

2009-10 CALIFORNIA STATE OFFICER CANDIDATE GUIDE



Service ♦ Education ♦ Progress

Important Dates at a Glance

Section President/State Vice President Candidates

Application Materials received due date Friday, January 16, 2009, Bay, Central, Inland
Friday, January 23, 2009, Gold Coast, Northern, Southern

Other State Officer and National Officer Candidate Positions

Application Materials received due date Friday, March 6, 2009
Approval for Candidacy by State Officer and Section Director from Respective Sections by
March 30, 2009

Other Upcoming Dates

State Leadership Conference and Incoming Officers Meeting—April 23-26, 2009
Newly-Elected Officers Meeting—May 14-15, 2009
State Leadership Summit—TBD



Service ♦ Education ♦ Progress

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To: California FBLA State Officer Candidate
From: Kiki Nakauchi, Temporary State Officers' Adviser
Date: December, 2008
Subject: State Officer Application Process

This *State Officer Candidate Guide* provides you with essential information and steps that you need to know to become a state officer. The experience can be challenging and exciting, but it will not be easy. To put you in the arena with other candidates, you will need determination, commitment, preparation, and effort.

Once in that arena, the next challenge is to get elected. You will have to persuade the voting delegates at the State Leadership Conference that you are the one for the job. Preparing, campaigning, speaking—all come together to form a learning experience you will use for the rest of your life. The experience itself will be valuable, even if you are not elected. Every candidate is a winner!

To become a state officer candidate, you need the support and encouragement of many people.

- Your parents and school administrator need to be informed and support your effort.
- Your local adviser will need to approve and sign your application for state office and serve as your coach and guide through the entire process. Your adviser is also the link to the FBLA Temporary State Officers' Adviser.
- Your chapter officers and members need to support your candidacy and rally behind your campaign.

Please read the *State Officer Candidate Guide* carefully to make sure you meet the qualifications and adhere to the deadlines.

On behalf of the members, officers, and directors of California FBLA, congratulations on your decision to rise to the challenge of running for a state leadership position. Best wishes for a successful, educational, and fun campaign experience!

Attachments

THE DECISION TO RUN FOR STATE OFFICE

Service as an FBLA state officer is one of the ultimate achievements a member can attain. The planning, organizing, and execution of a state officer campaign are valuable leadership experiences. The decision to run for office should be taken very seriously.

This Guide provides information about candidate eligibility, campaign procedures and rules, and an overview of the expectations, responsibilities, and activities of state officers. Carefully review this *entire* document before finalizing your decision to run for office to ensure that all eligibility requirements have been met and that the commitments required of state officers can be met.

Before the campaign begins, it is critical for the potential candidate to take an honest personal inventory and thoroughly evaluate whether he/she has the time, resources, support, capabilities, attitude, and commitment to prepare an effective campaign and serve as a state officer.

Before you begin to fill out the state officer application, the following should be carefully reviewed and considered:

- Review the entire Guide to become familiar with state officer responsibilities and election requirements.
- Meet with your local chapter adviser, parents, school administrators, chapter members, employers, and other significant parties to discuss running for state office and to gain their support.
- Obtain the support of your local chapter adviser as this is of the utmost importance. You and your adviser are a team as you carry out your state officer duties and responsibilities.
- Study FBLA's mission, history, bylaws, publications, programs, and activities. Local advisers should have copies of these materials.

After careful review and consideration of these points, the applicant should begin to complete the officer application and plan his/her campaign.

