. Have effective communication with the student members.
11. Set goals at the start of each semester both for the chapter through a program of work and for the members through a point system to measure their achievement.

A short description of the duties of each officer follows.

### President

1. Presides over and conducts meetings according to accepted parliamentary procedure by keeping members and discussion on track.
2. Appoints committees and serves as an ex-officio member to each.
3. Coordinates chapter activities by keeping in close touch with the other officers, the membership, and the adviser.
4. Reviews the program of work with the adviser and the officer team on a monthly basis.
5. Calls special meetings as needed.
6. Maintains chapter correspondence by writing appropriate letters.
  - Letters should be short and to the point.
  - Letters must be free of typographical and spelling errors—always have your adviser proofread anything before it is sent out.
  - Thank you letters should be sent within one week of the event.
  - Letters can also be written to national, state, and municipal governments in support for legislation such as Perkins Funding, request for recognition, and request for information.

7. Coordinates chapter efforts by keeping in touch with officers, members, and advisers.
8. Shows interest in the activities of the other officers and inspires them as well as the membership to better serve the chapter.
9. Encourages public relations in your community by contacting speakers or guests for chapter meetings. Be sure to have the secretary follow up with thank you letters following a presentation or guest appearance at a chapter meeting or activity.
10. Represents the chapter at special school events, civic clubs, and other out-of-school organizations.

### **Vice President**

1. Assists the president in the discharge of duties.
2. Presides at meetings in the absence of the president and is prepared to assume the duties and responsibilities of the president if the need should arise.
3. Oversees all committee work and the management of assignments.
4. Serves as an ex-officio member of chapter committees.
5. Prepares the Local Chapter Annual Business Report.

### **Secretary**

1. Prepares the program of work once it has been approved by the local chapter adviser.
2. Prepares and reads the minutes of each meeting.
3. Prepares the monthly chapter report and submits it to the president, vice president, and adviser. Keeps one copy for chapter records. This report helps the vice president prepare the Local Chapter Annual Report at the end of the year.
4. Provides the president with an agenda for each meeting.
5. Counts and records votes when taken.
6. Coordinates and keeps track of the local chapter point system.
7. Reads correspondence at local chapter meetings.
8. Prepares correspondence for the chapter president.
  - Make sure that letters are easy to read—• short sentences, three paragraphs, logical sequence of ideas.
  - Make sure that your letter sounds sincere, • friendly, and positive.
  - Use chapter letterhead if you have it. •
  - Proofread—always have your local • chapter adviser proofread and approve any correspondence before it is sent.

### **Treasurer**

1. Prepares the chapter budget for the year.
  - A budget is necessary in the operation of an FBLA chapter. •
  - There are two different areas of the budget: income and expenses. •
2. Keeps an accurate count and roster of the chapter membership.
3. Writes receipts for all members when they pay their dues.
4. Receives and acts as custodian of chapter funds.
5. Collects all state and national dues and is responsible for their disbursement by the appropriate deadlines.
6. Keeps financial records neat and current.
7. Plans, with the assistance of the members and the adviser, appropriate fund-raising activities.
8. Handles the chapter's accounts receivable and accounts payable.
9. Encourages efficient money management.
10. Prepares monthly financial reports for each meeting.

## **Reporter**

1. Develops media lists for chapter meetings.
2. Plans public relations activities for the chapter.
3. Gathers and classifies chapter news. Sends chapter news and photos for the FBLA-PBL national Web site to [communications@fbla.org](mailto:communications@fbla.org).
4. Prepares new releases and articles for publication in school and local newspapers and in state and national FBLA-PBL publications. Remember to include the facts of your story.
5. Submits news releases when your chapter shows success at a conference or other events.
6. Assists with the planning and arranging of chapter exhibits/booths.
7. Prepares a local chapter newsletter at least twice a year for members.
8. Helps the vice president with the Local Chapter Annual Business Report.
9. Prepares and updates the chapter Web site.

## **Historian**

1. Files paper and electronic clippings and pictures of the chapter's activities in the chapter files, and keeps all chapter files updated on an ongoing basis.
2. Keeps a chapter publicity and activity scrapbook, and prepares an electronic slide show presentation for the end-of-the-year meeting or awards banquet.
3. Helps the vice president with the Local Chapter Annual Business Report.
4. Prepares monthly bulletin boards with chapter photos, minutes, and projects.

## **Parliamentarian**

1. Assists chapter members in understanding the basic purpose of parliamentary procedure.
2. Is prepared to advise the president and other chapter members on parliamentary procedure.
3. Has reference materials pertaining to parliamentary procedure available for each meeting.
4. Watches for significant irregularities in parliamentary procedure and calls them to the attention of the chair.
5. Encourages participation in and prepares a team for the parliamentary procedure competitive event.