

FBLA Officer Roles

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

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

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.)

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 an agendas for upcoming meetings