

FUTURE BUSINESS LEADERS OF AMERICA

Officer Resource Guide



PRESIDENT

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Congratulations

Your FBLA chapter has bestowed a great honor upon you in electing you chapter president. During the coming year, it will be your responsibility to serve your chapter to the best of your ability.

This resource guide is designed to aid you in the implementation of activities, which will strengthen your chapter. Public relations, parliamentary procedure, and correspondence are other important points that will be reviewed.

The members of your chapter will be looking toward you for guidance this year. You shall be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter. **GOOD LUCK!!!**

The President's Role

As president, there are responsibilities and expectations placed upon you. Leader, teacher, friend, adviser, and mentor are a few of the roles you will play throughout the year. Your officer team and chapter will look toward you for guidance and inspiration.

Your main responsibility is being the leader of your chapter. One of your main priorities should be placed in leading your officer team. Together, using teamwork, flexibility, and dedication, your chapter will be successful. Remember to be honest, fair, and just, and always be open to new ideas and suggestions.

You will also be involved in public relations activities. How your community and school perceive your chapter will greatly depend on you. Maintain a professional image and never lower yourself to standards of others. Never belittle your officers or members; they are the ones who supported you, and now it's time for you to support them.

One of your major duties is to bring your chapter together to plan activities. Receiving input from others may seem to slow down decision-making, but in the end, the members of your group will be more enthusiastic and they will work harder.

Goal setting will be important throughout the year. Every person must understand what he/she is to do, how it will be done, and when it will be done. Refer to the guidelines of the Business Achievement Awards-Chapter Recognition Program (BA²-Chapter Recognition Program) and to its Program of Work (POW) Progress Form to set your goals for the year (see Appendix A).

Responsibilities

I. Chapter Management

A. Meetings

1. Determine the need for and call all chapter meetings
2. Develop an agenda for each executive and general meeting
3. Preside over and conduct meetings in accordance with parliamentary authority

B. Committees

1. Select and appoint members to all committees
2. Serve as an ex-officio member of all committees

C. Paperwork

1. See that the POW Progress Form and news releases are prepared and mailed/emailed
2. Maintain chapter correspondence by writing appropriate letters
3. Set and enforce deadlines

II. Public Relations

A. Personal

1. Coordinate chapter efforts by keeping in touch with officers, members, and advisers
2. Conduct yourself at all times in a manner that reflects credit upon the organization
3. Show interest in activities of other officers and inspire them as well as the membership to better serve the chapter

B. Community

1. Encourage public relations in your community
 - a. Contact speakers or guests for chapter meetings
 - b. Be sure to have the chapter secretary follow up with thank-you letters
2. Represent the chapter at special school events, civic clubs, and other out-of-school organizations
3. Submit news releases when your chapter shows success at a conference or other events

C. School

1. Keep the school administration informed of chapter activities through letters and personal visits
2. Maintain a good working relationship with your chapter adviser

D. Other

1. Check the Chapter Management Handbook and talk with your adviser for additional duties

Parts of an Agenda

Call to Order	Signal by the presiding officer that the meeting will begin. It is followed by one rap of the gavel.
Opening Ceremonies	This is the flag salute and FBLA pledge normally led by the parliamentarian.
Roll Call	The secretary calls the names of the members or officers to determine their attendance. In a regular meeting a chapter may opt to use a sign-in sheet rather than do a roll call.
Reading and Approval of the Minutes	Minutes are read by the secretary at the beginning of the meetings. The president will ask for corrections or additions and the secretary will note the necessary changes. The secretary is also responsible for making corrections on minutes from previous meetings when a motion to do so has been approved.
Reports of Officers, Boards, and Standing Committees	Officer reports are given in order: by the officers in the order that they are listed in the bylaws; then by the Executive Board (officer team); and finally, standing committees listed in the bylaws.
Reports of Special Committees	These reports are by the committees that were given one specific topic to investigate.
Unfinished Business	Matters not finished in the last meeting.
New Business	New topics brought up for the first time.
Announcements	Anyone with announcements may make them. Can include the date of next meeting.
Adjournment	Signal by the presiding officer that the meeting is over, followed by a final rap of the gavel.

Please see Appendix B for a sample agenda.

Sample Meeting

Future Business Leaders of America

_____ High School Executive Board Agenda

Tuesday, May 1, 20—

1. Call to Order – John Doe, President

“The (Type of Meeting—Executive, General, etc.) meeting of the _____ chapter of Future Business Leaders of America will now come to order.”

2. Opening Ceremonies

“Will the Parliamentarian please lead us in the Pledge of Allegiance and the FBLA Pledge?”
The Parliamentarian should lead the officers in the flag salute and FBLA Pledge.

