



Officer Guide

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WELCOME ABOARD

Whether at the local, state, or national level, being an FBLA officer is an incredibly rewarding experience. For any of our local officers, here are some helpful tips to support you in your FBLA leadership journey!

GENERAL OFFICER RESPONSIBILITIES

Congratulations! As an officer of your chapter, you are in a position of great opportunity and responsibility. In the next pages, we will outline specific duties of each office, offer ideas for your general meetings and competition preparations, and share a list of national recognition programs that can cultivate your chapter's growth. In addition, the last page of this guide is a promotional flyer for use at your school for members interested in viewing this guide on a personal device.

As an FBLA officer, one of your most important responsibilities is to connect personally with your members! Students join our organization for a variety of reasons, but everyone wants to feel connected. Try to get to know your members individually, and keep in mind that different opportunities like competition, community involvement, business education, and leadership experience offer various benefits for each of your members.



WHAT MAKES A LEADER?

"A boss has the title, a leader has the people."
-Simon Sinek



OFFICER RESPONSIBILITIES

Although officers share many responsibilities, there are certain duties that are specific to each position. During an officer installation ceremony, each office may be symbolized with a colored candle.

President

Presidential duties, represented by the red candle, include motivating, inspiring, and leading a chapter to success. Presidents have the responsibility to represent their chapter in various events and to promote all FBLA activities.



Vice President

Vice presidential duties, represented by the orange candle, include supporting all chapter activities and being prepared to assume additional responsibilities in the absence of the president.



Secretary

Secretarial duties, represented by the yellow candle, include keeping an accurate record of meeting minutes and member attendance.

OFFICER RESPONSIBILITIES

Treasurer

Treasurer duties, represented by the blue candle, include maintaining accurate financial records and spearheading chapter financial literacy initiatives.



Reporter

Reporter duties, represented by the violet candle, include highlighting member achievement and chapter progress through accessible, secure communication.



Historian

Historian duties, represented by the green candle, include preserving chapter memories, progress, and member achievements.



Parliamentarian

Parliamentarian duties, represented by the gray candle, include maintaining parliamentary order in the chapter and educating those who want to further their knowledge of parliamentary procedure.

BASIC PARLIAMENTARY PROCEDURE: HOW TO HOLD A MEETING

To conduct business orderly, every local officer should have a fundamental understanding of FBLA's parliamentary authority (the current edition of Robert's Rules of Order Newly Revised). Here are some tips and terms that are helpful when conducting a meeting:

- The **chair** of a meeting is the presiding officer who leads discussion during a meeting.
- A **main motion** introduces a topic of business before the assembly.
- A **second** supports discussion of the main motion.
- After the main motion has been **moved, seconded, and stated** by the chair, **debate** may ensue to discuss the merits of the motion.
- The chair will **put the motion to a vote**, where typically, a majority vote is necessary for adoption.
- **Minutes** are the written record of a meeting's proceedings. At the start of each meeting following the call to order, the minutes from the previous meeting should be read and approved by the assembly.
- The rules governing chapters include national and state **bylaws, Robert's Rules of Order Newly Revised** (the most current edition), and any **standing rules** adopted by the chapter.

WHAT MAKES A LEADER?

"Leaders become great not because of their power, but because of their ability to empower others." -Anonymous



PREPARING FOR COMPETITION

With over 70 competitive events, FBLA develops a variety of skillsets through public speaking, presentations, projects, and objective testing. As officers of your chapter, you can provide several opportunities for your members to prepare for competition:

- If your members are uncertain of which competitive event to enter, consider having a **chapter trivia game** featuring content from several events.
- Try **competition workshops** where competitors in presentation events can practice in front of small audiences and student judges. Many members can benefit from experience in public speaking; confidence is key, and practice makes perfect!
- Consider boosting your chapter's competitive spirit through a **spirit bag exchange**. Swapping encouraging cards, sugary goodies, and competitive event advice can be a great way to support and excite your members.
- Make sure your members know that they can find resources at **fbla-pbl.org**. No officer can be the encyclopedia for all FBLA competitive events, but ensuring that your members know where to find accurate and updated information is essential.

