

Duties of the Kansas FBLA State Executive Board Members

President

- A. serve as Adviser of the State Executive Board;
- B. preside over the State Executive Board meetings and State Leadership Conference sessions;
- C. appoint appropriate committees and committee chairmen;
- D. appoint the Parliamentarian, if the By-Law requirements have been met;
- E. serve as an ex-officio, non-voting member of all committees;
- F. establish State Executive Board meeting agendas in cooperation with the State Adviser;
- G. email a tentative agenda to the state Adviser at least two weeks prior to the meeting, and then after it has been edited and approved by the State Adviser, send it to the State Executive Board and their advisers immediately;
- H. communicate with the Regional Vice President on a regular basis;
- I. be responsible for overseeing the progress of the Chapter Mentoring Program, if adopted by the current state officer board;
- J. perform other duties for the promotion and development of local, state and national FBLA;
- K. prepare a tentative Program of Work prior to the Spring Executive Board meeting; and
- L. carry out duties and programs set forth in the Program of Work.

Executive Vice President (No candidate shall apply for the office of Executive Vice President. After the President is elected at the State Leadership Conference, all remaining candidates for President shall automatically become candidates for Executive Vice President.)

- A. assist the President in the promotion and development of FBLA in Kansas;
- B. assume the duties of the President in his/her absence;
- C. automatically become the President should the office become vacant;
- D. share with the State Parliamentarian (if one meets the requirements) OR the State Treasurer (if the State Parliamentarian position is unfilled) all responsibility for planning and conducting the Summer Leadership Seminar
- E. shall take the lead on all Alzheimer's Association activities for Kansas FBLA;
- F. Work with District Vice Presidents to review and revise district boundaries by the September Board meeting of every odd year;
- G. update district/chapter map annually;
- H. send out information to all local chapters about the upcoming selection of the Active Membership Advisory Council each year, appoint the council members with the directions of the State Adviser, and keep in contact with all council members about their general duties and responsibilities as outlined when applying, i.e. Voting procedures for District Vice Presidents, obtaining corporate sponsorships, etc.

Secretary

- A. keep an accurate record of all sessions of the State Leadership Conference and meetings of the State Executive Board;
- B. email a copy of the minutes and substantiating reports to the State Adviser within two weeks of the completed meeting for proofreading;
- C. email the State Executive Board the finalized minutes within one month of the completed meeting;
- D. reserve seating for voting delegates at the Business session of the State Leadership Conference;
- E. take the roll call of the chapter voting delegates before each voting session during the Business Session of the State Leadership Conference;
- F. scan and digitally organize the previous Secretary's minutes and agendas by the January meeting.

Treasurer

- A. give a financial report of the status of Kansas FBLA funds at State Executive Board meetings and the State Leadership Conference;
- B. prepare a name tag database and state registration packets for the state conference;
- C. collect all Chapter of the Month applications on the tenth of each month, consult the Chapter of the Month Committee, and decide the winning chapter. Then send an electronic certificate to all the Honorary Chapters of the Month along with an official certificate on cardstock to the Chapter of the Month winner;
- D. oversee the Member of the Month submissions on the tenth of each month and keep a written record of all schools who have submitted members in order to distribute the correct number of Member of the Month ribbons at the State Leadership Conference;
- E. the newly elected Treasurer and their adviser will communicate with previous treasurer to secure the materials for treasurer by the time of the first Board meeting.
- F. scan and digitally organize the previous Treasurer's Financial Reports by the January meeting;
- G. share with the State Executive Vice President, if a State Parliamentarian is not appointed, all responsibility for planning and conducting the Summer Leadership Seminar.

Editor

- A. maintain THE KANSAS EXCHANGE as the title of the state newsletter;
- B. solicit news items from local chapters;
- C. complete three issues of THE KANSAS EXCHANGE (one issue in early May after the State Conference, the second issue in early Fall and the third issue after the District conferences);
- D. edit, mail, and/or email THE KANSAS EXCHANGE to the State Adviser, State Executive Board members, and local chapter advisers;
- E. maintain and update the Kansas FBLA website as needed to stay current with up-to-date information;
- F. and be responsible for the transportation and maintenance of the Kansas Sunflowers to all national conferences.

Public Relations

- A. Be responsible for preparing a photo album for each State Executive Board officer and the State Adviser that depicts an activity recap of the year's events. The photo album will be paid for with Kansas FBLA funds;
- B. stay in continuous contact with the Kansas FBLA Collegiate President and State Adviser about the
- C. Quality Member Award;
- D. be responsible for taking pictures at all Kansas FBLA events;
- E. use the official Kansas FBLA Facebook, Instagram, and any other social media sites that Kansas FBLA utilizes to keep in contact with members;
- F. assist State Executive Board officers on communicating with media outlets (TV, Radio, etc.) to advertise state FBLA events;
- G. and assist the other officers of the State Executive Board.

Parliamentarian (interested members must **only** complete the officer application form and score the highest on the state parliamentary procedures test)

- A. obtain a 70% or higher score on the Parliamentary Procedures test at the State Leadership Conference in order to qualify for this position;
- B. see that all meetings are conducted according to correct parliamentary procedures;
- C. advise the president and others on questions regarding parliamentary procedures;
- D. oversee and facilitate all amendments to the Bylaws and Policies; and,
- E. share, with the Executive Vice President, all responsibilities for planning and conducting the Summer Leadership Seminar. If no Parliamentarian qualifies, these responsibilities will be shared with the Treasurer.

If a member of Kansas FBLA would like to be considered for the position of Parliamentarian, they must complete the current state officer application form by or before the December 15 deadline and have at least one year remaining before graduation from a secondary high school. At the state conference, a parliamentarian candidate must take the Parliamentary Procedures objective test and score 70% or higher to be considered as the new state Parliamentarian. A parliamentarian candidate does not need to be a member of a chapter team to be considered for this office.

District Vice Presidents

- A. assist the President and Executive Vice Presidents in the promotion and development of FBLA in their district;
- B. promote membership in their district;
- C. make efforts to reactivate inactive chapters and charter new high school and middle school chapters in their districts;
- D. host the district conferences at their school or arrange for them to be hosted at another school;
- E. maintain communication among schools within their district (Example: letters, phone calls, personal visits, newsletters, social media, websites, etc.);
- F. report their activities to the State Executive Board;
- G. review district boundaries with district chapters every odd year (starting with the 2018-2019) to determine if changes in the boundaries should occur for the next two year cycle; and
- H. help the Executive Vice President update the chapter map annually by providing them with a list of new chapters as well as chapters that need to be removed by the September Board meeting of odd years.