
















### **All Officers**

All officers should

-  be present at each executive meeting (impeached after missing two)
-  attend the Longwood Regional Fall Leadership Conference
-  attend the Longwood Regional Spring Leadership Conference
-  assist with fund-raisers
-  dress appropriately for all business meetings
-  conduct business meetings using parliamentary procedures







### **President**

The President should

-  preside over meetings of the local chapter
-  serve as official representative of the local chapter
-  work closely with advisors and school administrators
-  act as one of the delegates to the Regional and State Leadership Conferences
-  correspond and work closely with other local officers
-  correspond with the Longwood University Regional President
-  notify all members of important dates on the annual FBLA calendar








### **Vice-President**

The Vice-President should

-  assume duties of the president in his/her absence
-  assist in local chapter promotion and development
-  appoint all committees and serve as an ex officio member of these committees
-  log and track all activities and events towards Honor Chapter points
-  log and track all activities and events towards Gold Seal Chapter Award of Merit
-  ensure that the State Service Project (Project Ask) is performed and reported





### **Secretary**

The Secretary should

-  assist the president with his/her correspondence
-  keep accurate records of the sessions of the local executive board, one copy to be given to the advisors for the permanent file and one for the secretary's own files
-  keep accurate records of the local meetings, one copy to be given to the head advisor for the permanent file and one for the secretary's own files
-  prepare and present minutes of the local chapter meetings
-  supply promptly one copy of the minutes and substantiating reports to the head advisor
-  keep on file copies of the state and national bylaws
-  prepare all chapter activity reports to be sent into the state office







### **Treasurer**

The Treasurer should

-  keep accurate records of all financial transactions
-  prepare and present monthly financial reports
-  plan, organize, and coordinate fund-raising projects
-  ensure that the American Enterprise Project is performed and reported



### **Reporter**

The Reporter should

-  correspond with local media to report local chapter activities and awards
-  assist the Historian in creating monthly bulletin boards
-  prepare and distribute a local monthly newsletter
-  coordinate the local annual business report compilation
-  assist in planning local public information programs
-  maintain contact with regional reporter





### **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*
-  be responsible for training and prepping the Parliamentarian Law Team for Regional, State, and National Competitions

### **Historian**

The Historian should

-  design and maintain a local chapter website
-  assist the Reporter in creating monthly bulletin boards
-  keep a graphical rendition of the activities, events, and meetings for an annual scrapbook
-  design and prepare audio/visual aides for local chapter promotion