



INLAND SECTION FUTURE BUSINESS LEADERS OF AMERICA

Qualifications and Campaigning Guidelines For 2009-2010 Inland Section Office

QUALIFICATIONS

1. A candidate for Inland Section Office must be a member in good standing in a FBLA chapter at the school in which he/she is enrolled. The candidate must be recommended by the local chapter adviser and endorsed by his/her local chapter.
2. The six officer positions include President, Vice President of Programs, Vice President of Technology/Communications, Secretary, Historian, and Parliamentarian.
3. The President, Vice President of Programs, Vice President of Technology/Communications, Secretary, Historian, and Parliamentarian will be elected by majority vote of the local chapter voting delegates.
4. To be considered for a section office, a candidate shall:
 - a. Have at least one full year remaining in his/her high school program.
 - b. Have an unweighted cumulative grade point average of at least 3.0 out of 4.0.
 - c. Have the ability to use software programs such as Microsoft Word and PowerPoint.
 - d. Strive to be a Champion of California and to obtain the Business Award of the California Business Achievement Awards program.
5. The same office may not be filled by a member from the same school for more than two consecutive years.
6. No more than two officers will be elected from any one school each year.
7. All candidates for Section Office will submit an application for office to the Section Director. The applications for office must have the signatures of the local adviser, school official, employer, and the candidate's parents.
8. All prospective candidates for Section office will be screened by the Section Executive Council or designee before the Section Leadership Conference at a time and date designated by the Council. The candidate's adviser must attend the screening session. Candidates will be interviewed regarding qualifications, goals, section projects, other activities, etc. Questions will also be posed to the local chapter adviser.
9. Candidate and adviser review the Inland Section Officer Job Description; elected officers will sign at SLC.
10. Campaign materials that may be used include: one brochure or handout, posters, and two signs not to exceed 6' x 12'. Candidates must abide by the regulations of the host chapter/school. No signs may be hung or materials handed out inside the gym.
11. Newly-elected officers will be officially installed at the State Leadership Conference, and the term of office will begin at the conclusion of the State Leadership Conference.

CAMPAIGNING GUIDELINES

1. Those candidates approved by the Section Executive Council will be eligible to campaign for the office desired. Campaigning for office shall start at the Section Leadership Conference.
2. All candidates will state their platforms at the Opening Session of the Inland Section Leadership Conference. Speeches will be limited to four minutes total or the time designated by the Executive Board at the interview, depending on the number of candidates.
3. Campaign literature may be distributed and posters and signs displayed in the campaign area.
4. Each candidate is responsible for removing his/her own campaign materials after the election. All materials must be removed from campus before the conclusion of the Section Conference.
5. Current Section Officers are not allowed to show support of candidates by wearing campaign buttons, hats, distributing campaign materials, etc.

DUTIES OF ALL INLAND SECTION OFFICERS

1. All officers and their local chapter advisers must attend all Executive Board meetings, the State Leadership Summit, Officer/Adviser Training Day, Leadership Development Institute-South, the Inland Section Conference and the State Leadership Conference.
2. All officers should be prepared to come up with ideas for section projects and the promotion of membership and participation, and present those ideas at training.
3. All officers must prepare and present workshop(s) for the Section Officers/Advisers Training Day(s) and Leadership Development Institute. Workshop scripts, handouts, transparencies, and references must be submitted by the designated deadline to the Section Director or the officer will not participate at the Training Days and/or Leadership Development Institute.
4. Officers must keep current on correspondence and send copies of correspondence (emails, etc.) to the Section Director promptly with copies also to the Local Chapter Adviser. All official correspondence and reports must be co-signed by the Adviser.
5. All officers must work closely with Section Director and contact the Section Director by phone at designated times throughout the year.
6. All officers must prepare Officer Reports for each Executive Board meeting. All officer expenses will be approved and reimbursement forms, along with attached receipts, will be given to the Secretary for proper handling.
7. Annual Officer Reports must be prepared and distributed to the newly-elected officers at the joint meeting in May.
8. All officers will be responsible for the corresponding Inland Section Officer FBLA binder for their office. The binders will contain a calendar, FBLA Bylaws and Constitution, correspondence, reports, minutes, conference information, section projects, etc. and will be kept up to date by the officer and transferred to the incoming officer at the joint meeting in May.