QUALIFICATIONS AND PROCEDURES FOR STATE/NATIONAL OFFICE

Officer Candidate Qualifications

1. All candidates must:
 - a. Have an official representative of your school serving as the chapter adviser.
 - b. Be a paid member in good standing in an FBLA chapter at the school in which he/she is enrolled.
 - c. Have earned the Future designation in the Business Achievement Awards program.
 - d. Have taken or be currently enrolled in a business or business-related class.
 - e. Have held or currently hold an elected chapter office.
 - f. Possess word processing and presentation software skills.
2. Candidates for state vice president positions must be members of an active chapter in the same section he/she represents.
3. Candidates for Public Relations Officer must present a portfolio of his/her published work samples where the candidate did the actual layout. (three out of the four items listed below)
 - a. School newspaper
 - b. Chapter newsletter
 - c. Flyer for event posted around campus or town
 - d. Campaign brochure for a candidate (school, chapter, section, or state office)

State Officer Candidate Procedures

1. Candidates for state office must submit the following:
 - a. State Officer Candidate Application
 - b. Transcript with business or business-related classes highlighted
 - c. Résumé (refer to the résumé rating sheet in this packet)
 - d. Permission to Post to the Internet
 - e. CA FBLA Code of Conduct and Medical Release Form
2. Candidates for section president/state vice president shall submit the complete candidate packet (see #1 above) to their section director, with a copy to the State Officers' Adviser, by the received date specified on the application form.
3. Candidates for president, secretary-treasurer, public relations officer, and parliamentarian shall submit the complete candidate packet (see #1 above) to the State Officers' Adviser by the received date specified on the application form.

4. All candidates, and their local chapter adviser, will be interviewed at a section executive board meeting PRIOR to the Section Conference for section president/state vice president candidates and PRIOR to the State Leadership Conference for state officer candidates. The interview screening committee will be composed of at least one state officer and one member of the Board of Directors. (refer to the interview rating sheet in this packet.)
5. During the officer candidate interview, candidates will be expected to complete two short essays to demonstrate their writing ability.
6. Candidates for state office shall be notified on the day of the interview if they are eligible to run for state office. The criteria will be weighted as follows with a score of 80% needed to be a qualified candidate.

a. Interview:	50%
b. Résumé:	25%
c. Written questions:	25%

National Officer Candidate Procedures

1. Candidates for national office shall submit the complete candidate packet (see #1 under the State Officer Candidate Procedures) to the State Officers' Adviser by the received date specified on the application form.
2. National officer candidates will be interviewed at the State Executive Board meeting PRIOR to the State Leadership Conference. The candidate's local chapter adviser must attend this interview as well. Candidates and advisers are responsible for their own expenses.
3. The candidate will run as a "National Officer Candidate" at the State Leadership Conference and may not declare a specific office as part of the campaign.
4. Candidates for national office will be limited in terms of campaign materials to a single 8.5" x 11" brochure, flyer, etc.
5. Only the candidate and one campaign manager will be allowed on stage for the campaign speech during the first general session.

Section President/State Vice President Election Procedures

1. Candidates for Section President/State Vice President shall be elected by a majority vote of the voting delegates of each chapter at their appropriate Section Leadership Conference.
2. Specific instructions and regulations for conducting campaigns and for electing state vice presidents will be established by the respective sections and communicated directly to approve candidates for these positions.

State Officer Election Procedures

1. Candidates for State President, Secretary-Treasurer, Public Relations Officer, and Parliamentarian shall be elected by a majority vote of the voting delegates of each chapter at the State Leadership Conference.
2. All candidates, along with his/her adviser and one campaign manager, must attend a meeting on Thursday night of the State Leadership Conference. If the candidate has a conflict with an official competitive event at that time, the campaign manager will represent the candidate at this meeting.
3. Examples of all campaign materials must be approved at the Thursday evening meeting. At that time, candidates will be apprised of final campaign rules and procedures and be allowed to ask appropriate questions.
4. Campaigning starts on the first full day of the conference (Friday). There will be no formal campaigning outside of a candidate's chapter before the first full day of the conference. Specific campaign hours (e.g. when booth can be open) will be communicated with other SLC details.
5. All candidates will state their platforms at the opening general session. Each candidate's presentation shall be preceded by one nomination speech by his/her campaign manager or designated spokesperson that must be from the same school as the candidate. A total of **three (3) minutes** is allowed including setup time for props, if needed. These time limits will be strictly enforced. Candidates are encouraged to make their presentations professional and dignified.
6. Each candidate will be assigned a draped campaign table in the designated campaign area. Approved banners, posters or any other promotional materials are to be displayed in this assigned area only. Items may not be pinned to draping or taped or tacked to walls, floors, ceiling, or furniture. **No more than three campaign workers, plus the candidate, may be in the campaign area at any given time.** If additional members want to help with your campaign, you should establish a rotating schedule so that everyone has an opportunity to work in the campaign area.

