**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 the Parliamentarian;

D. appoint appropriate committees and committee chairmen;

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 Mountain-Plains 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 all responsibility for planning and conducting the Summer

Leadership Seminar;

E. shall serve as the Youth Chairperson for the March of Dimes in Kansas;

F. share with the State Treasurer and the Assistant State Conference Coordinator, all the responsibilities of conducting and carrying out the Event Sponsorship Program;

G. Work with District Vice Presidents to review and revise district boundaries by the September Board meeting of every odd year;

H. update district/chapter map annually;

I. 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 State President, 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.

**Secretary**

A. keep an accurate record of all sessions of the State Leadership Conference and meetings of the State Executive Board;

B. mail and/or email at least one copy of the minutes and substantiating reports to the State Adviser;

C. reserve seating for voting delegates at the Business session of the State Leadership Conference;

D. take the roll call of the chapter voting delegates before each voting session during the Business Session of the State Leadership Conference.

**Treasurer**

A. assist the Kansas FBLA State Adviser with the collection of state membership dues, the keeping of accurate records and receipts, bank deposits and disbursements, and the keeping of the State Conference Fund records;

B. prepare financial statements and a final fiscal year statement on a financial software program, and give a presentation of annual financial reports on such matters at the State Leadership Conference;

C. prepare a name tag database and state registration packets for the state conference;

D. reassess the status of the CD account twice yearly; if the status of the account needs to be changed, the State Executive Board shall approve the matter before the action is carried out,

E. share with the Executive Vice President and the Assistant State Conference Coordinator, all responsibilities of conducting and carrying out the Event Sponsorship Program;

F. 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;

G. the newly elected Treasurer and their adviser will meet with the Kansas FBLA State Adviser at least one week before the first Board meeting in April.

**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, Professional members, and local chapter advisers;

E. prepare news items of state events and mail to the *Tomorrow's Business Leader,* if appropriate;

F. maintain and update the Kansas FBLA website as needed to stay current with up-to-date information;

G. and be responsible for the transportation and maintenance of the Kansas Sunflowersto 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 Collegiate FBLA President and Collegiate State Adviser about the Quality Member Award;

C. be responsible for taking pictures at all Kansas FBLA events;

D. use the official Kansas FBLA Facebook, Twitter, Instagram, and any other social media sites that Kansas FBLA utilizes to keep in contact with members;

E. assist State Executive Board officers on communicating with media outlets (TV, Radio, etc.) to advertise state FBLA events;

F. 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. see that all meetings are conducted according to correct parliamentary procedures;

B. advise the president and others on questions regarding parliamentary procedures;

C. oversee and facilitate all amendments to the Bylaws and Policies; and,

D. share, with the Executive Vice President, all responsibilities for planning and conducting the Summer Leadership Seminar.

**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.