

Officer Candidates

FBLA needs enthusiastic, capable individuals to campaign for regional, state, and national office. Well qualified officers are vital for FBLA's success. Being an officer candidate will be a challenging experience.

Each officer candidate must be familiar with FBLA-PBL and the duties and responsibilities of the office sought. A candidate must have at least one full school year remaining in his or her Business and Information Technology program when elected to office. A local chapter may have only one candidate for regional office and only one candidate for state office.

Regional Officer Candidate

The candidate for regional office must

- review officer duties as stated in the *FBLA State Handbook*
- follow guidelines for regional campaign/election as established in each region.

Note: Regional Presidents must attend the Summer Leadership Training Conference.

State Officer Candidate

The candidate for state office must

- review officer duties as stated in the *FBLA State Handbook*
- be approved as an officer candidate by two-thirds vote of his or her local chapter
- submit an online State Officer Application ([FBLA State Officer Application Form](#) or see Appendix F) to the State Adviser prior to the State Leadership Conference by a date to be established annually
- sign and submit State Officer Code of Conduct and Due Process forms
- conduct no campaigning prior to the conclusion of the Officer Candidates' Briefing Session at the State Leadership Conference
- prepare a campaign presentation. A candidate for president may have no more than five minutes for his or her campaign presentation. This will include the introduction by a campaign manager (or any other method upon which the chapter has decided) and the candidate's presentation of his or her platform. Candidates for all other offices will have no more than four minutes for campaign presentations. A candidate for president must be prepared to appoint a corresponding secretary who will be installed as a state officer.
- Students interested in service as state parliamentarian must fill out a state officer application.

National Officer Candidate

The candidate for national office must

- review officer duties as stated in the *FBLA National Handbook*
- have the endorsement of his or her local chapter and be recommended by the chapter adviser
- file an official application with the FBLA-PBL Specialist three weeks prior to the winter board meeting
- attend the SLC Executive Board Meeting with his or her adviser
- be interviewed by Executive Board members. (Only one person can be approved by the Board to represent Virginia as a national officer candidate.)

Adviser's Role

A key figure in a campaign for regional, state, or national office is the chapter adviser. The adviser counsels the candidate on the qualifications and a duty of the office sought, guides the student through the campaign process, and, if the candidate is elected, serves as a mentor during the officer's term of office. The adviser of an officer becomes a member of that officer's executive boards.

When an FBLA member campaigns for office, the adviser must be willing to bear the responsibilities of the

office with the member. The adviser assists the student in accepting the following responsibilities:

- acquiring knowledge of the organization and being capable of discussing ideas and issues intelligently
- portraying the proper image when representing FBLA
- preparing appropriate speeches and correspondence
- developing an organized plan to fulfill officer duties, including time commitment and work space.

Duties of State Officers

All officers have some duties and responsibilities in common. They must

- be knowledgeable about FBLA-PBL
- have a genuine interest in being part of the leadership team
- lead by example
- be familiar with state and national bylaws
- sign and adhere to State Officer Code of Conduct and Due Process forms, and State Officer Travel Policy
- know and use correct parliamentary procedure
- be willing to accept responsibility
- attend Summer Leadership Training Conference, Executive Board Meetings, State Leadership Conference, and their own regional fall and spring conferences
- send a monthly report of activities to the FBLA-PBL Specialist.

In addition, there are specific duties and responsibilities for each office.

President

The President should

- preside over meetings of the State Chapter
- serve as official representative of the State Chapter
- refer to the bylaws for additional duties.

Vice-President-at-Large

The Vice-President-at-Large should

- assume all duties of the State President if necessary
- assist in statewide chapter promotion and development.

Regional Presidents as State Vice-Presidents

The Regional Presidents as State Vice-Presidents should

- assist the State President and Vice-President-at-Large in FBLA promotion in the regions they represent
- assist in planning regional conferences
- preside over meetings of regional executive board and regional conferences
- work closely with local chapter presidents to inform them of regional and state activities
- know the duties of the Vice-President-at-Large and be able to assume responsibilities if elected.

