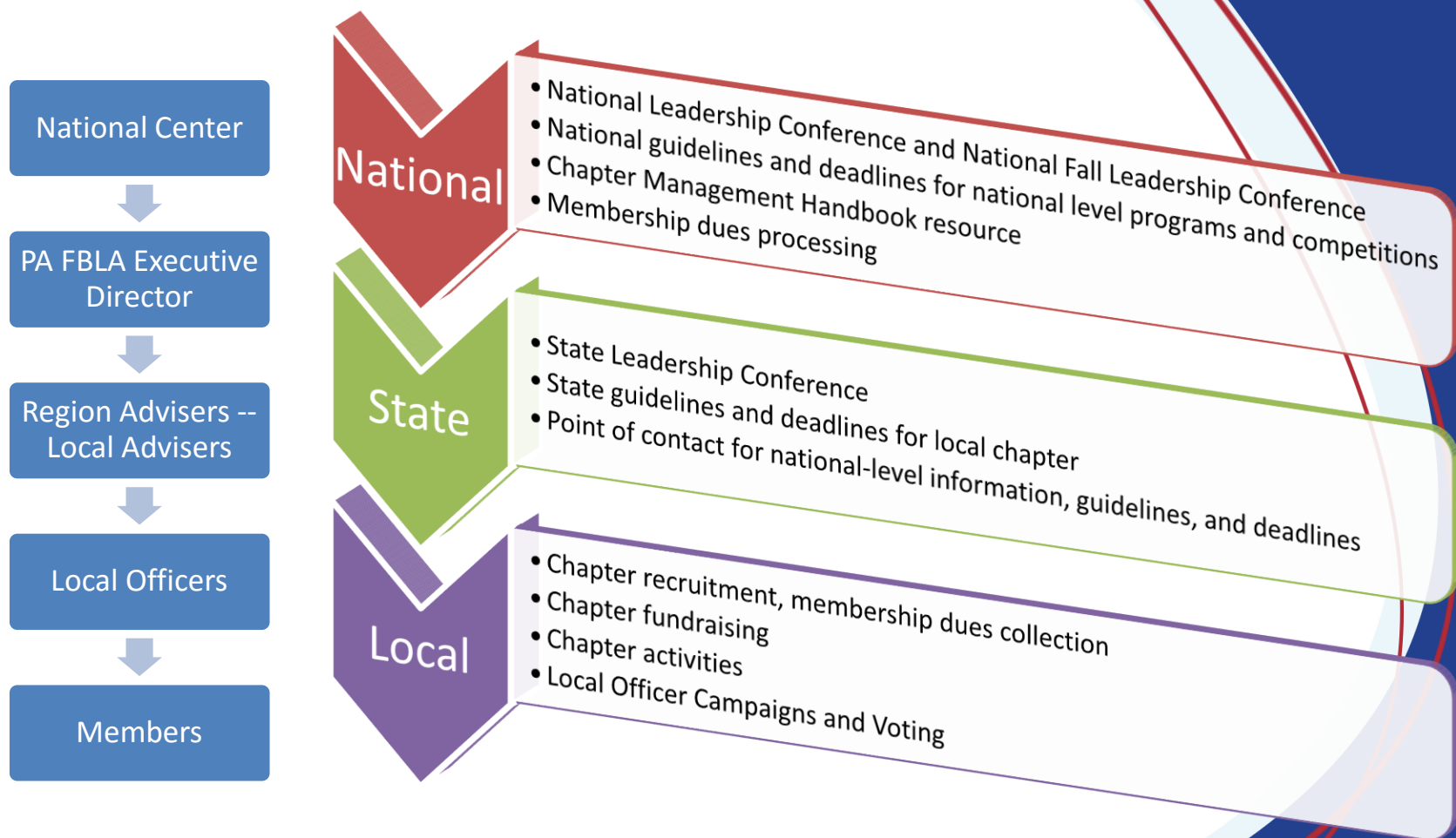




***Chapter Management 101:
Basic Steps for Running an Outstanding Chapter***

 **LEADERS** FOR A
FBIA·ΦΒΑ **LIFETIME**

Where Do You Fit In?



The Many Roles of an Adviser



Your Local Chapter



The State/Local Relationship

🇺🇸 Every FBLA-PBL state has a key contact for all local advisers:

Bruce E. Boncal

PA FBLA Executive Director

www.pafbلا.org

bboncal@pafbلا.us

570.398.4652 or 570.279.6998 cell

🇺🇸 National programs and competitive events deadlines are determined by the state



The State/Local Relationship (cont.)






