

CENTRAL SECTION FBLA



2009-2010 Officer Candidate Guide

Important Dates at a Glance

Application Materials received due date Friday, January 16, 2009
Interviews—Saturday, February 7, 2009, Los Banos High School, Los Banos, CA
Campaign—Central Section Leadership Conference—Saturday, February 28, 2009
Installation—Central Section meeting during State Leadership Conference, April 23-26

RUNNING FOR OFFICE—SUGGESTED TIME LINE AND OTHER IMPORTANT DATES

- December 2008** Read over *Central Section Officer Candidate Guide* carefully with your adviser
- Get approval and endorsement of local chapter adviser and chapter
- Complete *Section Officer Candidate Application* (those running for section president must complete *State Officer Candidate Application*)
- Obtain school transcript with current courses listed—highlight or circle business classes in red
- Prepare résumé/personal data sheet
- Choose campaign manager and establish platform
- January 16** Received date for completed application, transcript, résumé, Permission to Post to the Internet, CA FBLA Code of Conduct, and Medical Release Forms. Send to Section Director.
- Robert Franklin
Central Section Director
Los Banos High School
1966 11th Street
Los Banos, CA 93635
- February 7** Officer Screening—Interviews of all candidates and advisers—Los Banos High School, Los Banos, CA at 10 am. You will be informed of meeting room upon receipt of officer application materials.
- February 28** Campaign for office at the Central Section Leadership Conference.
- April 23-26** Installation of new Central Section Leadership Team during Central Section Meeting at State Leadership Conference. Meeting with outgoing officers will be on Sunday.
- July** State Leadership Summit with all section and state officers. Location TBD
- Other 2008-09 Dates** Five Central Section Executive Council Meetings (May or June, August or September, October, February, and March or April)—A meeting is scheduled before every conference.
- Central Section Officers/Advisers Training Day(s) (September/October)
- Leadership Development Institute-North (October/November)
- Central Section Leadership Conference (February/March)
- State Leadership Conference (April)



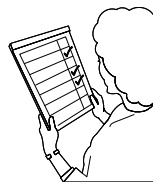
BENEFITS OF BEING A MEMBER OF THE CENTRAL SECTION FBLA LEADERSHIP TEAM

- ❑ Develop leadership abilities and gain valuable experience in teaching others how to lead
- ❑ Meet new people and travel throughout California
- ❑ Attend State Leadership Summit (statewide officers' training with state officers and officers from other sections)
- ❑ Given the fantastic opportunity to show your creativity in the planning of conference activities
- ❑ Acquire public speaking skills and implement teaching strategies in giving effective workshops at conferences
- ❑ Network with members, officers, and advisers and establish lifelong friendships
- ❑ Have a voice in the planning and implementation of the Central Section program of work
- ❑ Make your local FBLA chapter a stronger one
- ❑ Reward others in their accomplishments of individual and chapter achievements
- ❑ Looks good on college, scholarship, and job applications
- ❑ Direct monetary benefits for both the officer and the adviser
 - ❑ All expense paid training (State Leadership Summit)
 - ❑ Complimentary registrations to Officers/Advisers Training Day(s) and Central Section Leadership Conference
 - ❑ Partial complimentary registration to Leadership Development Institute
 - ❑ Travel award of \$50 to State Leadership Conference
 - ❑ Travel gas expenses reimbursed to and from executive council meetings
 - ❑ Budget for workshop expenses and general officer expenses for supplies and phone calls

CENTRAL SECTION LEADERSHIP SCHOLARSHIP AVAILABLE TO OUTSTANDING LEADERS!

- **Central Section Officer Years-of-Commitment College Scholarship**
 - **\$250.00 college scholarship for TWO years of holding a Central Section office**
 - **\$500.00 college scholarship for THREE years of Central Section officer experience**

QUALIFICATIONS AND CAMPAIGNING FOR CENTRAL SECTION OFFICE



Qualifications

1. A candidate for Central Section FBLA must be a member in good standing in a FBLA chapter at the school in which he/she is enrolled. Candidate must be recommended by the local chapter adviser and endorsed by his/her local chapter.
2. The seven officer positions include President, Vice President, Executive Secretary, Recording Secretary, Treasurer, Public Relations Officer, and Historian/Parliamentarian.
3. The President, Vice President, Recording Secretary, Treasurer, Public Relations Officer, and Historian/Parliamentarian will be elected by majority vote of the local chapter voting delegates. The office of Executive Secretary will be appointed by the President from the chapter of the President.
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 taken or be currently enrolled in a keyboarding course or its high school equivalent. Ability to use software programs such as Microsoft Word and PowerPoint are highly recommended. For the position of treasurer, use of a spreadsheet program such as Excel is also highly recommended.
 - d. Complete requirements to obtain a *Future Award* of the California Business Achievement Awards program by the printed deadlines.
5. The same office may not be filled by the same school for more than two consecutive years.

