

FUTURE BUSINESS LEADERS OF AMERICA

Officer Resource Guide



PRESIDENT

Table of Contents

The President

Congratulations	2
The President's Role.....	3
Responsibilities	4
Parts of an Agenda	5
Sample Meeting	6
Parliamentary Procedure	7
Correspondence	8
Planning for the Year	9

Appendices

Appendix A—FBLA Goals and Chapter Annual Report Categories	11
Appendix B—Sample Agenda.....	12
Appendix C—Sample Professional Division Recruitment Letter	13
Appendix D—Sample Letter to Government Representative	14

Congratulations

Your FBLA chapter has bestowed a great honor upon you in electing you chapter president. During the coming year, it will be your responsibility to serve your chapter to the best of your ability.

This resource guide is designed to aid you in the implementation of activities, which will strengthen your chapter. Public relations, parliamentary procedure, and correspondence are other important points that will be reviewed.

The members of your chapter will be looking toward you for guidance this year. You shall be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter. GOOD LUCK!!!

The President's Role

As president, there are responsibilities and expectations placed upon you. Leader, teacher, friend, adviser, and mentor are a few of the roles you will play throughout the year. Your officer team and chapter will look toward you for guidance and inspiration.

Your main responsibility is being the leader of your chapter. One of your main priorities should be placed in leading your officer team. Together, using teamwork, flexibility, and dedication, your chapter will be successful. Remember to be honest, fair, and just, and always be open to new ideas and suggestions.

You will also be involved in public relations activities. How your community and school perceive your chapter will greatly depend on you. Maintain a professional image and never lower yourself to standards of others. Never belittle your officers or members; they are the ones who supported you, and now it's time for you to support them.

One of your major duties is to bring your chapter together to plan activities. Receiving input from others may seem to slow down decision-making, but in the end, the members of your group will be more enthusiastic and they will work harder.

Goal setting will be important throughout the year. Every person must understand what he/she is to do, how it will be done, and when it will be done. Refer to the guidelines of the Business Achievement Awards (BA²) and to its Program of Work (POW) Progress Form to set your goals for the year.

Responsibilities

I. Chapter Management

A. Meetings

1. Determine the need for and call all chapter meetings
2. Develop an agenda for each executive and general meeting
3. Preside over and conduct meetings in accordance with parliamentary authority

B. Committees

1. Select and appoint members to all committees
2. Serve as an ex-officio member of all committees

C. Paperwork

1. See that the POW Progress Form and news releases are prepared and mailed/mailed
2. Maintain chapter correspondence by writing appropriate letters
3. Set and enforce deadlines

II. Public Relations

A. Personal

1. Coordinate chapter efforts by keeping in touch with officers, members, and advisers
2. Conduct yourself at all times in a manner that reflects credit upon the organization
3. Show interest in activities of other officers and inspire them as well as the membership to better serve the chapter

B. Community

1. Encourage public relations in your community
 - a. Contact speakers or guests for chapter meetings
 - b. Be sure to have the chapter secretary follow up with thank-you letters
2. Represent the chapter at special school events, civic clubs, and other out-of-school organizations
3. Submit news releases when your chapter shows success at a conference or other events

C. School

1. Keep the school administration informed of chapter activities through letters and personal visits
2. Maintain a good working relationship with your chapter adviser

D. Other

1. Check the Chapter Management Handbook and talk with your adviser for additional duties

Parts of an Agenda

Call to Order	Signal by the presiding officer that the meeting will begin. It is followed by one rap of the gavel.
Opening Ceremonies	This is the flag salute and FBLA pledge normally led by the parliamentarian.
Roll Call	The secretary calls the names of the members or officers to determine their attendance. In a regular meeting a chapter may opt to use a sign-in sheet rather than do a roll call.
Reading and Approval of the Minutes	Minutes are read by the secretary at the beginning of the meetings. The president will ask for corrections or additions and the secretary will note the necessary changes. The secretary is also responsible for making corrections on minutes from previous meetings when a motion to do so has been approved.
Reports of Officers, Boards, and Standing Committees	Officer reports are given in order: by the officers in the order that they are listed in the bylaws; then by the Executive Board (officer team); and finally, standing committees listed in the bylaws.
Reports of Special Committees	These reports are by the committees that were given one specific topic to investigate.
Unfinished Business	Matters not finished in the last meeting.
New Business	New topics brought up for the first time.
Announcements	Anyone with announcements may make them. Can include the date of next meeting.
Adjournment	Signal by the presiding officer that the meeting is over, followed by a final rap of the gavel.

Please see Appendix B for a sample agenda.

Sample Meeting

Future Business Leaders of America

_____ High School Executive Board Agenda

Tuesday, May 1, 20—

1. Call to Order – John Doe, President

"The (Type of Meeting—Executive, General, etc.) meeting of the _____ chapter of Future Business Leaders of America will now come to order."

