

Officer Job Descriptions

President

- Plan and preside over chapter meetings and officer work sessions
- Coordinate officer team and advisors to complete Chapter of the Year (COTY) duties
- Update members through weekly communication methods, such as social media and emails
- Assist officers in the completion of their respective duties
- Encourage participation of members in the organization
- Work with officers to coordinate chapter activities and incentives for members
- Represent the chapter at conferences, ceremonies, and other official events

Reporter

- Communicate important updates and upcoming events using social media as the primary method
- Post every meeting, deadline, or event a few days in advance with a follow-up reminder.
- Publish, monthly, newsletter that recaps events and informs members and parents about any major updates and pending deadlines. (S'more)
- The reporter team (with 2 Deputy positions) is responsible for consistently updating the chapter website with information and is responsible for bulletin boards, trifold, and any other displays for events.
- Being on the Reporter team involves strong collaboration with the Historian team to maximize chapter publicity. (Chapter publicity includes writing articles for Georgia FBLA's website, reaching out to local newspapers, etc. Canva, Smore, Instagram, and Twitter are some platforms and websites used.)
- Overall, the Reporter should be attentive, persistent, and proactive with communication.
- Assist the President with any tasks
 - **Deputy Reporter for Websites** manages the chapter website, logs chapter events into the website, and assists the Reporter in managing chapter website content and information. The Deputy Reporter for Website must be proficient in HTML, CSS, and a drag-and-drop engine such as Weebly. A good Deputy Reporter works to improve the website, adhere the website to the Chapter of the Year guidelines, and assist other officers in documenting and building upon Chapter of the Year points. Must be a good team player and very responsible.
 - **Deputy Reported for Displays** is responsible for compiling a team to design and update the 2 bulletin boards at SFHS (3+ times per year). Also, creates and updates tri-board displays for various events and promotional opportunities which occur throughout the year.

VP - Middle School Outreach

- Contact feeder middle school advisers in and provide assistance in their monthly meetings or create workshops designed to benefit MS chapters in conferences and competitions.
- Recruit teams of FBLA chapter members to visit middle schools on a few occasions.
- Corresponding Chapter of the Year project (#37 - Connecting chapters).
- Engage students and create meeting plans to help middle schoolers better understand FBLA.
- Necessary to miss school occasionally in A.M. to visit middle schools.
- Assist the President with any tasks

VP of Competition

- Assist the President with any tasks
- Encourage members to be active members in the organization by competing
- Holding competitive event meetings to help members choose events
- Providing members with tools to study and practice for their events
- Aiding the advisers in organizing all the competitors into their respective competitive events
- Aid in Chapter of the Year (COTY) duties and in gaining state and national recognition

Parliamentarian

- Advises the President and other chapter members on parliamentary procedure
- Makes sure chapter meetings are conducted in an orderly manner according to Rober's Rules of Order Newly Revised

- Assists other officers in the completion of their duties
- Supports competitors in the event of parliamentary procedure (Recruits teams)
- Assist the President with any tasks
- Create team to facilitate set up, break down, and clean up for all events and meetings

Treasurer

- Works with adviser in depositing funds in the Student Activities Account and preparing documents for disbursement of funds
- Maintains Fee-Credit spreadsheet
- Keeps Financial records in Excel
- Oversees appropriate fund-raising activities
- Counts money and prepares deposit slip of monies collected from fund-raisers
- Assist adviser in preparation of FBLA budget for program of work (POW)
- Assist the President with any tasks

Historian

- Responsible for documenting FBLA meetings, events, and other activities (with photos, videos, articles)
- Needs access to high quality camera
- Responsible for sending out local monthly newsletter, as well as curating/creating publicity for school chapter (school newspaper, local newspaper)
- Responsible for submitting photos to Georgia FBLA
- Responsible for participating and completing COTY activities, State Project activities, and advancing BAA's and CSA's alongside officer team
- Assist the President with any tasks

Secretary

- Prepares and reads the minutes of meetings
- Provides the President with a written agenda for each meeting
- Organizes Official Business Meetings (OBM), including reaching out to potential speakers
- Prepares chapter reports
- Attends to official correspondences
- Works with the President to send out meeting dates and activities
- Reads communications at meetings
- Works with the VP of Membership to keep accurate records
- Writes thank-you notes/letters/emails to guest speakers and other volunteers

VP of Projects

- Coordinate and plan the activities of School and Community Service projects (2 Deputies)
- Coordinate competitive teams to compete in the Community Service Project chapter event
- Assure that all community service activities are promoted heavily to be successful by working with Reporter Team
- Documented all school and community service activities in the COTY reporting
- Promote completion of CSA levels of recognition by members
- Assist the President with any tasks

VP of Membership

- Participate in all promotional activities to build membership increases each year.
- Update membership registrations for awards (Membership Mania & Madness)
- Manage Member of the Month recognition and selection process
- Create recognition for membership awards
- Assist advisers with management of member data for conferences and events
- Manage Squad Leader program to ensure members are connected with Squad
- Assist the President with any tasks