



Local Officer Positions and Duties

President

- Presides at council meetings and official business meetings
- Appoints appropriately needed committees and committee chairmen
- Maintains close communication with the state adviser and other division presidents
- Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team
- Performs duties for the promotion and development of local, district, state and national FBLA

Vice President of Membership

- The Vice President of Membership presides at meetings in absence of the president and would assume that position if it became vacant
- Work with the local adviser and other officers to develop a membership strategy for the year
- Work with local chapters and districts to increase membership and participation
- Promote the national membership programs to chapters
- Work with the other Vice Presidents to develop recruitment materials
- Performs other duties as directed by the president or local adviser
- Performs duties for the promotion and development of local, district, state and national FBLA

Vice President of FBLA-PBL Relations

- The VP of FBLA-PBL Relations works with the other divisions to make sure that there is a seamless transition between membership levels
- Assist Election Coordinator with campaigning oversight
- Oversee candidate speeches during local chapter election
- Assist Election Coordinator with the election process
- Work with the other Vice Presidents to develop recruitment materials
- Performs other duties as directed by the president or local adviser
- Performs duties for the promotion and development of local, district, state and national FBLA

Vice President of Communication

- The Vice President of Communication oversees communication from the state organization to the chapter and national organizations
- Monitor and update FBLA social media outlets with news from the local officer team
- Encourage chapters to submit pictures and news articles for publication on the website and social media outlets
- Submit local-level news and pictures to the state office and state social media outlets
- Keep the FBLA website updated with chapter pictures and news links
- Performs other duties as directed by the president or local adviser
- Performs duties for the promotion and development of local, district, state and national FBLA

Secretary

- The Secretary will perform duties that are common to the office
- Record the minutes of the council meeting and official business meetings
- Keep an accurate record of business brought before the voting delegates at the Executive Leadership Conference
- Assists the Vice Presidents with the creation of recruitment materials
- Performs other duties as directed by the president or local adviser
- Performs duties for the promotion and development of local, district, state and national FBLA

Parliamentarian

- The Parliamentarian is appointed to assist the President and Vice Presidents with the use of proper rules of order
- Ensure that business is conducted properly at council meetings and other business meetings of FBLA
- Uses the newest edition of Robert's Rules of Order as a guide for decisions not otherwise outlined
- Assists the Vice Presidents with the creation of recruitment materials
- Performs other duties as directed by the president or local adviser
- Performs duties for the promotion and development of local, district, state and national FBLA

district, state and national FBLA