2. Opening Ceremonies

"Will the Parliamentarian please lead us in the Pledge of Allegiance and the FBLA Pledge?" The Parliamentarian should lead the officers in the flag salute and FBLA Pledge.

3. Roll Call

"Will the Secretary please take roll?" The Secretary should then call the names of the officers. The President will determine and announce if a quorum has been met.

4. Approval of the Minutes

"Will the Secretary please read the minutes of the previous meeting?" (Reading of the Minutes) "Are there any corrections or additions to the minutes?" If there are then—"The corrections will be noted and the minutes stand approved as corrected." If there are no corrections—"The minutes stand approved as read."

5. Officer Reports

"Will the treasurer please give the treasurer's report?" (Officer Reports Given). "We will now proceed to the general orders and unfinished business."

6. General Orders and Unfinished Business

President proceeds with items under heading. When finished, the President will proceed with new business.

7. New Business

President proceeds with items under heading. When finished: "Is there any further new business? Hearing none, we shall proceed to the announcements."

8. Announcements and Adjournment

Anyone may make announcements. At the end: "If there are no further announcements, this meeting is now adjourned."

Parliamentary Procedure

Parliamentary Procedure is a formal system of rules and practices that balances the rights of individuals and subgroups within an assembly's membership. Application of Parliamentary Procedure enables assemblies to accomplish the following:

- Maintain orderly meetings
- Protect the rights of the absentee, individual, minority, and majority
- Allow every opinion to be heard and considered
- Determine the general will on a maximum of questions in the minimum time

Abstention —Act of not voting and is not used when determining majority, 2/3, etc.	Limit or Extend Limits of Debate —To provide more or less time for discussion.
Adjourn —Act of ending the meeting.	Point of Order —Calls attention to violation of parliamentary procedure.
Amend —To modify the question, to insert, to strike out, to strike out and insert.	Previous Question —Requires a 2/3 vote to secure an immediate vote on one or more pending questions; ends debate.
Appeal from the Decision of the Chair —To determine the assembly's attitude toward a ruling made by the chair.	Question —Matter at hand or topic discussed.
Chair —The phrase "the chair" applies both to the person presiding and his/her station in the hall from which he/she presides.	Quorum —The minimum number of members who must be present in order to legally transact business.
Commit —To refer to a committee.	Raise Question of Privilege —Permits a motion relating to the rights and privileges of the assembly or of its members to be brought up for possible immediate consideration because of its urgency.
Debate —Discussion of the merits of a motion.	Recess —An intermission in the proceedings.
Division of the Assembly —Used when a member doubts the results of a voice vote or a vote by show of hands, thereby requiring vote to be taken again by rising.	Reconsider —To secure further consideration and another vote on the question. The member moving to reconsider must have voted on the prevailing side.
Floor, Obtain the —To obtain the floor, the member must be recognized by the chair as having the exclusive right to be heard at the time.	Ratify —Approves action previously taken.
Lay on the Table —To delay a motion and clear the floor for more urgent business.	Take from the Table —To bring a motion back which was laid on the table.

Correspondence

Communication is one of the most important aspects of FBLA. Through letters and phone calls, people can determine your professionalism and attitude. Remember to always be polite, concise, and straight forward. Listed below are some guidelines to help with letter writing.

1. Letters should be to the point. (Three or four paragraphs)
2. Letters should use correct FBLA terminology:
 - "Chapter," "Organization," or "Association" instead of "Club"
 - "Conferences" instead of "Convention"
 - "Adviser" instead of "Advisor"
3. Write out Future Business Leaders of America followed by (FBLA) in your correspondence. After that, you can use FBLA throughout the letter.
4. Letters must be free of typographical errors and spelling errors.
5. An easy format to use is the block style format. See the Appendix C and D for examples.
6. Thank-you letters should be sent within one week of the event.

Letters can be used to communicate with various groups. Some groups to target are listed below.

1. **Professional Members:** Letters can be used to recruit and thank Professional Members. Letters can also inform your Professional Membership of the chapter's activities and how they can help. Refer to Appendix C for a sample letter.
2. **National, State, and Municipal Governments:** Letters can be written in support or non-support for legislation, request for recognition, and request for information. Refer to Appendix D for a sample letter.

Planning for the Year (Suggested)

September	Membership recruitment activity Publicize FBLA through business letters, posters, and flyers to incoming students Use the morning announcement to increase FBLA visibility Plan projects for the year
October	Enact a fundraising activity Hold a community service project Attend District Unity Day Attend District Chapter Officer's Training Urge business professionals to become professional members Encourage participation in the national BA ² individual recognition program
November	Attend the District Fall Leadership Rally Attend the National/State Fall Leadership Conference Celebrate American Free Enterprise Day (Nov. 15) Participate in a March of Dimes: Mission LIFT Activity Consider an active member to run for district or state office
December and January	Work on Community Service, Partnership with Business, and American Enterprise Projects Hold a mid-year planning session (Recap 1 st semester and plan 2 nd semester) (Review requirements for Gold Seal Chapter Award of Merit)
February	Submit online BA ² individual recognition forms to nationals Attend the District Leadership Conference Submit Professional Membership Dues Celebrate FBLA-PBL Week (Wednesday is Adviser Appreciation Day) Plan a job shadowing activity or a field trip to a business Invite a guest speaker to a general meeting Hold a social with other chapters Review requirements for Gold Seal Chapter Award of Merit
March	Submit online BA ² individual recognition forms to nationals Hold a social service activity Invite school faculty to a chapter activity Review requirements for Gold Seal Chapter Award of Merit Mail all state projects to State Adviser