MEETING IDEAS

Outside of leadership conferences, meetings are where members get the most out of their FBLA experiences. Here are some meeting activity ideas for chapter officers looking to find more to do in their meetings:

- **Plan icebreakers or networking challenges.** It's important to make sure that your members get to know each other, especially at the beginning of the year. Try breakout sessions or networking competitions to kick off your chapter's success.
- **Invite a guest speaker.** Many local entrepreneurs are more than willing to discuss the challenges and rewards involved in the business world.
- **Host BAA workshops.** Offering a time during your meetings to guide members through their Business Achievement Awards will not only boost your chapter's BAA participation, but it will prepare your members for resume-building, career research, and public speaking.
- **Offer public-speaking opportunities.** 3 out of 4 people lack confidence in public speaking, and allowing students to practice this may prove helpful for members who are ready to challenge their presentation skills.
- **Facilitate team-building exercises.** These activities enhance collaborative skills and can be quite fun.

GET INVOLVED WITH NATIONAL PARTNERS

FBLA-PBL works with numerous organizations that offer a variety of experiences that can strengthen your chapter. Some of these include:

- **Tallo:** an online platform providing students access to scholarships, potential employers, and colleges 
- **Men's Wearhouse:** a corporation offering seminars on conducting successful interviews
- **Stock Market Game:** a competition allowing members to further their knowledge in economics and financial literacy 
- **LifeSmarts:** a competitive event testing students on real-world business applications and personal finance
- **MBA Research and Curriculum Center:** providing free business study guides 
- **Lead4Change:** a free program supporting students in community service endeavors
- **MyOptions:** an organization offering college and career planning tools for students
- **March of Dimes:** FBLA's national service partner striving to improve the health of babies born prematurely and their mothers. 

CHAPTER RECOGNITION PROGRAMS

FBLA offers several chapter recognition programs for local chapters dedicated to progress. By participating in these programs, chapters are encouraged to initiate activities that lead to chapter growth. For local chapter officers, looking into the following programs may be a great resource when implementing new ideas:

- **FBLA Outstanding Chapter Program** challenges local FBLA chapters to complete 20 various activities in Service, Education, and Progress to further their chapter's involvement. **Deadline: April 1**
- **FBLA Chapter Challenge** is a three-part program encouraging members to complete activities relating to recruitment, the BAAs, participation in national programs, and more. The three components are
 - Super Sweeps - **Deadline: October 31**
 - Non-Stop November - **Deadline: December 10**
 - Action Awareness - **Deadline: March 1**
- The **Membership Achievement Award** recognizes local chapters who increase their membership enrollment from previous years. **Deadline: April 1**
- **100 Percent Class Participation** awards chapters and advisers who recruit an entire class within their school. **Deadline: April 1**

*Deadlines are subject to change

ENCOURAGING BUSINESS ACHIEVEMENT AWARDS

The **Business Achievement Awards** encourage members to develop their business, career, and leadership skills through a variety of activities geared towards personal growth. Participants create portfolios of their accomplishments, plan for their future aspirations, and learn facets of the business world through four levels of the **BAAs: Future, Business, Leader, and America**.

Many FBLA chapters strive to increase their number of BAA recipients; however, it can be difficult to motivate members to achieve their BAAs. Recognition programs exist at the state and national levels of FBLA, but here are some suggestions that may be helpful to encourage more participation in your chapter:

- Recognizing BAA recipients during general chapter meetings
- Starting a "Wall of Honor" in your chapter for BAA recipients
- Offering prizes to members who complete their BAAs

Additionally, some members may feel intimidated completing BAAs if they feel alone when working through them. Incorporating BAA workshops during general meetings can help encourage participation in a group setting.

MORE MEMBERSHIP AWARDS

While BAAs are undoubtedly one of the most popular national programs, here are some more Membership Awards members can earn:

CSAs, or Community Service Awards, recognize members who have completed **50, 200, and 500** hours of community service. Many FBLA members are already involved in community service. Therefore, many FBLA members have already achieved enough hours to earn at least one level of the Community Service Awards! All members need to do is log their hours to receive recognition.

Membership Madness and Membership Mania are two programs recognizing members who recruit **5 and 10 new members**, respectively. These members are awarded certificates and recognized on the national FBLA website.





WHAT MAKES A LEADER?

"Leadership and learning are
indispensable to each other."

-John F. Kennedy





OFFICER GUIDE

1. What are some chapter officer positions and their respective responsibilities?
2. How can my chapter have an engaging, yet efficient meeting?
3. What are methods officers can use to prepare members for competition?
4. How can my chapter, and local members, receive recognition?
5. What organizations provide resources to my chapter through partnerships with FBLA?

For answers to these questions and additional information visit <https://bit.ly/FBLA-OfficerGuide> or scan the QR code:

