

# FBLA Officer Responsibilities & Duties

## 2024-2025

President: .....2

Vice President of Finance: .....2

Vice President of Community Service:.....3

Vice President of Membership .....3

Vice President Competitive Events: .....3

Competitive Events Committee Chair: .....4

Treasurer:.....4

Publicist:.....4

Historian:.....4

Secretary: .....5

General Officer Responsibilities- All Officers: .....5

## President:

- Delegate tasks for the following:
  - o Champion chapter assignments
  - o PowerPoint slides
  - o Various other activities
- Create PowerPoints for chapter meetings
- Create chapter officers meeting agendas
- Create and update 'FBLA Connect' calendar throughout the school year
- Lead officer meetings
- Answer any and all questions regarding local, regional and state FBLA
- Proof-read and give constructive criticism for emails, documents, etc.
- Work closely with our chapter's advisor and help them when needed
- Work to solve any issues that may occur (and notify chapter advisor)
- Create pizza RSVP forms and print for chapter meetings
  - o Must inform chapter advisor of pizza totals before 6PM on the day prior to each chapter meeting
- Gather CFA breakfast orders from all officers to give to our chapter's advisor before 6PM on day prior to each officer meeting
- Participate in media coverage of chapter
- Make sure all officers and chapter meetings run smoothly
- Ensure effective communication is taking place
- Answer and address member questions/issues and respond to feedback
- **MUST BE AWARE OF ALL UPCOMING AND ONGOING EVENTS OR SITUATIONS**

## Vice President of Finance:

- Create & maintain chapter budget
- Create & submit purchase orders
- Oversee all fundraisers
- Oversee FBLA snack fundraiser; including sales, orders, and deposits
- Manage chapter financial notebook
  - o Deposits
  - o Purchases
  - o Fundraising Expenses & Income, etc.
- Ensure treasurer is doing his/her job efficiently

## Vice President of Community Service:

- Track member service hours throughout the school year
- Find and designate new service opportunities for chapter members to participate in (a variety of types e.g. donation, volunteer work, drives etc.)
- Attend all community service events and ensure they are functioning properly
- Email and inform community members managing community service events regarding any updates and/or changes on the behalf of 'Cartersville FBLA'
- Manage and participate in 'Monthly Service Challenges'
- Notify members of upcoming community service opportunities, events, drives, and initiatives

## Vice President of Membership

- Manage all 'Cartersville FBLA' social media accounts (TikTok, Instagram, X, and chapter website)
- Send all upcoming dates, reminders, and other info. through FBLA connect to chapter members throughout the school year
  - o Emails, text messaging, and announcements
- Create flyers and designs for FBLA activities/ information
- Decorate and manage FBLA bulletin board throughout the school year

## Vice President Competitive Events:

- Recruit new competitors and help them choose an event they can thrive in
- Answer all questions competitive events and virtual business challenges
- Plan competitive event preparation nights
  - o Spread Information to members
  - o Book judges, officers, and others needed to help competitors practice
- Create/find new ideas/strategies to get competitors to NLC
- Send competitors:
  - o Testing dates/schedule(s)
  - o Practice videos, Quizlets, and other practice/study resources
  - o Practice test links
  - o Event guidelines/rubrics
  - o What they need to submit/finish & by when (i.e. pre-submissions)
- Battle of the chapters/statesmen test info/review

## Competitive Events Committee Chair:

- Recruit new competitors and help them choose an event they can thrive at
- Answer competitor questions
- Plan competitive event prep meetings and study lunches
  - o Spread information to members
- Find new ideas/ strategies to get competitors to/ winning NLC
- Send competitors:
  - o Practice videos, Quizlets, and other practice resources
  - o Competitive Event Reminders
- Battle of the chapters/ statesmen test info/review
- Update credit in FBLA connect for competitive events

## Treasurer:

- Write cash receipts/deposits when necessary throughout the school year
- Add field trip attendees to events in FBLA Connect
- Work closely with the 'Vice President of Finance'
- Oversee FBLA snacks and sales during business classes

## Publicist:

- Secure guest speakers and coordinate their visits along with chapter meeting details
- Create and maintain professional correspondence (emails) to members of our community on the behalf of 'Cartersville FBLA'
- Send out press releases & respond to media requests
- Work with other officers and chapter advisor when communicating with community members

## Historian:

- Make scrapbook of FBLA pictures and articles
- Document FBLA events throughout the school year
- Update '#FBLA' Snapshots bulletin board

## Secretary:

- Create/document program of work throughout the school year
- Take minutes of all officer & chapter meetings & upload them into chapter 'Teams' folders
- Update attendees' credits for meetings and field trips in FBLA Connect

## General Officer Responsibilities- All Officers:

- Morning announcements during Rush Week and FBLA Week
- Champion Chapter assignment completion as assigned by President
- Answer member questions
- Help where & when needed
- Finish assignments with great quality & in a timely manner- **DO NOT MISS DEADLINES**
- Run all chapter meetings (you will leave class at 12:30 to set up)
- Attend all officer meetings (7:30 in room V104 – **Do not be late!**)
- Attend all FBLA field trips, conferences, and activities
- Compete at all conferences (2 events per conference) including: FLC, RLC & SLC
- Create/find ideas to improve member experiences
- Recruit new 'active members'
- Must be able to provide your own transportation to all officer meetings and events outside of our regular school day (except for field trips and conferences)
- Pickup pizza & meeting supplies as needed (must have own transportation)
- Represent FBLA positively & professionally **AT ALL TIMES**
- Be an example of the ideal FBLA member
- Be servant leaders to all chapter members