April	Submit Local Chapter Annual Business Report to be considered Gold Seal Chapter Award of Merit Attend the State Leadership Conference Submit news releases
May	Elect and install new officers Hold a chapter awards banquet
June, July, August	Attend the National Leadership Conference Hold chapter officer training

for

Appendix A

FBLA GOALS

- business leadership
- idents in themselves and their work
- erstanding of the American business enterprise
- lopment of individual projects, which contribute to the improvement of home, business, and
- useful citizenship, and foster patriotism
- noney management
- ote school loyalty
- ent of occupational goals
- ol to work

CHAPTER ANNUAL BUSINESS REPORT CATEGORIES

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raising and financial statement

Appendix B

Sample Agenda

LYNBROOK HIGH SCHOOL FBLA

Executive Board Agenda

Thursday, July 7, 20--

- I. Call to Order – Freya Lee, President
- II. Procedural Items
 - A. Flag salute and FBLA pledge – Anita Wong, Parliamentarian
 - B. Roll call – Maria Tsikina, Secretary
- III. Reading and Approval of Minutes – Maria Tsikina, Secretary
- IV. Officer Reports
 - A. Treasurer's report – Nancy Yu, Treasurer
- V. Other officer reports and committee reports
 - A. Community Service Committee report
 1. Save the Bay – September 12, 2005, 4:00 – 6:00 p.m.
 2. School Club Promotion Day Committee report
- VI. Unfinished Business
 - A. Peer evaluations
 - B. Member installation planning
 - C. Competitive events
 1. Screening tests
 2. Study calendar
- VII. New Business
 - A. Summer fundraiser – ideas
 - B. New member recruitment tools
 1. Explanation of FBLA through flyers
 2. Guest speakers at chapter meetings
 - C. Other
- VIII. Announcements
- IX. Adjournment – Freya Lee, President

Appendix C

Sample Professional Division Recruitment Letter

September 5, 20--

Mr. Rob Wilson
Dynamics Inc.
165 West Montegue Street
West Gate, FL 33578

Dear Mr. Wilson

The Live Oak High School FBLA Chapter cordially invites you to become a Professional Member. As a Professional Member, you will become a vital part of our chapter as well as a part of the national and state organization.

Of the \$25 dues that you will pay, \$10 is rebated back to Florida FBLA where it goes toward chapter grants and scholarship funds. Usually there are four to seven given annually to active senior members.

In addition, you will receive *The Professional Edge*, the newsletter for Professional Members, and *Tomorrow's Business Leader*, the national magazine for all members. Discounts are also available at Alamo Car Rental, Days Inn, Howard Johnson, Knights Inn, Ramada, Travelodge, Wingate Inn, Amerihost, Villager, and Franklin Covey.

Of course, you are always welcome to help as a workshop presenter, a mentor for a chapter project, a judge for a competitive event, or a host for a field trip, to name a few.

Please fill in the enclosed application for membership and return it to me. You may become more familiar with FBLA by going to the Florida website: floridafbla-pbl.com, the national website: www.fbla-pbl.org, or email me at jbrown@yahoo.com.

Sincerely

John Brown, President
Live Oak High School FBLA Chapter

Enclosure

Appendix D

Sample Letter to Government Representative

February 3, 20--

The Honorable (First and Last name)
(Mailing address)
(City, State and ZIP)

Dear (Assemblyman or Senator and last name of person)

As a high school student taking applied arts courses such as accounting and architectural drawing, which are hands on, as well as the usual college preparatory courses, it concerns me that there is talk about cutting Carl D. Perkins Career and Technical Education Improvement Act funding again.

I will be attending a four-year college, but these courses are allowing me to get a feel for a major in architecture with the possibility of owning my own business in our free enterprise system. In addition, I am an active member of Future Business Leaders of America (FBLA), a national high school organization for the development of leadership, communication, and networking skills. With the leadership training together with the courses, I am getting a head start toward becoming a leader in my field, and the Carl D. Perkins Career and Technical Education Improvement Act funds add to making this possible.

Especially with the goal of "no child left behind," it is even more important that the Carl D. Perkins Career and Technical Education Improvement Act funds are kept intact if not increased for the betterment of our educational system. Therefore, may I count on your support?

Sincerely

John Brown, President
Redwood High School FBLA Chapter