Check with your state key contact for state projects

Example: March of Dimes is a national partner, but involvement is driven by the local chapters and states



Adviser Responsibilities

-  Establish a link between the local chapter and business community
-  School board/administration, parents, school, local media
-  Assist chapter officers in Program of Work and a Calendar of Events for your chapter



Adviser Responsibilities (cont.)

- Request and supervise field trips, events, and conferences
- Collect dues, record-keeping, finances



Benefits of Being an Adviser

Professional development

Travel

Networking

Impacting our youth!



Career & Technical Education (CTE) and Career & Technical Student Organizations (CTSOs)

Helps prepare students for college through career exploration

Prepares youth for high-wage, high-skill, high-demand jobs through training programs

Benefits include:

- higher quality jobs
- increased wages and earnings
- higher academic motivation/achievement
- development of career aspirations



Chatco High School FBLA members, from left, Kateshia Richard, Amber Brehm, and Thomas Morgan are all smiles after receiving an award for placing seventh in the nation with their Community Service Project.

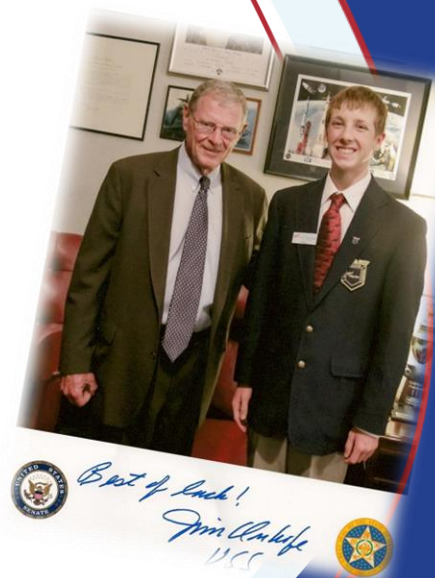
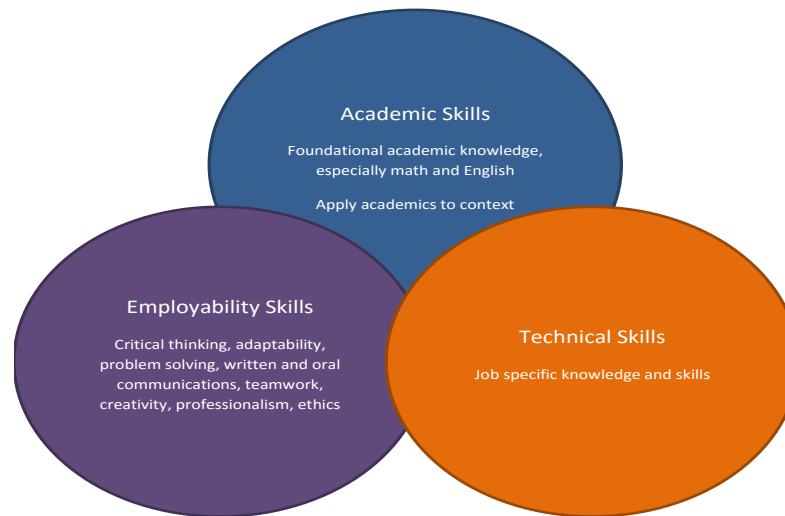


FBLA and Career Readiness



The Association for Career and Technical

Education (ACTE) defines "career readiness" as:



FBLA's programs help students develop all of these skills



FBLA-PBL Mission

... to bring business and education together in a positive working relationship through innovative leadership and career development programs



FBLA-PBL Vision

FBLA-PBL is the premier Career and Student Technical Organization (CTSO), helping an ever-increasing number of business students reach their full potential



FBLA-PBL Divisions

Divisions

 FBLA (high school level)

 PBL (collegiate level)

 FBLA-ML

(middle &
jr. high)

 Professional



Chapter Management Handbook

- Local Chapter Organization
- National Programs
- Recruiting
- National Organization
- Fundraising
- Competitive Events
- Public Relations

**CMH Scavenger
Hunt**



Building Your Chapter

South Western FBLA Chapter Meeting Agenda Saturday, August 28: 1:00 pm - 3:00 pm, Room 209

Type of Meeting	FBLA Executive Board
Meeting Facilitator	President and Adviser
Invitees	FBLA Executive Board