3. Roll Call

“Will the Secretary please take roll?” The Secretary should then call the names of the officers. The President will determine and announce if a quorum has been met.

4. Approval of the Minutes

“Will the Secretary please read the minutes of the previous meeting?” (Reading of the Minutes) “Are there any corrections or additions to the minutes?” If there are then—“The corrections will be noted and the minutes stand approved as corrected.” If there are no corrections—“The minutes stand approved as read.”

5. Officer Reports

“Will the treasurer please give the treasurer’s report?” (Officer Reports Given). “We will now proceed to the general orders and unfinished business.”

6. General Orders and Unfinished Business

President proceeds with items under heading. When finished, the President will proceed with new business.

7. New Business

President proceeds with items under heading. When finished: “Is there any further new business? Hearing none, we shall proceed to the announcements.”

8. Announcements and Adjournment

Anyone may make announcements. At the end: “If there are no further announcements, this meeting is now adjourned.”

Parliamentary Procedure

Parliamentary Procedure is a formal system of rules and practices that balances the rights of individuals and subgroups within an assembly's membership. Application of Parliamentary Procedure enables assemblies to accomplish the following:

- Maintain orderly meetings
- Protect the rights of the absentee, individual, minority, and majority
- Allow every opinion to be heard and considered
- Determine the general will on a maximum of questions in the minimum time

<p>Abstention—Act of not voting and is not used when determining majority, 2/3, etc.</p> <p>Adjourn—Act of ending the meeting.</p> <p>Amend—To modify the question, to insert, to strike out, to strike out and insert.</p> <p>Appeal from the Decision of the Chair—To determine the assembly's attitude toward a ruling made by the chair.</p> <p>Chair—The phrase “the chair” applies both to the person presiding and his/her station in the hall from which he/she presides.</p> <p>Commit—To refer to a committee.</p> <p>Debate—Discussion of the merits of a motion.</p> <p>Division of the Assembly—Used when a member doubts the results of a voice vote or a vote by show of hands, thereby requiring vote to be taken again by rising.</p> <p>Floor, Obtain the—To obtain the floor, the member must be recognized by the chair as having the exclusive right to be heard at the time.</p> <p>Lay on the Table—To delay a motion and clear the floor for more urgent business.</p>	<p>Limit or Extend Limits of Debate—To provide more or less time for discussion.</p> <p>Point of Order—Calls attention to violation of parliamentary procedure.</p> <p>Previous Question—Requires a 2/3 vote to secure an immediate vote on one or more pending questions; ends debate.</p> <p>Question—Matter at hand or topic discussed.</p> <p>Quorum—The minimum number of members who must be present in order to legally transact business.</p> <p>Raise Question of Privilege—Permits a motion relating to the rights and privileges of the assembly or of its members to be brought up for possible immediate consideration because of its urgency.</p> <p>Recess—An intermission in the proceedings.</p> <p>Reconsider—To secure further consideration and another vote on the question. The member moving to reconsider must have voted on the prevailing side.</p> <p>Ratify—Approves action previously taken.</p> <p>Take from the Table—To bring a motion back which was laid on the table.</p>
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Correspondence

Communication is one of the most important aspects of FBLA. Through letters and phone calls, people can determine your professionalism and attitude. Remember to always be polite, concise, and straight forward. Listed below are some guidelines to help with letter writing.

1. Letters should be to the point. (Three or four paragraphs)
2. Letters should use correct FBLA terminology:
 - “Chapter,” “Organization,” or “Association” instead of “Club”
 - “Conferences” instead of “Convention”
 - “Adviser” instead of “Advisor”
3. Write out Future Business Leaders of America followed by (FBLA) in your correspondence. After that, you can use FBLA throughout the letter.
4. Letters must be free of typographical errors and spelling errors.
5. An easy format to use is the block style format. See the Appendix C and D for examples.
6. Thank-you letters should be sent within one week of the event.

Letters can be used to communicate with various groups. Some groups to target are listed below.

1. **Professional Members:** Letters can be used to recruit and thank Professional Members. Letters can also inform your Professional Membership of the chapter's activities and how they can help. Refer to Appendix C for a sample letter.
2. **National, State, and Municipal Governments:** Letters can be written in support or non-support for legislation, request for recognition, and request for information. This can help your chapter toward completing the Government Awareness Project (GAP) at the State Leadership Conference. For more information please go to the California FBLA website (www.cafbla.org) to view the State Projects. Refer to Appendix D for a sample letter.