(Check the Central Section Bylaws for exception to this rule.)

6. No more than two officers will be elected from any one school. The office of Executive Secretary is not counted as it is an appointed position. (Check the Central Section Bylaws for exception to this rule.)
7. All candidates for Central Section Office will submit an application for office to the Central Section Director. The applications for office must have signatures of the local adviser, school official, employer, and the candidate's parents.
8. All candidates for Central Section office will be screened by the Central Section Executive Council (Officer Screening Committee) before the Central Section Leadership Conference at a time and date designated by the Council. The candidate's adviser must attend the screening session. Candidates will be asked several questions concerning such areas as qualifications, goals, section projects, other activities, etc. The local chapter adviser will also be asked questions.
9. Campaign material ideas must be presented at the screening session. Campaign materials that may be used include: handouts (brochures, etc.), slogan items (pencils, ribbons), nametags, personal data sheet, candy, and posters. Candidate must abide by the regulations of the host chapter/school.
10. Newly-elected officers will be officially installed at the State Leadership Conference, and the term of office will begin at the end of the State Leadership Conference.
11. For further information, refer to the Central Section Bylaws—Articles VI, VII, VIII, and IX.

Campaigning

1. Those candidates approved by the Central Section Executive Council will be eligible to campaign for the office desired. Campaigning

for office shall start at the Central Section Leadership Conference.

2. All candidates will state their platforms at the Opening Session of the Central Section Leadership Conference. Each officer candidate's presentation must be preceded by one nomination speech by his/her campaign manager from his/her school.
3. Speeches by the campaign managers and candidates will be limited to four minutes total or time designated by the Executive Council.
4. Campaign literature may be distributed and placards displayed in the campaign area. Each candidate is responsible for removing his/her own campaign materials after the election.
5. Current Central Section Officers are not allowed to show support of candidates by wearing campaign buttons, hats, etc.

DUTIES OF ALL CENTRAL SECTION OFFICERS



1. All officer and their local chapter advisers must attend all Executive Council meetings, State Leadership Summit, Officers/Advisers Training Day(s), and conferences.
2. All officers should be prepared to come up with ideas for section projects and present them 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 Central Section Director or the officer will not participate at the Training Days and/or Leadership Development Institute.
4. Officers must keep up on correspondence and send copies of correspondence (emails, etc.) to the Central Section Director promptly with copies to Local Chapter Adviser.
5. All officers must work closely with Central Section Director and must contact the Central Section Director by phone at designated times throughout the year.
6. All officers must prepare Officer Reports for each Executive Council meeting. All officer expenses will be approved and reimbursement forms, along with attached receipts, will be given to the Section Treasurer for proper handling.
7. Annual Officer Reports must also be prepared and distributed to the newly-elected officers at the end of their term of office.
8. All officers and advisers will be supplied with Officer Management Handbook (binders) of information and will be kept up to date by the individual officer and adviser.
9. All Central Section officers will obtain an FBLA blazer within 90 days after being installed into office. Official FBLA attire must be worn at all conferences and other activities when promoting FBLA. A section officer polo shirt will also be purchased and will be worn at all Executive Council Meetings.
10. If an officer misses one Executive Council meeting without notice or two with notice, it will be a sign of resignation; and the Section President will appoint another member to the office with ratification by the section leadership team at the next section executive council meeting.
11. Write articles for the *Central Section Connection* pages of the electronic state newsletter, *The Californian*.
12. Work with local chapter. Let members benefit from having a section officer. Be a vital part of your chapter's program.
13. It is a responsibility of section officers to promote FBLA, its activities, and projects. Make sure that Central Section program/projects are carried out at the local chapter level.

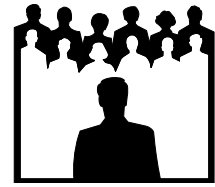
14. Communicate with FBLA members and chapter advisers throughout the year.
15. Know all there is to know about FBLA and have a good working knowledge of parliamentary procedures.
16. Communicate with other Central Section officers. Give fellow officers full support.
17. Visit other schools to promote FBLA.
18. Always have a positive attitude and recognize the good and outstanding work of others.
19. Recruit new members and chapters.
20. Install incoming officers at the State Leadership Conference.
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 Central 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. Adviser shall accompany the officer to all conferences (Officers/Advisers Training Days, Leadership Development Institute, Section Leadership Conference, and State Leadership Conference).
3. Adviser shall oversee the duties of his/her Central Section officer and shall keep in contact with the Central Section Director.

