

DUTIES AND RESPONSIBILITIES OF ALL STATE OFFICERS

1. As a state officer, you are a member of the State Executive Board. This officer team plays a vital role in planning projects, workshops, and conferences. Your main duty is to be a contributing member of the team and provide support not only for your fellow officers, but also for California FBLA.
2. Officers are required to attend all State Executive Board meetings, State Leadership Summit Meeting, State Leadership Summit, assigned chapter trainings, the Leadership Development Institute, their respective Section Conferences, and the State Leadership Conference.
3. State officers are expected to possess a strong base of knowledge about the organization and be capable of discussing ideas and issues affecting the state chapter intelligently.
4. Officers must keep up to date on correspondence. Copies of all official correspondence must be sent to the State Officers' Adviser and state president promptly. All correspondence and reports should be co-signed by the officer's local chapter adviser. The state president will maintain a master file of all correspondence.
5. Each officer is responsible for a monthly report based on the program of work that will be developed at the May State Executive Council Meeting and at State Leadership Summit.
6. It is strongly recommended that state officers attend the National Leadership Conference and the Institute for Leaders. Officers will receive an NLC travel award payable after the conference providing that the officer attends all required activities.
7. Additional responsibilities of state officers include:
 - a. Prepare and present workshops for the Leadership Development Institutes.
 - b. Prepare and deliver appropriate presentations when asked to visit schools, conferences, and at business and civic groups.
 - c. Communicate with FBLA members through the electronic state newsletter, *The Californian*, by submitting articles as assigned.
 - d. Support and promote the activities of the state chapter and help your local chapter complete the Business Achievement Award chapter recognition program and state projects.
 - e. Assist the State President in compiling information for the State Chapter Annual Business Report.
 - f. Recruit new members and chapters.
 - g. Support your section board and its activities.
 - h. Contribute ideas for improving California FBLA.
8. Work closely with your local adviser and the State Officers' Adviser. Keep them informed at all times. Each state officer will make a phone contact to the State Officers' Adviser within a week prior to each State Executive Council Meeting, the State Leadership Summit, and Section and State Leadership Conferences.
9. State officers shall serve as a model representative for FBLA public relations. State officers are called upon many times to make presentations before adult and student organizations and at times will need to miss school to represent FBLA.

DUTIES OF THE STATE PRESIDENT

In addition to the duties listed for all state officers, the state president shall:

1. Preside over and conduct all State Executive Board meetings according to parliamentary procedure and the California FBLA bylaws. Preside over the two Leadership Development Institutes if possible (North and South) and State Leadership Conference.
2. Develop, in cooperation with the State Officers' Adviser, the agenda and notice of all board meetings. Distribute agendas and notices to all board members, their advisers, and the Board of Directors at least ten working days prior to each meeting.
3. Coordinate the distribution of Member of the Month certificates within ten days of receiving the names.
4. Serve as a voting delegate at the National Leadership Conference following his/her election.
5. Serve as a member of the Board of Directors and attend all official Board meetings.
6. Appoint committees and serve as an ex-officio member of each committee.
7. Fill all state officer vacancies by appointment, subject to approval by majority vote of the State Executive Board.
8. Prepare the State Chapter Annual Business Report describing the year's activities and events. After approval by the State Officers' Adviser, mail the final copy to the national office prior to the official judging deadline.
9. Deliver the state chapter's report at the National Leadership Conference following his/her year as president.
10. Work closely with the State Officers' Adviser.

DUTIES OF THE SECTION PRESIDENTS/STATE VICE PRESIDENTS

In addition to the duties listed for all state officers, the section presidents/state vice presidents shall:

1. Assist the state president as needed and be prepared to take over the duties of the state president. The position of first vice president for the 2008-2009 school year will be the Section President/State Vice President representing the Bay Section.
2. Plan and preside over all section board meetings. It is recommended that each section have four or five board meetings each year.
3. Plan and prepare the section spring leadership conference.
4. Correspond with the chapters within the section. Send the section director a copy of all official section correspondence.
5. Write and/or secure articles for each issue of *The Californian* state newsletter.
6. Visit local chapters in the section when possible.
7. Attend all section officer trainings.
8. Work closely with the section director.
9. Work closely with the State Officers' Adviser.

