



FBLA Officer Application

Year: _____
(i.e. 2020-21)

Name: _____ Grade: _____

Phone number: _____ Email: _____

Officer Position Seeking: _____ (See next page for position description)

Are you employed? If yes, please fill out the the information -Employer and Position.

Employer: _____ Position: _____

What business classes have you taken, include the grade earned and school:

Business Class	Final Grade in Course	School Year	School Attended

Why are you interested in running for the specific FBLA officer position?

Are you a returning member? _____ If so, FBLA activities have you participated and what year(s)?

Are you in any other clubs or athletics? If so, please list your position. (Ex: Captain, Officer, Member)

Club or Sport	Position	Years

Obtain the signatures of one FBLA Member, one FBLA officer, and one Business/Academy teacher, and one of your teachers who support your decision to run for office.

_____ FBLA Member _____ FBLA Officer
_____ Business & IT Teacher _____ Teacher



FBLA Officer Application 2018-2019

I understand that being an FBLA officer is a commitment to the organization to perform the duties of the office for which I am applying. I have read the duties of this office and promise to do my best in carrying out these duties. I promise to communicate effectively with the advisers, other officers, and members regarding FBLA projects. I understand that as an FBLA officer, I am required to attend all executive board meetings, attend general monthly meetings, participate in FBLA fundraisers and participate in FBLA activities. I will work diligently to make this chapter a strong organization.

All officers are requested to wear official dress or casual wear as deemed appropriate by the advisor on meeting days and attend an officer meeting prior to the general meetings. All officers are required to participate at District, State, and National competition and to promote such competitive involvement from the members.

Student Printed Name

Student Signature

Date

Parent Signature

Date

FBLA Officer Job Description

President: The President shall (A) promote leadership and encourage this chapter in all its activities (B) promote the growth and development of FBLA (C) preside at all meetings and see that they are conducted in accordance with the constitution and correct principals of parliamentary practice (D) work with the adviser to secure an organization that students want to participate in.

Vice- President: The Vice-President shall (A) assume the responsibility in the absence of the president; (B) chair FBLA week activities with a committee of members; (C) prepare newsletters for all members throughout the school year and to submit them for competition; (D) record and organize the point system for determination of the membership; and (E) assist the president and advisor as needed.

Secretary: The Secretary shall (A) be present and keep accurate record of what takes place at every meeting (B) keep attendance of members at monthly meetings; (C) send all correspondence out regarding chapter activities (thank you, etc.) (D) chair one of the chapter approved community service projects; (E) prepare typed reports of activities/ awards to be sent to the local school newspaper, local newspaper, as well as district, state, and national news; (G) shall assist with camera duties at each activity; and (H) assist the president and advisor as needed.

Treasurer: The Treasurer shall (A) keep accurate records of all money received and spent (B) present orderly reports upon proper requests (C) send the membership lists with dues to the district, state and national offices (D) chair one of the chapter approved community service projects (E) assist the president and advisor as needed.

Parliamentarian: The Parliamentarian shall (A) monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure (B) will head the parliamentary procedure in competition (C) chair one of the chapter approved community service projects (D) assist the president and advisor as needed.

Historian: Maintain records of the chapter through the pictures and written descriptions of various events through a scrapbook to be entered at District Contest and displayed at awards night and assist the president and advisor as needed.

Reporter: The Reporter shall (A) prepare the memory books to be given to each graduation senior at awards night (B) shall assist with camera duties at each activity (C) chair one of the districts approved community service projects and assist the president and advisor as needed.