

# FBLA Officer Roles

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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 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 and other payments.

## 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 agenda for upcoming meetings.