I. President - Call to Order

II. President - FBLA Pledge: I solemnly promise to uphold the aims and responsibilities of the Future Business Leaders of America, and as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader. (Exec Board should have memorized by first official chapter meeting)

III. Secretary - Roll Call

IV. Treasurer's Report: \$361.06

V. SW FBLA Website: <http://swfbla.swsd.wikispaces.net/>

VI. 2010-2011 Calendar

Exec Members need to schedule individual meeting dates with Mrs. Edel before 9/10

- President date and time needed
- Vice President date and time needed
- Secretary date and time needed
- Treasurer date and time needed
- Reporter date and time needed
- Historian date and time needed

VII. 2010-2011 South Western FBLA Calendar: <http://swfbla.swsd.wikispaces.net/Calendar>

VIII. 2010-2011 South Western FBLA Activities and Potential Activities

Project Activity Report Form

Project Task List

IX. Exec Board Info: <http://swfbla.swsd.wikispaces.net/Exec+Board>

X. Membership - cannot be official members until dues are paid in full (first payment)

XI. Committees - description and assignments

XII. SW FBLA Recruitment

Recruitment Letter - type and mail merge with potential members to mail home (or distribute in HR), Should include dues payment info, schedule, and invoice

Conference Schedules

FBLA Brochure - distribute to all business ed teachers

XIII. Adjournment

The next meeting will be held on Thursday, September 2 at 7:35-8:15 am in Room 209



Metropolitan Business Academy's FBLA and Student Ambassador Leadership Program Present an Emerging Leaders Speaker Series



The FBLA invites you to join us for the FREE Emerging Leader Speaker Series starting this month, January 2014. By offering this opportunity, we hope to empower Metropolitan students to connect to the emerging leader movement and make change in our school community by collaborating with those that do positive change work. Our speakers will cover many areas of the "emerging" process such as motivation, creativity, courage, and personal voice. We also aim to dive into the nuts and bolts of starting, scaling, or leading a business in today's tech-savvy marketplace.

Every month, join us for free workshops on various topics ranging from business and leadership to motivation and responsibility. Our inaugural event is

"Concepts of Leadership: Defining Opportunity and Responsibility"

**Tuesday, January 28th
2:30-3:30pm
MBA Lecture Hall**

All are welcome!!

**Questions? Contact the
Student Ambassador Executive Board
(FBLA)**

President: Caryna Mott
Vice President: Jeremy Jamison
Secretary: Kahle-Maria Argus
Reporter: La'Elle Riggsbee
Treasurer: Dar'Ron Brown
Adviser: Ms. Chiswick



Laketha Miller-Jackson

Ms. Miller-Jackson is the President, Founder and CEO of the Women of Power Network, Inc. WOPN seeks to inform and empower all women and youth to address issues affecting their health, education, and financial and social well-being.

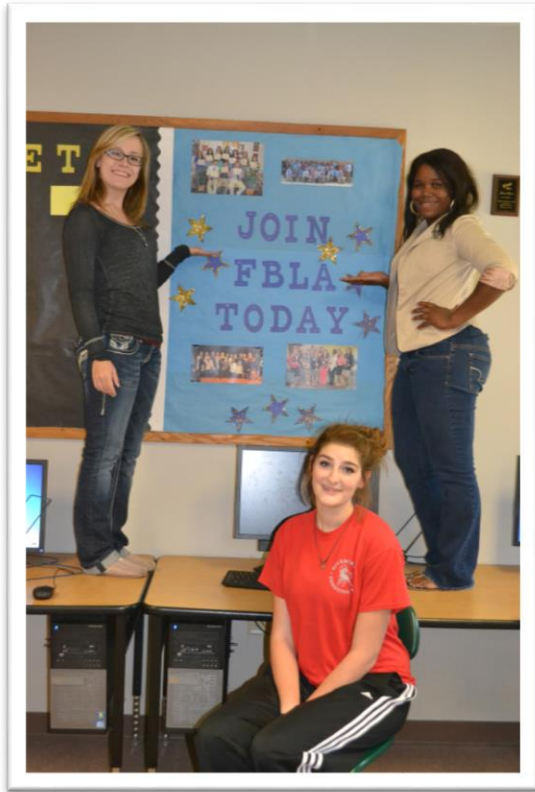


Why Establish Committees?