7. Helium balloons are not allowed. If the hotel site has any further restrictions on campaign items, candidates will be notified at the time of the officer interview.
8. No equipment requiring electricity or batteries may be used at a campaign table or as part of the campaign.
9. The amount of campaign literature should be limited so that there is not an excess of paper wasted. It is recommended that no more than 500 copies of the main brochure, fact sheet, etc., be printed.
10. Campaign literature may not be put on the seats of chairs for any general session, campaign session, or workshop.
11. No campaigning may be done using the hotel's phone system, in the hotel's elevators, or other public areas, which are open to guests not associated with FBLA.
12. A special caucusing session for voting delegates will be scheduled during the conference. Each candidate will have a specified amount of time in which to state his/her platform and/or answer questions from the audience.
13. Elections will be held at a special voting delegate session at the conference and results will be announced at the awards session. **Candidates for state office may not be present during the voting session, nor may they serve as voting delegates for their local chapter.**
14. If an office is not filled at the State Leadership Conference, applications may be accepted from qualified applicants following the SLC and the vacancy may be filled by appointment as provided for in the state bylaws.

National Officer Election Procedures

1. The candidate for national office from California will be elected by a majority vote of the voting delegates of each chapter at the State Leadership Conference.
2. If elected, the candidate must declare which National Office he/she will pursue and have this decision approved by his/her local chapter adviser and the State Officers' Adviser.
3. If elected to serve as a national officer, he/she will serve as an ex-officio member of the state officer team for the following school year.
4. Elections will be held at a special voting delegate session on the second day of the conference (Saturday) and results will be announced at a subsequent general session. **Candidates for national office may not be present during the voting session, nor may they serve as voting delegates for their local chapter.**

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.

Note: If you are elected to your chosen office, it is highly recommended that you do not serve as your local chapter president. Devote your time to the state chapter and let a fellow chapter member have his/her leadership experience as chapter president.

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 2009-2010 school year will be the Section President/State Vice President representing the Central 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*, the 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.

CAMPAIGN TIPS

One of the highlights of FBLA conferences is the election of officers. In order to determine the best candidate for each office, information must be gathered on each candidate. Campaigning is a series of organized, planned actions necessary for electing a candidate. It is an efficient way to provide information on the qualifications and characteristics of a candidate.

It is not too early to start planning! Organization is of great importance if accurate and efficient information outlining the positive characteristics and goals of a candidate is to be available. Scheduling of specific tasks that need to be done is a good idea so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all of the campaign materials will be finished before the date of campaigning, and there won't be a mad rush at the last minute.

Some campaigning suggestions include:

1. Have a theme that will be easy to build different, attractive ideas upon and which will have a positive, memorable effect on the delegates.
2. Integrate the campaign theme throughout the campaign speech.
3. Be sure not to include equipment requiring electricity or batteries.

4. Develop some way to state the candidate's qualities, ideas, and goals such as a fact sheet or brochure.
5. Have giveaways (candy, pens, etc.). Any food items must be commercially prepared and sealed.
6. Make posters and other means of catching attention.
7. Have the candidate visible and prepared to talk to people and answer questions.
8. Be prepared to attend section meetings or State Officer Candidates Caucus to give a brief statement on yourself and to answer questions. (Determination will be made by State Leadership Conference Committee)
9. Have members of your local chapter visible to assist at the campaign table to show their support.
10. Choose a dependable person from your chapter to serve as your campaign manager. Select a committee to organize your campaign and your campaign table.
11. Develop a campaign budget and stick to it.
12. Practice your campaign speech in front of others.