Planning for the Year (Suggested)

<p>September</p>	<p>Membership recruitment activity Publicize FBLA through business letters, posters, and flyers to incoming students Use the morning announcement to increase FBLA visibility Plan projects for the year Attend Officers/Advisers Training Day (OAT DAY)—may be held in October in some sections Set POW goals (use the California Business Achievement Awards-Chapter Recognition POW Progress Form) Email your chapter's Member of the Month for the summer months to the State President (mom@cafbla.org) by the 20th of the following month</p>
<p>October</p>	<p>Enact a fundraising activity Hold a community service project Urge business professionals to become professional members Encourage participation in the State Individual Projects (Internship Project, etc.) and the national BA² individual recognition program Review, update, and email POW Progress Form to Section Director by the 10th of the following month Email Member of the Month to State President (mom@cafbla.org) by the 10th of the following month</p>
<p>November</p>	<p>Attend the Leadership Development Institute Attend the National Fall Leadership Conference Celebrate American Free Enterprise Day (Nov. 15) Participate in a March of Dimes: Mission LIFT Activity Review, update, and email POW Progress Form to Section Director by the 10th of the following month Email Member of the Month to State President (mom@cafbla.org) by the 10th of the following month</p>
<p>December and January</p>	<p>Work on Community Service, Partnership with Business, and American Enterprise Projects Consider an active member to run for section or state office Hold a mid-year planning session (Recap 1st semester and plan 2nd semester) (Review requirements for Gold Seal Chapter Award of Merit) Review, update, and email POW Progress Form to Section Director by the 10th of the following month Email Member of the Month to State President (mom@cafbla.org) by the 10th of the following month</p>

<p>February</p>	<p>Submit online BA² individual recognition forms to nationals (requirement for L. Byram Bates Memorial Scholarship applicants) Submit Professional Membership Dues for State Project Recognition and for L. Byram Bates Memorial Scholarship applicants Celebrate FBLA-PBL Week (Wednesday is Adviser Appreciation Day) Plan a job shadowing activity or a field trip to a business Invite a guest speaker to a general meeting Hold a social with other chapters Consider an active member to run for state office Review, update, and email POW Progress Form to Section Director by the 10th of the following month Email Member of the Month to State President (mom@cafbla.org) by the 10th of the following month Review requirements for Gold Seal Chapter Award of Merit</p>
<p>March</p>	<p>Submit online BA² individual recognition forms to nationals Attend the Section Leadership Conference—may be held in February in some sections Hold a social service activity Invite school faculty to a chapter activity Review, update, and email POW Progress Form to Section Director by the 10th of the following month Email Member of the Month to State President (mom@cafbla.org) by the 10th of the following month Review requirements for Gold Seal Chapter Award of Merit Mail all state projects to State Officers' Adviser</p>
<p>April</p>	<p>Email final POW Progress Form to State Officers' Adviser by the date specified in the SLC registration Submit Local Chapter Annual Business Report to be considered for Gold Seal Chapter Award of Merit Attend the State Leadership Conference Submit news releases Email Member of the Month to State President (mom@cafbla.org) by the 10th of the following month</p>
<p>May</p>	<p>Elect and install new officers Hold a chapter awards banquet Review, update, and email POW Progress Form to Section Director by the 10th of the following month Email Member of the Month to State President (mom@cafbla.org) by the 10th of the following month</p>
<p>June, July, August</p>	<p>Attend the National Leadership Conference Hold chapter officer training</p>

Appendix A

BA²-Chapter Recognition Guidelines and POW Progress Form



CALIFORNIA FBLA BUSINESS ACHIEVEMENT AWARDS CHAPTER RECOGNITION PROGRAM GUIDELINES

Purpose: California FBLA's Business Achievement Awards—Chapter Recognition Program is designed to assist chapters by

- helping chapters deliver balanced programs that address all elements of FBLA's mission
- recognizing those chapters that excel in planning, implementing, evaluating, and reporting their activities monthly
- allowing chapters to chart their own path to success
- helping chapter officers, advisers, and Section/State leaders monitor the chapter's progress
- providing a planning guide that meets California Standards and Assessments, NBEA standards, and FBLA Goals
- providing a checklist to meet the requirements for Gold Seal Chapter Award of Merit recognition
- giving chapters a head start in completing their Local Chapter Annual Business Report

Recognition: Chapters can achieve one of following three levels of recognition based on their achievements during the year.