DUTIES OF THE PRESIDENT



In addition to the duties of all section officers, the Central Section President shall:

1. Preside over all meetings and general sessions.
2. Prepare and compile scripts for all section conferences and section meetings at state level conferences.
3. Prepare and send agendas to officers and advisers at least ten days before all meetings. Also have them available at the meetings.
4. Keep in touch with chapters! Inform them of national winners, section, state, and national projects, and upcoming events.
5. Compose official Central Section correspondence such as thank-you letters, congratulation letters, invitations, recruitments letters, etc. May also be required to write welcome letters for Central Section Leadership Conference program.
6. Perform all duties as California State Vice President representing the Central Section.
7. Appoint the Central Section Executive Secretary from his/her school.
8. Place articles in the *Californian* promoting FBLA. Work with Public Relations Officer.

DUTIES OF THE VICE PRESIDENT



In addition to the duties of all section officers, the Central Section Vice President shall:

1. Oversee progress of section projects.
2. Prepare recognition certificates for section projects.
3. Assist the Central Section President when necessary to develop a program of growth and service to his/her section.
4. Be prepared to preside over meetings in the absence of the Central Section President at all times.
5. Be prepared to take over Central Section President's duties.

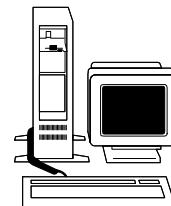


DUTIES OF THE EXECUTIVE SECRETARY

In addition to the duties of all section officers, the Central Section Executive Secretary shall:

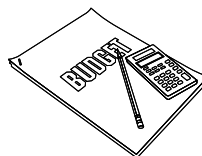
1. Assist in typing correspondence or conference scripts as requested by the Central Section President.
2. Type an address list of all officers and their advisers. The list shall include school and home addresses and telephone numbers and shall be sent to the Central Section Executive Council and advisers within one month of assuming office. The list may be updated periodically as changes occur.
3. Be prepared to cover for the Recording Secretary by taking minutes in his/her absence or by request.

DUTIES OF THE RECORDING SECRETARY



In addition to the duties of all section officers, the Central Section Recording Secretary shall:

1. Take minutes at all Central Section Executive Council and regular meetings. Type minutes and send them to all Central Section Executive Council members within ten days after the meeting.
2. Read minutes at meetings and make corrections if necessary.



DUTIES OF THE TREASURER

In addition to the duties of all section officers, the Central Section Treasurer shall:

1. Chair the Central Section March of Dimes project by producing the drawing tickets, handling ticket sales and receipts from chapters, etc. Work with Section Vice President to prepare recognition certificates for all participating chapters.
2. Present a budget to the Central Section Executive Council and advisers at the Central Section Officers meeting at the State Leadership Summit. This tentative budget shall be based on past records and possible future revenue and expenditures. Work with Central Section Director to present proposed budget.
3. Communicate with California Business Manager as to receipts of section dues from chapters. Give up-to-date list of paid chapters at every meeting.
4. Provide a summary of section finances with an up-to-date account of section budget at every executive council meeting. Work with Central Section Director to present financial report.

DUTIES OF THE PUBLIC RELATIONS OFFICER



In addition to the duties of all section officers, the Central Section Public Relations Officer shall:

1. Prepare the Central Section Connection pages of electronic state newsletter, *The Californian*. All topics of articles will be discussed and approved.
2. Inform the section about FBLA section projects and other pertinent information and deadlines. Keep *Section News* up to date of the www.cafbla.org website. Work closely with Central Section Director, California State Public Relations Officer, and the California Business Development Manager.

DUTIES OF THE HISTORIAN/ PARLIAMENTARIAN



In addition to the duties of all section officers, the Central Section Historian/Parliamentarian shall:

1. Shall oversee the publication of the Central Section (electronic) yearbook, *The Flashback!*.
2. Assist the Central Section President in making sure the meeting is run properly.
3. Be prepared to answer questions about parliamentary procedures and to refer to the FBLA parliamentary authority, *Robert's Rules of Order, Newly Revised*.
4. Relate to membership the voting procedures at conferences when necessary.
5. Notify all chapters of changes in the Central Section Bylaws and Constitution.