

# Start an FBLA Chapter in 5 Easy Steps

## **Step 1: Find an Adviser**

Every FBLA-PBL Local Chapter is required to have an adviser. An adviser can be a school administrator, teacher or any faculty member teaching a business or business-related class.

### **Role of an Adviser**

The success of FBLA-PBL rests on the shoulders of student members. However, without the guidance of the local chapter adviser(s), no success would be possible. The adviser is instrumental in organizing and stimulating chapter development. They gain the support of the school administration and community. The local chapter adviser should:

- Be knowledgeable about the history, bylaws and programs of the national organization for active operation of the local chapter.
- Direct, chaperone, and coordinate supervision of chapter activities.
- Organize the selection process for chapter officers and provide officer training.
- Encourage civic responsibility.
- Assist in the maintenance of necessary chapter records.
- Establish rules and guidelines that will help students lead themselves while remaining consistent with school policies and state and national bylaws.
- Hold regular chapter meetings and see that they are conducted in a business-like manner.
- Assist members and officers in developing an annual program of work, which includes a budget, calendar, and committee assignments.
- Assist members in planning, collecting, preparing, and arranging materials to promote the chapter and its activities.
- Ensure school administrators, faculty, students, and the public are informed of chapter activities and outstanding student achievements.
- Be knowledgeable of the guidelines for district/regional, state, and national competitive events and activities and coordinate participation at all levels.
- Oversee financial development projects and supervise the receipt, recording, depositing, and expenditure of chapter funds.

## **Step 2: Recruit Five Chapter Members & Create an Executive Board**

Each FBLA Chapter is required to have a minimum of five members. The creation of an executive board, a governing body for the chapter is suggested.

## Why Recruit?

The most important resource any organization has is its membership. The more dependable, enthusiastic members you attract—the more you can accomplish. Make your chapter stronger by keeping these points in mind.

- A large and diverse membership makes for rich brainstorming sessions, unique projects, and lightened individual workloads.
- Bigger is better—when it means that you have resources to dedicate to many worthy activities.
- FBLA-PBL’s recognition and influence are assured when a larger portion of your student body and, by extension, your community is involved in your activities.
- Your members enhance the chapter as a whole—while the chapter enriches your members.
- Recruitment pointers and selling points: FBLA-PBL offers students the following benefits and advantages
  - Possible internship opportunities
  - Putting “your” skills to the test with 60 + competitive events
  - Rewards, scholarships, and recognition opportunities
  - Networking
  - Travel opportunities

## What is an Executive Board? Why is an Executive Board Important?

The executive board is the governing body of a chapter. They ensure that the chapter is active by planning social, fundraising, and recruitment events, preparing for competitive events, and meeting the needs of the individual chapter.

### Executive Board Offices

Most chapters have five to seven officers on their executive board.

It is suggested that each executive board includes the following offices.

- President
- Vice President
- Secretary
- Treasurer
- Reporter
- Historian
- Parliamentarian

### Step 3: Create Bylaws

Bylaws are the rules by which a chapter regulates its affairs and the behavior of its members. FBLA-PBL heavily recommends that each local chapter creates bylaws for its chapter to abide by.

### Sample FBLA-PBL Chapter Bylaws

Sample FBLA-PBL Chapter Bylaws can be found on the National FBLA-PBL Website ([www.fbla-pbl.org](http://www.fbla-pbl.org)).

FBLA>Document Library>Other Documents>Sample Chapter Bylaws

### Step 4: Create a Program of Work

#### What is a Program of Work? & Why is it Important?

The Program of Work is the action plan of a chapter. Strong Programs of Work include well-defined goals and objectives, deadlines, and assigned tasks. The Program of Work is important because it ensures careful planning and a detailed layout for the fiscal year.

#### Sample Program of Work Outline

**Program of Work  
(insert fiscal year)**

**Membership**

Goals	Action Steps	Team	Due
#1 To increase our membership to 100 members.	1. Flyers 2. Speak in Classrooms 3. Chalk Sidewalks 4. Talk to Classmates	Justin Miller Cara Scott Tina Smith Everyone	September 1 October 1 September 5 Ongoing

### Step 5: Set Officer and General Meetings Dates/Agendas

Many successful chapters' layout dates and locations of each other their meetings in the beginning of the year. This ensures the chapter has a meeting place and the dates and locations can be published and publicized to members and prospective members. In addition, they create agendas that layout exactly what is to be discussed at each meeting.

## Sample Agenda

**FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA  
CHAPTER MEETING  
DATE**

1. Call to Order—Name, Office (President/Vice President)
2. Roll Call—Name, Secretary
3. Reading of the Minutes—Name, Secretary
4. Treasurer’s Report—Name, Treasurer
5. Other Office Reports
6. Committee Reports
  - Social—Name
  - Fundraising—Name
  - Recruitment—Name
7. Unfinished Business
8. New Business
9. Date of Next Meeting
10. Adjournment

\*Please refer to the FBLA-PBL Format Guide for proper formatting information.

### **Other Opportunities**

Your chapter has the opportunity to be “the best of the best” by being involved in recognition programs. Some great tools for recruitment, recognition, and professional development are the following:

- 100 Percent Classroom Participation
- Distinguished Business Leader Scholarship
- Local Recruitment of Chapters
- Membership Madness and Mania
- Business Achievement Awards (BAA)
- And many more...