

Chippewa Falls FBLA Officer Application

PURPOSE OF FBLA

The purpose of FBLA is to provide, as an integral part of the instructional program, additional integrated learning opportunities for students in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

GOALS OF FBLA

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of the American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business and community.
- Develop character, prepare for useful citizenship and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

FBLA CODE OF ETHICS

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and to my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

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As an individual interested in being part of the 2014-15 Chippewa Falls FBLA officer team, please complete the following application providing information about your qualifications and positions of interest. All applications need to be returned to Miss Rank by November 4, 2015.

Name (First and Last): _____

Position Desired: President Vice President Treasurer Secretary
 Reporter/Public Relations Parliamentarian Historian

List 5 adjectives that describe your personality: _____

Why should you represent Chippewa Falls FBLA? _____

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**RANK THESE SKILLS ACCORDING TO YOUR ABILITY
(1 is your strongest, 2 is next, and so on)**

COMMUNICATION (rank 1-6)

- _____ Talking in front of a large group of people
- _____ Talking in front of a small group of people
- _____ Confronting teammates with a problem
- _____ Informing teammates of work in progress or completed
- _____ Giving detailed directions
- _____ Sharing your OWN original ideas

TIME MANAGEMENT (rank 1-3)

- _____ Sticking to deadlines
- _____ Arriving at meetings/appointments on time
- _____ Balancing several projects at one time

TEAMWORK (rank 1-6)

- _____ Working on a team
- _____ Valuing ideas other than your own
- _____ Sharing responsibility
- _____ Following through on tasks
- _____ Understanding group needs
- _____ Trusting team members

CREATIVITY (rank 1-4)

- _____ Coming up with new ideas
- _____ Making a bulletin board
- _____ Making fun announcements
- _____ Designing posters

LEADERSHIP (rank 1-5)

- _____ Motivating a large group of people
- _____ Adapting to change
- _____ Making decisions
- _____ Planning events/activities
- _____ Detail oriented

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Officer Position Descriptions

President

- Presides over and conducts meetings according to accepted parliamentary procedure.
- Keeps members and discussion on track.
- Appoints committees and serves as an ex-officio member to each.
- Coordinates charter activities by keeping in close touch with the other officers, the membership and the adviser.
- Calls special meetings as needed.

Vice President

- Assists the president in the discharge of duties.
- Presides at meetings in the absence of the president.
- Prepared to assume the duties and responsibilities of the president should the need arise.
- Oversees all committee work and management of assignments.
- Serves as an ex-officio member of chapter committees.

Secretary

- Prepares and reads the minutes of meetings.
- Provides the president with an agenda for each meeting.
- Attends to official correspondence and distributes meeting notices.
- Counts and records votes when taken.
- Prepares chapter reports.
- Works with the treasurer in keeping an accurate membership roll.
- Reads communications at meetings.

Treasurer

- Receives and acts as custodian of chapter funds.
- Collects all state and national dues and is responsible for their disbursement by the appropriate deadlines.
- Keeps financial records neat and current.
- Plans, with the assistance of the chapter and adviser, appropriate fundraising activities.
- Handles the chapter's receipts and expenditures.
- Encourages efficient money management.
- Assist as in the preparation of annual statement of receipts and expenditures.

Reporter and/or Public Relations Officer

- Develops media lists for chapter mailings.
- Gathers, classifies and stores chapter news.
- Prepares news releases and articles for publication in school and local newspapers.
- Assists with planning and arranging chapter exhibits.

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- Prepares news and feature stories of the chapter's activities for the state newsletter, the Wisconsin
- FBLA e-Bulletin and for the national publication, Tomorrow's Business Leader.

- **Historian**
- Maintains a history of the chapter, including an annual report of chapter activities, awards and publicity.
- Files clippings and pictures of the chapter's activities.
- Keeps a chapter publicity and activity scrapbook

Parliamentarian

- Assists chapter members in understanding the basic purpose of parliamentary procedure.
- Is prepared to advise the presiding officer and other chapter members on parliamentary procedure.
- Has reference materials pertaining to parliamentary procedure available for each meeting.