

# **FBLA 2023-2024 Officers & Committee Coordinators**

## **Officer Roles**

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

- Provide an environment where all members will grow professionally
- Include all members in a dynamic program of work
- Conduct the business of the chapter in proper parliamentary procedure
- Maintain complete, current records and minutes
- Encourage individual and chapter participation

Develop and implement a strong publicity program Candidates should be willing to accept a leadership role and work hard in preparation to perform their duties.

### **President**

- Presides over and conducts meeting according to accepted parliamentary law
- Keeps members and discussion on track
- Appoints committees and serves as an ex-officio member to each
- Coordinates chapter activities by keeping in close touch with the other offices, the membership, and the advisors
- Plans meeting programs with the assistance of the Executive Committee
- Encourages participation of all members in an enthusiastic manner

### **Vice President**

- Assists the president in the discharge of duties; presides at meetings in the absence of the president
- Is prepared to assume the duties and responsibilities of the president should the need arise
- Oversees all committee work and management of assignments
- Serves as community service chairperson
- Serves as an ex-officio member of chapter committees
- Encourages participation of all members in an enthusiastic manner

### **Treasurer**

- Works with advisor in depositing funds in the Student Activities Account and preparing documents for disbursement of funds
- Keeps financial records in Excel
- Oversees appropriate fund-raising activities
- Counts money and prepares deposit slip of monies collected from fund-raisers (pizza sales, etc.)

### **Secretary**

- Prepares and reads the minutes of meetings
- Provides the president with a written agenda for each meeting
- Counts and records votes when taken
- Prepares chapter reports

- Attends to official correspondences
- Sends out meeting notices
- Reads communications at meetings
- Works with the treasurer in keeping an accurate member roll and issues membership cards

### **Historian**

- Maintains an accurate and up-to-date history to include a state newsletter and an annual report of chapter activities

### **Parliamentarian**

- Advise the president and other chapter members on parliamentary procedure
- Have reference materials pertaining to parliamentary procedure available for each meeting
- Make sure that chapter meetings are conducted in an orderly manner according to Robert's Rules of Order Newly Revised

### **Executive Committee**

- Comprised of all officers
- Meets at an established time with advisor(s) to plan meetings and prepare agendas for upcoming meetings

## **Committees**

### **Marketing Coordinator**

- Recruitment of new members and retaining current members
- Updating website, ClassDojo, remind, or any other online platforms we are using for communication
- Making sure members know about upcoming events
- Coordinate the purchase of chapter merchandise, such as but not limited to chapter shirts

### **Fundraising Coordinator**

- Help find fundraising activities
- Coordinate volunteers
- Work with marketing to promote each fundraiser

### **Community Service Coordinator**

- Start and maintain an FBLA clothing closet
- Find at least one or two community service opportunities for members to participate in

### **Competition Coordinator**

- Make sure members are registered for a competitive event
- Find and distribute materials for event preparation
- Direct students in event preparation