- *Chapter Achievement Award*
- *Chapter Excellence Award*
- *Outstanding Chapter Award*

The following incentives are offered:

- Chapters will automatically be recognized for the national level Business Achievement Awards—Chapter Recognition Program. *No other forms need to be completed or sent to National FBLA Headquarters!*
- Certificates will be awarded to chapters and ribbons will be awarded to chapter members attending the State Leadership Conference. Chapters that complete the program will be recognized at the State and National Leadership Conferences.
- Chapters earning the *Outstanding Chapter* designation will earn two (2) complimentary registrations for the following Leadership Development Institute (LDI).
- Chapters earning the *Chapter Excellence* designation will earn one (1) complimentary registration for the following LDI.

Procedure:

1. Chapter officers and advisers should review the total program early in the year and determine the level of achievement they wish to complete. On the *Program of Work (POW) Progress Form*, place a check mark (√) in the **POW "Planned" column** for those items that are included in your chapter's plan. Make note of the number of items that need to be completed in order to achieve the desired level of recognition. A chapter must complete the minimum number of items indicated in each of the categories in order to achieve a particular level of the award. Categories are *Membership/Chapter Management*, *Community/School Service*, and *Education/Progress*. To assist in your planning, FBLA goals are referenced in the *Program of Work (POW) Progress Form*. (FBLA goals and their corresponding numbers are listed on the next page.)
2. For additional assistance in planning and completing the items listed on the *POW Progress Form*, you can refer to the *Chapter Management Handbook* and/or the *State Projects Recognition Form*.

*LOCAL CHAPTER ANNUAL BUSINESS REPORT
CATEGORIES*

CHAPTER PROFILE

1. Letter to chapter members (stockholders)
2. Number of members
3. Size of school and community
4. When and where the chapter was organized

PRODUCTIVITY

1. Recruitment of members and chapters
2. Leadership development for officers and members
3. Preparation of students for business careers
4. Service to the school and community
5. Cooperation with business, professional, and service groups
6. Participation in public relations activities
7. Support of FBLA national and state projects
8. Attendance and participation at state and nationally sponsored conferences

RECOGNITION

1. For FBLA competitive events and activities
2. For school, community, business, and industry activities

BUSINESSLIKE PROCEDURES

1. Chapter management and organization
2. Financial development, including fund raising and financial statement

Chapter Name: _____ For Month Ended _____
 Chapter Adviser: _____ Adviser's Email: _____

<i>EDUCATION/PROGRESS (continued)</i>												
<i>(Complete 7 items for Chapter Achievement Award; 9 for Chapter Excellence Award; 11 for Outstanding Chapter Award)</i>												
POW "Planned" (✓)	FBLA Goals	Items	Please check the appropriate column(s) upon completion									
			Apr	May	Summer	Sept	Oct	Nov	Dec	Jan	Feb	Mar
	7	10. Design local chapter FBLA T-Shirt to promote FBLA										
	3, 5	11. Create a 30-second public service announcement or press release about American Enterprise Day or FBLA-PBL Week										
	8, 9	12. Organize a business tour (update monthly info. below) Business Toured _____ Number of Members Attended _____										
	1, 2	13. Have a member(s) plan and present an icebreaker/workshop for a chapter meeting or conference										
	1, 8	14. Host an FBLA section conference										
	6	15. Participate in a fundraiser for your local chapter										
	1, 2, 4, 5, 7	16. Conduct activities for FBLA-PBL Week/National Career and Technical Education Week										
	1, 2	17. Run a candidate for section/state/national office										
	8, 9	18. Entered competitors in last year's state or national conference or this year's section conference										
	7	19. Present local FBLA scholarships to active senior members										
	7, 8, 9	20. Prepare a local chapter website or publish a local chapter newsletter—Website Address _____ or Name of Chapter Newsletter _____										
		21. Other (update monthly info. below) Activity _____										

GOLD SEAL CHAPTER AWARD OF MERIT REQUIREMENTS
 (Only the Top 15% of Chapters in California will be recognized)

Write YES	*Page(s) in LCABR	
		The following requirements must be answered with a "YES" in order to qualify for the Gold Seal Chapter Award of Merit:
		1. Submitted at least five (5) <i>POW Progress Forms</i> by the 10 th of the following month; for summer, Sept. 20 to Section Director
		2. Paid state and national dues by October 20 for a minimum of five (5) members
		3. Paid section dues by October 20
		4. Recruited or renewed five (5) professional members by February 1
		5. Sent representative(s) to FBLA conferences sponsored by the section, state, and national association (must attend at least two conferences)
		6. Encouraged other schools to organize FBLA chapters
		7. Entered at least one section and state competitive event
		8. Toured at least two (2) businesses
		9. Invited businesspersons and other professionals to become involved in at least two (2) chapter activities
		10. Conducted a public relations program in the school and community
		11. Submitted at least five (5) members for either Future, Business, Leader, or America Award recognitions
		12. Completed the Government Awareness Project
		13. Completed one additional State Chapter Project
		14. Completed the <i>Outstanding Chapter</i> level
		15. Adviser —Email final POW Progress Form to the State Officers' Adviser by date specified in State Leadership Conference Reg.
		16. Complete information below and attached this final POW Progress Form to the outside front cover of one copy of the Local Chapter Annual Business Report and mail to your Section Director by date specified in State Leadership Conference Registration. Also, mail three (3) copies of the report to FBLA State Leadership Conference Chair.

