

SPECIFIC DUTIES AND RESPONSIBILITIES OF THE FBLA STATE PRESIDENT

In addition to the general responsibilities of all FBLA State Officers, the State President must:

1. Preside at meetings of the FBLA State Executive Council, the State Leadership Conference, and the Leadership Development Camp.
2. Serve as state voting delegate at the National Leadership Conference.
3. Plan with the State Executive Council the State Program of Activities and work to assure that it is carried out.
4. Work with the State Committee in planning and implementing activities.
5. Be aware of the responsibilities of other officers and assist and encourage them when needed. Follow up to see that responsibilities are being carried out.
6. Communicate with local officers and chapters.
7. Serve as ex-officio member of all committees of the State Executive Council.
8. Approve minutes of the State Executive Council meetings.
9. Represent Kentucky FBLA at the National level through correspondence with the National office and officers.
10. Bring FBLA greetings to various organizations such as FFA, KBEA, DECA, etc.
11. Travel to speak to local chapter meetings when invited and when time permits.
12. Attend as many Regional Leadership Conferences as possible.
13. Be able to use parliamentary procedure with ease and confidence.
14. Write articles for **FBLA Highlights** when requested by the State Reporter.
15. Maintain communication with State Adviser and Adviser to State Officers.
16. Prepare and present a two-minute report of the previous years' activities at the National Leadership Conference.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THE FBLA STATE VICE-PRESIDENT

In addition to the **general** responsibilities of all State Officers, the State Vice-President must:

1. Serve as a voting delegate at the National Leadership Conference.
2. Prepare a written report and visual presentation of the National Leadership Conference to be presented at Leadership Development Camp.
3. Assist the consultant in the Vice-President classes at Leadership Development camp.
4. Be prepared to assume the responsibilities of the State President when called upon.
5. Promote candidates to run for state office.
6. Conduct all phases of state officer elections, including screening, the campaign rally, the delegate assembly, and the election itself.
7. Be poised and capable of handling any situation that might arise, especially in conducting the delegate assembly at the State Leadership Conference.
8. Accept responsibilities assigned by the State President.
9. Assume extra responsibility for chartering new chapters and reactivating inactive chapters.
10. Work with the State Executive Council in planning and implementing the State Program of Activities.
11. Be responsible for taking pictures to be used in FBLA media shows.
12. Prepare the year-end review for the State Leadership Conference.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THE FBLA STATE SECRETARY

In addition to the general responsibilities of all FBLA State Officers, the State Secretary must:

1. Be skilled in keyboarding.
2. Take minutes of all State Executive Council meetings.
3. Send the minutes to the State Adviser for approval before duplicating them, preferably within three (3) weeks after the meeting.
4. Preserve a copy of the minutes for the official files.
5. Send a copy of minutes to all members of the State Executive Council and the Board of Directors.
6. Have access to duplicating equipment to prepare mailings.
7. Handle correspondence that is assigned by the President or the State Executive Council.
8. Correspond with local chapters to provide assistance to local secretaries.
9. Work with the State Executive Council in planning and implementing the State Program of Activities.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THE FBLA STATE TREASURER

In addition to the general responsibilities of all State Officers, the State Treasurer must:

1. Be enrolled in or have successfully completed one course in accounting and Computer and Technology Applications or a course equivalent to a high school keyboarding course.
2. Be willing and able to devote several hours **every week** to the job of Treasurer.
3. Accurately key the name of each member, by chapter, into the computer.
4. Provide an accurate list of chapter members to each Regional President after the **February 1** membership deadline.
5. Provide an accurate alphabetical chapter list by region of number of members as requested throughout the year.
6. Encourage the use of the State-Participating Fund Raisers.
7. Encourage local chapters to participate in the scholarship drive during Scholarship Month.
8. Correspond with local chapters and the National and State Officers regarding financial matters.
9. Provide assistance to local chapter treasurers.
10. Work with the State Executive Council in planning and implementing the State Program of Activities.
11. Work in conjunction with the FBLA appointed Financial Consultant.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THE FBLA STATE REPORTER

In addition to the **general** responsibilities of all FBLA State Officers, the State Reporter must:

1. Take responsibility for preparing, printing, and disseminating the FBLA state newsletter, **The FBLA Highlights**. The State Executive Council will determine the number of issues.
2. Take black and white photographs of activities to be included in the newsletter.
3. Investigate various printers and methods of printing before selecting a printer. This should be done **before** Leadership Development Camp.
4. Determine the least expensive method of sending the newsletters to the local chapters or go to the FBLA State Office and mail them.
5. Be responsible for sending articles about Kentucky FBLA activities to the national office for inclusion in **Tomorrow's Business Leader**.
6. Provide the FBLA Website Editor with continually updated information and pictures.
7. Encourage local chapters throughout the state to send information for the state and national newsletters.
8. Work with the State Executive Council in planning and implementing the State Program of Activities.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THE FBLA STATE HISTORIAN

In addition to the general responsibilities of all FBLA State Officers, the State Historian must:

1. Be responsible for compiling the FBLA State Scrapbook.
2. Take representative pictures of all activities involving the State Chapter for Inclusion in the State Scrapbook.
3. Encourage regional reporters to send information and pictures for use in the State Scrapbook.
4. Correspond with local chapter historians in an effort to assist them in carrying out their responsibility.
5. Assume responsibility for assisting the consultant in compiling FBLA Leadership Development Camp Scrapbook.
6. Work with the State Executive Council in planning and implementing the State Program of Activities.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THE STATE FBLA PARLIAMENTARIAN

In addition to the general responsibilities of all FBLA State Officers, the State Parliamentarian must:

1. Be familiar with the duties of a parliamentarian described in the most current edition of **Roberts Rules of Order Newly Revised**.
2. Know the Kentucky FBLA State Bylaws and National FBLA Bylaws.
3. Correspond with local parliamentarians in an effort to assist them in carrying out their responsibilities.
4. Assume responsibility for assisting the consultant in the parliamentarian class at Leadership Development Camp.
5. Work with the State Executive Council in planning and implementing the State Program of Activities.
6. Review the Kentucky FBLA Bylaws and suggest any necessary amendments.