

California FBLA Management Structure

FBLA-PBL Management Functions

Functions that need to be performed in order to provide premier service to chapters:

- State/Section Officers Training
- Chapter Officers/Advisers Training
- Governance
- Event Planning & Production
- Fundraising
- Technology Support
- Program Administration
- Budgeting & Finance
- Marketing
- Program Development
- Public Relations
- Membership Development

Board of Directors

Composed of Leaders from Business, Industry, Educators, and Officers

- Policies & Procedures
- Governance & Appointments
- Strategy & Goals
- Legal & Audit
- Budgeting
- Program Priorities

Management Team

Composed of Six Section Directors

- Chapter Service and Support
- Section/State Officers' Training
- Competitive Event Management
- Section Events and Training
- Program Monitoring
- Leadership Development Institute
- Section Leadership Conference
- State Leadership Conference

Business Manager

- Budget Management
- Financial Records
- Membership Information & Reports
- Accounting & Payroll Services
- Taxes & Audit
- Receipts & Invoices
- Conference Finance
- State Contracts

Program Coordinator

- Day-to-Day Communication
- FBLA Program Support
- Meeting Planning
- Public Relations with Chapters
- Reporting & Correspondence
- Records Management
- Awards, Plaques, Recognition
- National Conference Organization
- Distribution of Marketing/PR Materials

State Officers' Adviser

- State Leadership Summit
- Program of Work Implementation
- Ongoing Training
- Preparation for Conferences
- Review of Communication
- State Officer Publication
- Discipline
- Monthly and Annual Report

Business Development Manager

- Website Management
- Conference Registration System
- Database Management
- ListServe
- Online Meeting Management

Public Relations Manager

- Business Partnership Development
- Education Partnerships
- Branding & Communication Tools
- Marketing and Public Relations
- Media Relations
- Advertising, Exhibitors, Sponsors
- Endorsements

Competitive Events Coordinator

- Event Testing Materials
- CAP Handbook
- Event Administrator Guide
- Skill Event Test Manager

California Awards Program

Composed of FBLA Advisers

- Competition Rules & Regulations Recommendations
- Section & State Leadership Conference Event Support

Collegiate Division Adviser

- State Officer Training & Coaching
- Division Finance & Reporting
- Membership Development
- Event Management
- Program Administration
- Administration