



# FBLA OFFICER APPLICATION

Future Business Leaders of America

Next School year \_\_\_\_\_

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Address \_\_\_\_\_ Student Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Officer Position Desired: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Current Grade Point Average: \_\_\_\_\_ Grade Level (for next school year) \_\_\_\_\_

Birthday \_\_\_/\_\_\_/\_\_\_ Are you a Traditional or IB student? Circle correct one

How long have you been a member of FBLA? \_\_\_\_\_

Activities you have participated in FBLA:

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Reasons why you want the position (s) above:

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What days of the week are best for you to stay after school for Officers Meetings?

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Do you work? Yes No Will your work conflict with attending officer meetings? Yes No

What other clubs or sports are you involved in?

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Please check off that you understand the role of an FBLA officer:

- |  |   |
|--|---|
| <input type="radio"/> You must work hard                     | <input type="radio"/> You must help conduct club meetings           |
| <input type="radio"/> You must participate in all activities | <input type="radio"/> You must fulfill your duties as listed on the |
| <input type="radio"/> You must maintain a positive attitude  | “Officers duties” sheet   |

**Attach an essay explaining why you believe you will be a contributing member to our officer team for our club next school year and what you accomplished this year that are examples of leadership.**

Please return application and essay to Mrs. Kersey, room 222 by April 5, 2019, 3:00pm. Late or incomplete applications will not be accepted.



**Robinson High School FBLA  
2019-2020  
FBLA Officer Agreement**



I \_\_\_\_\_, fully understand my duties as an FBLA officer for 2019-2020. I will be expected to uphold these duties to the best of my ability. At any point in the year if there is confusion of my role as an officer, I will first reread the guidelines then contact my advisers. If I do not feel comfortable in taking on the position I have been given, I will notify my adviser, as soon as possible.

**Officer requirements:**

- I understand that as a leader I will pay my dues and submit my application by the set deadline.
- I am required to attend weekly meetings. I am required to attend 80% of all officer meetings. This turns out to 6 missed meetings per year.
- I understand that if I require transportation to a morning or afternoon meeting, I will make my own arrangements.
- Events to attend: Throughout the year, in addition to officer meetings, FBLA has several events such as the installation ceremony, the CODE officer training, the District Leadership Conference, End of Year Celebration, etc. these events are mandatory for ALL officers. I must give at least a two-week advance notice if I am unable to attend and I must have a legitimate reason for missing these events. "Sports practice", "no ride", "work", are all not considered acceptable reasons for missing these events. We all have outside obligations and every effort needs to be made to plan ahead.
- Communication is key. In order to have an effective and successful year, I need to continuously be in contact with other officers. When a Remind, text, or email that requires a response is sent, I will reply within 48 hours. I will also be required to maintain contact with my assigned littles.
- As an officer of one of the largest clubs at Robinson, members, especially underclassman, will be watching my behavior as a leader. Additionally, if I see any FBLA members participating in unacceptable behavior, it is my responsibility to speak up and inform an advisor when necessary. This is especially important at leadership conferences.
- Confidentiality: In regard to our policies and procedures, it is likely that in the course of our discussions we will disclose information regarded as confidential. It is important that the information is kept confidential. Examples are, but not limited to, member phone numbers, member home address or any other personal information.
- I recognize that I will lose my officer position if I:
  - Do not pay my dues and submit my application by deadline.
  - Fail to compete in a district event
  - Have more than 6 unexcused absences
  - Display behavior unbecoming of an officer

By signing this contract, I agree to the terms stated above.

Print Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Best Contact # \_\_\_\_\_

Contract due date: April 5, 2019



## **Officer Positions:**

### **President**

- Presides over and conducts meetings 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 officers, the membership, and the adviser.
- Calls special meetings as needed.
- Actively works with advisor to plan meetings and special events
- Shows enthusiasm for and promotes FBLA
- Provides an agenda for all officer meeting & club day meetings 3 days before scheduled meeting
- Responsible for maintaining contact with assigned Littles.

### **Vice President**

- Assists the president in the discharge of duties.
- Responsible for the creation and maintenance of the program of work
- 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 and chapter reports
- Actively participates in all functions and attends every meeting
- Responsible for maintaining contact with assigned Littles.
- Assist in all chapter reports

### **Secretary**

- Prepares and reads the minutes of meetings.
- Provides the club minutes after each meeting
- Counts and records votes when taken.
- Assists in chapter reports.
- Works with the treasurer in keeping an accurate member roll and issues membership cards.
- Reads communications at meetings.
- Responsible for maintaining contact with assigned Littles.

### **Treasurer**

- Assists adviser with money collection
- Keeps an accurate balance of financial records
- Plans, with the assistance of the membership and the adviser, appropriate fundraising activities.

- Coordinates the community service activities and provides the chapter report
- Responsible for maintaining contact with assigned Littles.
- Assist in all other chapter reports

### **Historian**

- Maintains a history of the chapter, including an annual report of chapter activities, awards, and publicity.
- Files clippings and of the chapter's activities.
- Keeps a chapter publicity and activity scrapbook.
- Scrapbook should be completed for the end of year banquet
- Assist with all chapter reports
- Works with reporter to maintain up-to-date information to club members in Edsby, remind and any other means of communication.
- Responsible for maintaining contact with assigned Littles.

### **Parliamentarian**

- Assists chapter members in understanding the basic purpose of parliamentary procedure.
- Is prepared to advise the presiding officer and other chapter members on parliamentary procedure.
- Has reference materials pertaining to parliamentary procedure available for each meeting.
- Helps to keep chapter meetings in order according to Parliamentary rules.
- Assists with all chapter reports
- Responsible for maintaining contact with assigned Littles.

### **Reporter**

- Develops media lists for chapter mailings.
- Gathers and classifies chapter news.
- Prepares news releases and articles for publication in school and local newspapers.
- Assists with planning and arranging chapter exhibits.
- Prepares and collects news and feature stories of the chapter's activities for the state newsletter and for national publications (i.e., Tomorrow's Business Leader).
- Works with reporter to maintain up-to-date information to club members in Edsby, remind and any other means of communication
- Maintains the club website
- Assist in all chapter reports
- Responsible for maintaining contact with assigned Littles.