Secretary-Treasurer

The Secretary-Treasurer should

- prepare and present minutes of the State Leadership Conference sessions and meetings of the State Executive Board
- supply promptly one copy of the minutes and substantiating reports to the FBLA-PBL Specialist and maintain one copy for the Secretary-Treasurer's files
- keep on file copies of the state and national bylaws
- present regular financial reports.

Corresponding Secretary

The Corresponding Secretary should assist the President with correspondence.

Reporter

The Reporter should

- edit and prepare for publication issues of the state newsletter
- coordinate state annual report compilation
- assist in planning public information programs
- maintain contact with regional reporters
- submit articles/pictures about Virginia FBLA to national publications.

Parliamentarian

The Parliamentarian should advise the President of the orderly conduct of business in accordance with FBLA bylaws and the latest edition of *Robert's Rules of Order*.

General Policies and Procedures

When a local chapter nominates a member for a state office, the chapter should be prepared to provide some financial support if the candidate is elected. The FBLA State Office will provide the following for each state officer:

- a navy blazer
- a name badge
- a \$100 travel allowance

Travel Assistance

Travel requirements for state officers must be studied carefully. The FBLA State Office will provide the following assistance:

- **State President and Adviser.** In accordance with state policy for conference travel, expenses for the following conferences are reimbursed through the FBLA State Office:
 - National Leadership Conference
 - Institute for Leaders
 - Summer Leadership Training Conference
 - Business and Information Technology Education Summer Conference
 - Two Regional Fall Workshops and two Regional Spring Conferences (other than President's own regional meetings)
 - National Fall Leadership Conference
 - Executive Board Meeting
 - Phi Beta Lambda State Leadership Conference
 - FBLA State Leadership Conference
- **Other State Officers**
 - For the Summer Leadership Training Conference, FBLA State Office pays one-half of the registration fee. (Fee covers room, board, and special activities.)
 - For the Winter Executive Board Meeting, FBLA State Office pays all expenses for room, meals, and special activities.
 - For the State Leadership Conference, FBLA State Office pays registration fee and cost of special meal functions.
- **Other Advisers**
 - Travel expenses for Summer Leadership Training Conference, Regional Fall and Spring Conferences, Winter Board Meeting, and State Leadership Conference may be requested through **local** school divisions.

Duties of Regional Officers

President

The President should

- conduct regional meetings
- appoint or select local FBLA chapters that will be responsible for promoting regional FBLA activities
- attend all State Executive Board meetings and reports on regional activities
- inform local chapters of state FBLA activities
- contact all local chapters to obtain nominees for regional officers and should prepare ballots for regional elections
- attend Summer Leadership Training Conference.

Vice-President

The Vice-President should

- conduct chapter promotion in the region (including chartering and reactivating chapters)
- assume the duties of the President when necessary, including conducting regional meetings and attending State Executive Board Meetings
- attend Summer Leadership Training Conference.

Secretary

The Secretary should

- prepare and present minutes of regional meetings
- maintain a record of all chapters in the region and conduct roll call when necessary
- handle regional correspondence
- keep an accurate record of financial transactions (if there is no regional treasurer)
- attend Summer Leadership Training Conference.

Reporter

The Reporter should

- send regional publicity to the State Reporter
- obtain news media coverage for regional activities
- encourage local chapter reporters to submit chapter news items to the regional reporter
- attend Summer Leadership Training Conference.

Parliamentarian (may be appointed by the President)

The Parliamentarian should advise the President of the orderly conduct of business in accordance with FBLA bylaws and the latest edition of *Robert's Rules of Order*

Expense Policy for Regional Officers

Expenses incurred by regional officers are the responsibility of the officers' local chapters and/or the regions they represent.