*LCABR—Local Chapter Annual Business Report

Award Earned _____
 Signed _____ (President)
 School Address _____

(Section only) Date Received _____
 Signed _____ (Adviser)
 Name of Principal _____

Appendix B

Sample Agenda

LYNBROOK HIGH SCHOOL FBLA

Executive Board Agenda

Thursday, July 7, 20--

- I. Call to Order – Freya Lee, President
- II. Procedural Items
 - A. Flag salute and FBLA pledge – Anita Wong, Parliamentarian
 - B. Roll call – Maria Tsikina, Secretary
- III. Reading and Approval of Minutes – Maria Tsikina, Secretary
- IV. Officer Reports
 - A. Treasurer's report – Nancy Yu, Treasurer
- V. Other officer reports and committee reports
 - A. Community Service Committee report
 1. Save the Bay – September 12, 2005, 4:00 – 6:00 p.m.
 2. School Club Promotion Day Committee report
- VI. Unfinished Business
 - A. Peer evaluations
 - B. Member installation planning
 - C. Competitive events
 1. Screening tests
 2. Study calendar
- VII. New Business
 - A. Summer fundraiser – ideas
 - B. New member recruitment tools
 1. Explanation of FBLA through flyers
 2. Guest speakers at chapter meetings
 - C. Other
- VIII. Announcements
- IX. Adjournment – Freya Lee, President

Appendix C

Sample Professional Division Recruitment Letter

September 5, 20--

Mr. Rob Wilson
Dynamics Inc.
165 West Montegue Street
West Gate, CA 95087

Dear Mr. Wilson

The Live Oak High School FBLA Chapter cordially invites you to become a Professional Member. As a Professional Member, you will become a vital part of our chapter as well as a part of the national and state organization.

Of the \$25 dues that you will pay, \$10 is rebated back to California FBLA where it goes toward California FBLA's L. Byram Bates Memorial Scholarship Fund of \$1,000 each. Usually there are four to seven given annually to active senior members. Every year since its inception, at least one active senior member from the Live Oak Chapter has received this honor.

In addition, you will receive *The Professional Edge*, the newsletter for Professional Members, and *Tomorrow's Business Leader*, the national magazine for all members. Discounts are also available at Alamo Car Rental, Days Inn, Howard Johnson, Knights Inn, Ramada, Travelodge, Wingate Inn, Amerihost, Villager, and Franklin Covey.

Of course, you are always welcome to help as a workshop presenter, a mentor for a chapter project, a judge for a competitive event, or a host for a field trip, to name a few.

Please fill in the enclosed application for membership and return it to me. You may become more familiar with FBLA by going to the California website: www.cafbla.org, the national website: www.fbla-pbl.org, or email me at jbrown@yahoo.com.

Sincerely

John Brown, President
Live Oak High School FBLA Chapter

Enclosure

Appendix D

Sample Letter to Government Representative

February 3, 20--

The Honorable (First and Last name)
(Mailing address)
(City, State and ZIP)

Dear (Assemblyman or Senator and last name of person)

As a high school student taking applied arts courses such as accounting and architectural drawing, which are hands on, as well as the usual college preparatory courses, it concerns me that there is talk about cutting Carl D. Perkins Career and Technical Education Improvement Act funding again.

I will be attending a four-year college, but these courses are allowing me to get a feel for a major in architecture with the possibility of owning my own business in our free enterprise system. In addition, I am an active member of Future Business Leaders of America (FBLA), a national high school organization for the development of leadership, communication, and networking skills. With the leadership training together with the courses, I am getting a head start toward becoming a leader in my field, and the Carl D. Perkins Career and Technical Education Improvement Act funds add to making this possible.

Especially with the goal of "no child left behind," it is even more important that the Carl D. Perkins Career and Technical Education Improvement Act funds are kept intact if not increased for the betterment of our educational system. Therefore, may I count on your support?

Sincerely

John Brown, President
Redwood High School FBLA Chapter