9. All section officers will obtain an FBLA blazer within 90 days after being installed into office. Official FBLA attire must be worn at all conferences, Executive Board meetings, and other activities when promoting FBLA. A section officer polo shirt will also be purchased and will be worn as directed by the Section Director.
10. If an officer misses one Executive Board meeting without notice or two with notice, it will be a sign of resignation.
11. Each section officer should work closely with his/her local chapter. Let members benefit from having a section officer; be a vital part of your chapter's program.
12. It is a responsibility of section officers to promote FBLA, its activities, and projects. Make sure that Inland Section projects are carried out at the local chapter level.
13. Communicate with FBLA members and chapter advisers throughout the year in a variety of ways, including writing articles for publication in the *Californian*.
14. Know all there is to know about FBLA and have a good working knowledge of parliamentary procedures.
15. Communicate with other Section officers. Give fellow officers full support.
16. Visit other schools to promote FBLA.
17. Work to recruit new members and chapters.
18. Install incoming officers at the State Leadership Conference.
19. Always have a positive attitude and recognize the good and outstanding work of others.
20. Thank your Local Chapter Adviser for their time and commitment to your term in office. He/she puts in a great deal of time and effort to make this opportunity available to you.
21. Remember! The quality of work by an officer is a direct reflection of oneself, his/her adviser, chapter, and school. Work hard but have a good time. Remember, the officer team is only as strong as its weakest member.

DUTIES OF LOCAL CHAPTER ADVISER

1. The same local chapter adviser of a Section officer must accompany the officer to all Officers' Trainings/Summit and Executive Council Meetings. The adviser shall be present at these trainings/meetings to offer suggestions and assistance. Having one local chapter adviser for the officer will insure continuity throughout the officer's term of office.
2. The adviser shall accompany the officer to all conferences (Officers/Advisers Training Days, Leadership Development Institute, Section Leadership Conference, and State Leadership Conference).
3. The adviser shall oversee the duties of his/her Section officer and shall keep in contact with the Section Director.

RUNNING FOR OFFICE—SUGGESTED TIMELINE AND IMPORTANT DATES

Review the following dates closely with your parents, coaches, employers, etc., and verify that you and your adviser will be able to attend both the May Board Meeting and State Leadership Summit.

January 2009

- Read over Inland Section Officer Candidate Guide carefully with your adviser.
- Get approval and endorsement of local chapter adviser, chapter and school administrators.

- Complete Section Officer Candidate Application (those running for section president must complete State Officer Candidate Application). Obtain signatures of school administrator, employer, and parent.
- Obtain school transcript with current courses listed— include work-in-progress statement of courses/grades for spring semester. Highlight or circle business classes.
- Prepare résumé/personal data sheet.
- Select campaign manager and establish platform.

January 23

- Received date for completed application, transcript, and résumé. Send to Section Director at:
Stephanie Fluitt, Inland Section Director
33891 Plum Tree Lane
Yucaipa, CA 92399-2267
Faxes are not accepted.

February 11

- Officer Screening—Interviews of all candidates and advisers (after school—approx. 4:00 pm). Potential candidates will be informed of meeting information upon receipt of officer application materials. Campaign materials must be presented for approval.

February 28

- Campaign for office at the Inland Section Leadership Conference, Santiago HS, Corona.

April 23-26

- Installation of new Southern Section Leadership Team during the Inland Section Meeting at the State Leadership Conference, Hyatt Regency, Santa Clara, CA.

May 20

- Meeting with outgoing officers; Santiago HS, Corona. New officer must attend with adviser.

July 12-15

- State Leadership Summit with all section and state officers; new officer must attend with adviser or parent.

Other 2009-10 Events Four Inland Section Executive Board Meetings (August or September, October, February, and March or April)—A meeting is scheduled before every conference.
Inland Section Officers/Advisers Training Day (September)
Leadership Development Institute-South (October/November)
Inland Section Leadership Conference (February/March)
State Leadership Conference (April)

Refer questions to the Section Director, Stephanie Fluitt at inlanddirector@cafbla.org or 909-910-8185.