DUTIES OF THE STATE SECRETARY-TREASURER

In addition to the duties listed for all state officers, the state secretary-treasurer shall:

1. Keep an accurate record of all State Executive Board meetings.
2. Publish and mail minutes of the State Executive Board meetings within ten working days after the meeting to all members of the State Executive Board, their advisers, and the Board of Directors and ensure that copies are available for reference at the next meeting.
3. Work closely and cooperate with the State FBLA Business Manager to develop and report on the state budget.
4. Present the financial report at each Executive Board meeting with copies for all attending.
5. Provide an up-to-date list of paid active chapters at each Executive Board meeting.
6. Work closely with the State Officers' Adviser.

DUTIES OF THE STATE PUBLIC RELATIONS OFFICER

In addition to the duties listed for all state officers, the public relations officer shall:

1. Produce, in cooperation with the State Officers' Adviser, a minimum of three electronic issues of *The Californian* during the membership year.
2. Work directly with the state officers to secure articles for the different sections of *The Californian*.
3. Work closely with the section public relation officers to make sure that their 2-page section inserts will be included in *The Californian*. This is to ensure that all sections of the state are represented and included.
4. Encourage chapters to submit chapter ideas and/or articles for the *Section News* area of *The Californian* through their section public relations officers.
5. Send articles on state activities to the national office to be published in the *Tomorrow's Business Leader*.
6. Work closely with the State Officers' Adviser and Communications Manager to post *The Californian* and enhance the state website, www.cafbla.org.
7. Submit press releases for all state conferences and newsworthy FBLA stories to appropriate media.
8. As funds and priorities allow, work to develop and enhance California FBLA public relations materials (e.g. brochures, multimedia presentations, etc.).
9. Work closely with the State Officers' Adviser.

DUTIES OF THE STATE PARLIAMENTARIAN

In addition to the duties listed for all state officers, the state parliamentarian shall:

1. Advise the state president on parliamentary procedure during Executive Board meetings and at state conferences.
2. Act as a resource person on parliamentary procedure for all local chapter voting delegates at the State Leadership Conference.
3. Make sure the election of state officers at the State Leadership Conference follows correct parliamentary procedure and the bylaws.
4. Ensure that a copy of the latest edition of *Robert's Rules of Order, Newly Revised*, the California bylaws, the national bylaws, and an American flag are available at every meeting.
5. Make sure the bylaws are kept up to date and are followed accurately at all times.
6. Work closely with the State Officers' Adviser.

FINANCIAL NOTES

California FBLA receives the bulk of its funding directly from its members and is, therefore, committed to ensuring that they are used wisely and appropriately for the growth and progress of the state chapter. Appropriate funding is available to cover travel, lodging, and meal expenses for state officers and their advisers to attend official state officer meetings and activities.

Official uniform and supply needs of state officers (e.g. officer team polos, name badges, and business cards) are provided for all newly elected officers.

Each officer will need to provide a business outfit consisting of one skirt/slacks, one blouse/shirt, ties, and appropriate shoes. A casual outfit will also be selected. The color/style of the outfits will be decided

at the State Leadership Summit and must be ready for the first officer activity in the fall.

Formal attire is required for the Awards Session at the State Leadership Conference. The ladies will wear a formal (color determined at State Leadership Summit; strapless gowns are not appropriate) and the gentlemen will wear a tuxedo with matching color cummerbund. The individual officers will incur the expense for this outfit.

Note: No student shall be denied the right to serve as a state officer because of limited finances. It is the responsibility of the local chapter and the community to support the candidate.