Candidates and/or their chapters are responsible for keeping the campaign area clean and cleaning up campaign materials outside the campaign area. It is not the hotel's responsibility to do this. Failure to comply will result in all campaign tables being shut down.

SUGGESTED CANDIDATE TIMELINE AND TENTATIVE MEETING/EVENT DATES

Dec.-Jan.	Get approval of local chapter adviser Complete State Officer Candidate Application Obtain school transcripts—highlight business classes Prepare résumé and complete Permission to Post to the Internet, and Code of Conduct/Medical Release Form Choose campaign manager Establish platform	March 30	State and national candidates plan campaigns. Approval by State Officer and Section Director from respective sections
January 16/23	Receipt date for completed application, transcript, résumé, Permission to Post to the Internet, Code of Conduct, and Medical Release Form to section director for Section Presidents/State Vice Presidents. Copies of the materials must also be sent to the State Officers' Adviser. (Dates for section president/state vice president candidate interviews will be announced by each section director.)	April 23 April 24 April 25	Screening of campaign materials at candidate meeting. Set up campaign table, give nomination/campaign speech. Election for president, secretary-treasurer, public relations officer, parliamentarian, and national officer candidate. Installation at Awards Session.
February	Section president/state vice president candidates plan campaigns.	April 26 May 14-15	Meeting with outgoing officers and State Officers' Adviser. Local chapter advisers must also attend. Newly Elected State Officer Training Meeting with Board of Directors—Ramada Inn, Sunnyvale
February 28 or March 7	Election for section president/state vice presidents and section officers	June 24-25 June 25-28 July ?	Institute for Leaders, Anaheim, California National Leadership Conference, Anaheim, California State Leadership Summit, TBD
March 6	Receipt date for completed application, transcript, résumé, Permission to Post to the Internet, Code of Conduct, and Medical Release Form to State Officers' Adviser for President, Secretary-Treasurer, Public Relations Officer, Parliamentarian, and National Officer Candidates. (Dates for candidate interviews to be announced by each candidate's section director) (Must be completed by March 30)	Sept. or Oct. Aug.-Oct. Oct./Nov. Feb./March March April	Executive Board Meeting (location & dates TBA) Section Officers/Advisers Training Days (location & dates TBA—participation dependent upon section) Leadership Development Institute (North or South) (Attendance required for State President at both conferences if possible) Section Spring Leadership Conferences (locations & dates TBA) Executive Board Meeting (location & dates TBA) State Leadership Conference, Irvine, California

CALIFORNIA FBLA STATE OFFICER CODE OF CONDUCT

State officers serve as ambassadors for the association and their conduct and deportment are critical to the success of their mission. State officers are expected to abide by this code.

State officers who violate or ignore the elements of this Code of Conduct subject themselves to:

1. Being removed from the FBLA conference and/or activity and sent home at their own expense by their local/state chapter adviser.
2. Have any honors or offices cancelled and withdrawn.

Code of Conduct

1. State officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the FBLA organization.
2. State officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
3. State officers shall abide by the California FBLA Dress Code.

4. State officers shall be willing to take and follow instructions as directed by those responsible for them.
5. State officers shall avoid places and actions that in any way could raise questions as to their moral character or conduct.
6. State officers shall treat all members equally and with respect.
7. State officers participating in FBLA assignments shall not damage or deface property. Damages to any property or furnishings in hotel rooms, private accommodations and/or building will be paid for by state officers at their own expense.
8. State officers shall communicate any circumstances that prevent them from carrying out predetermined plans or assignments to their local and state adviser.
9. State officers are not permitted to wear any campaign materials at the State Leadership Conference, nor are they allowed to campaign for a candidate for State or Section office, or serve as a campaign manager, except when campaigning for oneself.
10. State officers must adhere to set curfews at all meetings and conferences.

ADVISING A STATE OFFICER

Adviser for a State Officer Overview

“Mentor” is defined as a trusted counselor or guide, a tutor, or coach. This definition aptly describes the role of a state officer’s local chapter adviser. From the moment a student considers running until his/her term of office ends, the adviser is a key figure.

