

THE PA FBLA EXECUTIVE COMMITTEE AND EXECUTIVE COMMITTEE RESPONSIBILITIES
From the PA FBLA Policy/Leadership Handbook

Executive Committee

The Executive Committee plans and implements the annual program of leadership development. Its members include the president, first vice president, secretary, treasurer, reporter, three vice presidents at large, and the parliamentarian. Non-voting members of the Executive Committee include the local chapter advisers of the state officers and members of the Board of Directors.

The Executive Committee, including the non-voting members, are expected to attend the following:

1. Two Executive Committee meetings—June and January
2. National Leadership Conference (NLC)--June or July
3. SLW, including one preparation day—October or November
4. SLC, including one preparation day—March or April

State officers are encouraged to attend the:

1. Pennsylvania Business Education Association Conference--November
2. National Fall Leadership Conference--November

The state officers will be given an allowance to be used toward the expenses of attendance at approved FBLA functions (the registration fee will be reimbursed upon meeting all requirements). The amount and function is to be based on the budget recommended by the Executive Director/State Chairman and approved by the Board of Directors.

All officers must submit a written narrative report of their activities during the national conferences (NLC, NFLC) they attend. The report must be submitted to the State Adviser, Executive Director/State Chairman, Staff Assistant/ML Coordinator and Conference Coordinator. Lodging and meals for advisers will be financed by the state chapter for the June, October or November, January, and March or April committee meetings. Travel expenses plus expenses of the advisers for the other functions listed above should be reimbursed by their respective school districts.

The state chapter shall pay for the cost of uniforms for state officers based on the approved state chapter budget. The officer or local chapter or local school district is expected to supply any other required components of the uniform as established by the State Adviser.

In addition, the responsibilities of the members of the Executive Committee, including the non-voting members, are to:

1. Attend FBLA meetings, workshops, and conferences on the local and regional level.
2. Develop a working knowledge of parliamentary procedure.
3. Maintain a file of all correspondence, instructions, and guidelines pertaining to the current state position and transfer this file to the incoming officer or adviser at the SLC. A loose-leaf notebook is suggested for a file so that additions to each division of the notebook can be updated easily.
4. Seek opportunities to explain the objectives and activities of FBLA to others, especially businesspersons.
5. Complete any other assignments delegated by the State Committee and/or Board of Directors.

State officers are encouraged to:

1. Attend at least one regional workshop or conference outside his or her home region.
2. Represent the state chapter at functions, such as business education conferences.
3. Visit at least one school that does not have an FBLA chapter to promote the establishment of a chapter.

Specific Responsibilities of Executive Committee Members

The responsibilities of the state president are to:

1. Preside at Executive Committee meetings and business meetings of the state chapter.
2. Write to regional presidents by November 30, and suggest that they correspond with the president of each chapter in their region to encourage attendance at their respective RLC and the SLC.
3. Serve as a voting delegate at the NLC.
4. Serve as a member of the PA FBLA Board of Directors.
5. Maintain a close and continuing relationship with the State Adviser.
6. Submit monthly reports to the State Adviser, Staff Assistant/ML Coordinator, Executive Director/State Chairman and Conference Coordinator.
7. Present a workshop at the SLW, if required.

The responsibilities of the state first vice president are to:

1. Preside over Executive Committee meetings and business meetings of the state chapter in the absence of the president.
2. Assist the president in duties assigned to him/her.
3. Write to regional presidents as directed by State Adviser and/or Staff Assistant informing them they will be recognized at the SLC.
4. Serve as a voting delegate at the NLC.
5. Serve as a voting member of the PA FBLA Board of Directors.
6. Submit monthly reports to the State Adviser, Staff Assistant/ML Coordinator, Executive Director/State Chairman and Conference Coordinator.
7. Present a workshop at the SLW, if required

The responsibilities of the state secretary are to:

1. Keep an accurate record of the proceedings of Executive Committee meetings. Provide a copy of these minutes to the State Adviser, Staff Assistant/ML Coordinator, and the Executive Director/State Chairman within two weeks following each meeting. In addition, provide a copy of the minutes of the SLC business meetings to the state office and to the newly elected president for his/her report at the NLC.
2. Write any preliminary and/or follow-up correspondence relative to state chapter business as directed by the State Adviser, Staff Assistant/ML Coordinator, Executive Director/State Chairman, or Executive Committee.
3. Serve as the alternate voting delegate at the NLC, if necessary.
4. Write to regional secretaries as directed by State Adviser and/or Staff Assistant, and suggest they correspond with the secretaries of each chapter in their region to encourage attendance at their respective RLC and the SLC.
5. Serve as the installing official during the chapter installation ceremony at the SLC and perform other specific assignments.
6. Submit monthly reports to the State Adviser, Staff Assistant/ML Coordinator, Executive Director/State Chairman and Conference Coordinator.
7. Present a workshop at the SLW, if required.

The responsibilities of the state treasurer are to:

1. Send receipts to local chapters for checks received for the state project.
2. Submit checks received for the state project and an updated spreadsheet weekly accounting for all state project contributions to the Executive Director/State Chairman.
3. Submit an updated spreadsheet of state project contributions weekly to the State Adviser, Staff Assistant/ML Coordinator and Executive Director/State Chairman.
4. Submit monthly reports to the State Adviser, Staff Assistant/ML Coordinator, Executive Director/State Chairman and Conference Coordinator.
5. Present a workshop at the SLW, if required.

The responsibilities of the state reporter are to:

1. Publish the PA FBLA Penn Pal at least four times a year to be distributed to local chapters.
2. Send receipts to local chapters for articles submitted for the Penn Pal.
3. Submit a minimum of one article relative to state chapter activities to the national FBLA office for possible inclusion in Tomorrow's Business Leader.
4. Submit monthly reports to the State Adviser, Staff Assistant/ML Coordinator, Executive Director/State Chairman and Conference Coordinator.
5. Present a workshop at the SLW, if required

The responsibilities of the vice presidents at large are to:

1. Perform duties assigned by the Executive Director/State Chairman, State Adviser, or Staff Assistant/ML Coordinator.
2. Write to the president of each chapter in the various regions as directed by State Adviser and/or Staff Assistant and suggest that the president encourage all members to attend their respective RLC and the SLC.
3. Submit monthly reports to the State Adviser, Staff Assistant/ML Coordinator, Executive Director/State Chairman and Conference Coordinator.
4. Present a workshop at the SLW, if required.

The responsibilities of the state parliamentary are to:

1. See that meetings of the Executive Committee and business meetings at the SLC are conducted according to Robert's Rules of Order, Newly Revised, current edition.
2. Bring to all meetings Robert's Rules of Order, Newly Revised, current edition, and the National and State Constitutions and Bylaws.
3. Be certain that only the proper members of the Executive Committee vote and make motions. These include the nine officers.
4. Submit monthly reports to the State Adviser, Staff Assistant/ML Coordinator, Executive Director/State Chairman and Conference Coordinator.
5. Present a workshop at the SLW, if required.

The responsibilities of all advisers of state officers are to:

1. Chaperone and participate in all meetings attended by their state officer.
2. Assist the state officer with the performance of his/her responsibilities.
3. Prepare assigned topics for officer training during the June Executive Committee meeting, if requested.
4. Work closely with the state officer in preparing his or her speaking parts for the SLW and SLC.
5. Present a workshop at the SLW, if requested.

Perform duties assigned by the Executive Director/State Chairman, State Adviser, Staff Assistant/ML Coordinator, or Conference Coordinator.