- 🇺🇸 Delegate responsibility
- 🇺🇸 Promote leadership & creativity among members
- 🇺🇸 Foster teamwork
- 🇺🇸 Encourage service learning



Sample Committees



Recruitment



Fundraising



Social



Public Relations






Community Service



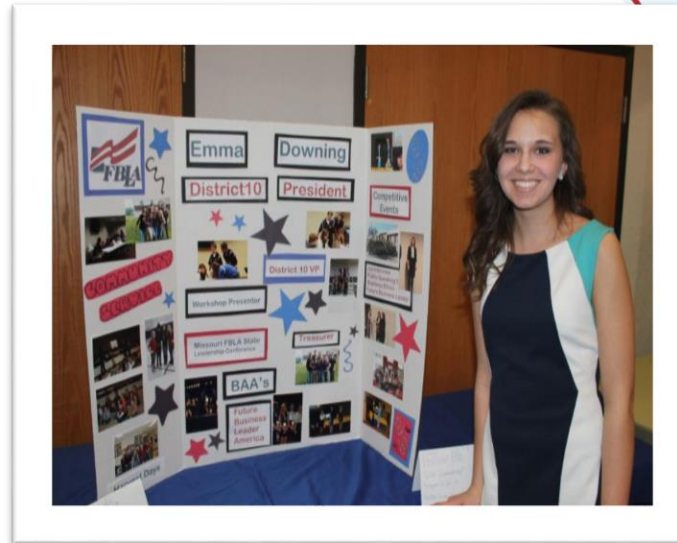
Working with Officers

Types of Officers

-  Local Officers
-  State Officers
-  National Officers

Develop Local Officer training program

Schedule Local Officer meetings before your monthly membership meeting





Support from Administration

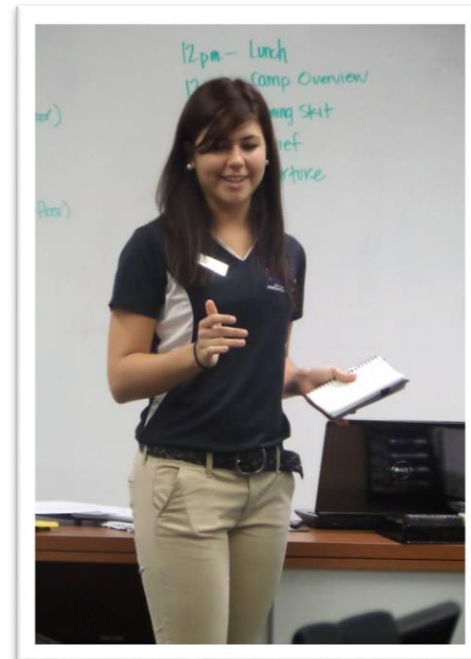
- Meet with principal to communicate activity dates and absentee policy
- Invite to open house or emblem ceremony
- Invite to the SLC and NLC



Program of Work

Calendar of Events

-  Well-defined goals with steps to achieve those goals
-  Officers are assigned to different tasks



Registering Members

- 🚩 Login through “adviser area” of PA FBLA web site
- 🚩 Username: adviser email address
- 🚩 Password: contact PA FBLA

The screenshot displays the FBLA-PBL website interface. At the top, there are navigation tabs for FBLA, FBLA-Middle Level, Phi Beta Lambda, and Professional Division. The main header features the FBLA-PBL logo and the text "Future Business Leaders of America - Phi Beta Lambda" with the tagline "Bringing Business and Education Together". On the left side, a vertical menu lists various site sections. The central area contains two login forms: "Professional Members & State Key Contacts" and "Chapter Membership Registration". Both forms include fields for username/email, password, and chapter number, along with "Log In" buttons and links for "Forgot your username/password?". The bottom of the page includes social media icons for Facebook, Twitter, LinkedIn, and YouTube, as well as an Apple logo and a link to download the iPhone app.

FBLA-PBL Login

Professional Members & State Key Contacts

Username:

Password:

[Forgot your username/password?](#)

Chapter Membership Registration

Chapter #:

Username:

Password:

[Forgot your Chapter number?](#)



National Adviser Area



Select Adviser Area from Drop Down



Register with Login: Chapter Number and Password: service



Then Set Your Own Log in and Password



Wrap up

- What are some of your responsibilities as an adviser?
- What are some benefits of being an adviser?
- How can you gain support from your administration? Why would you want to?



Wrap up

What is FBLA-PBL's mission?

How does FBLA-PBL relate to Career and Technical Student Organizations?

Who or what does FBLA-PBL benefit?