The adviser counsels the student on the qualifications and duties of a state officer and helps with the decision to run. The adviser guides the student on the campaign process and serves as tutor and coach during the officer’s term of office.

It is sometimes difficult for an adviser to play the dual role of adviser and teacher. The relationship between adviser and officer is critical to the success of the term of office. The officer must realize that the local adviser’s signature on the application shows his/her support to the officer and organization.

The adviser and officer need to work together closely on the workshops for the Leadership Development Institute. Timelines will be set at the State Leadership Summit and the adviser needs to guide the student through this assignment. The adviser should review the workshop content and materials, and make sure that the officer practices the workshop prior to presenting the workshop at the September board meeting. Any changes and/or suggestions made at that rehearsal need to be followed up by the adviser.

The local adviser should work closely with the State Officers’ Adviser to keep him/her informed of the officer’s progress with projects and any challenges that may arise.

The officer should write all correspondence and news articles and then present them to the adviser for suggestions and any necessary changes. The local adviser should proofread all materials before they are mailed.

Accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials, and employers, if applicable.

The State Leadership Summit is used to formulate the officers’ responsibilities and program of work for the year and give advisers

insight into their supporting role. The chapter adviser must attend the Newly-Elected State Officers Training meeting in May. It is highly recommended that chapter advisers or school-approved chaperone attend the State Leadership Summit in July. Advisers must oversee their officers by successfully monitoring the completion of their state duties and responsibilities and attendance at the Summit will definitely prove worthwhile.

Be prepared to devote office space and personal time to your state officer. Helping your officer to get organized is important. He/she must learn to budget time and keep materials readily available. Adequate file space and a good filing system are essential. It is helpful to secure the assistance of a good secretary—hopefully an FBLA member who will devote time and effort to you and your officer.

Be informed about state programs, priorities, and critical issues to ideas and counsel may be given to your officer. Don’t expect the officer to understand issues and have background information without assistance.

Present a positive image of FBLA and its programs.

Take an active part in helping your officer reach his/her personal and organizational goals.

Adviser’s Responsibilities

1. Advisers should attend State Leadership Summit and the Executive Board meetings with their officers. All candidates must complete the State Officer Transportation Consent Form. California FBLA looks to the local chapter adviser to ensure that all relevant district and school policies, as well as parental preferences, are followed with regard to officer travel and chaperonage.
2. Advisers shall oversee the duties of his/her state officer and shall keep in contact with the State Officers’ Adviser on matters concerning the state chapter.
3. Support the activities and goals of the state chapter within your chapter.

**CALIFORNIA FBLA
RATING SHEET—STATE OFFICER CANDIDATE RÉSUMÉ**

Name: _____

Office applying for: _____

Mechanics	_____	5
Appearance and arrangement	_____	5
Clear statement of objective for office	_____	5
Evidence of qualifications	_____	10
	TOTAL RÉSUMÉ SCORE	_____ 25
	AVERAGE RÉSUMÉ SCORE	_____

Note: This form is provided as a guide for candidates to use in preparing their official candidate résumé. This rating system will be used to evaluate the candidate's materials.

**CALIFORNIA FBLA
RATING SHEET—STATE OFFICER CANDIDATE INTERVIEW**

Name _____

Office applying for _____

Interviewer _____

Appear neat and well groomed, dressed in appropriate attire	_____	5
Proper greeting, firm handshake, closing	_____	1
Use consistent eye contact	_____	1
Smile and demonstrate enthusiasm for the position	_____	1
Attitude and interest in state office	_____	1
Poise and maturity	_____	1
Speak clearly; expresses self well	_____	5
Ability to assess questions and formulate appropriate answers	_____	5
Self-confidence, initiative, and assertiveness	_____	5
Qualifications for state office	_____	10
FBLA knowledge	_____	15
	TOTAL INTERVIEW SCORE _____	50
	AVERAGE INTERVIEW SCORE _____	

COMMENTS:

Note: This form is provided as a guide for candidates to use in preparing for their official candidate interview. This rating system will be used to evaluate the candidates.