

Iowa FBLA Board & Staff Handbook

Approved by the
Iowa Future Business Leaders of America
Board of Directors

Adopted: July 21, 2021

Revised: January 11, 2023

2022-23



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1. Board Of Directors

The board of directors derives its authority and operating guidelines from the Iowa Future Business Leaders of America, division bylaws approved by the general membership. The board is composed of local FBLA high school and collegiate advisers and business and industry representatives, the FBLA division presidents, Iowa Department of Education representative, and the Executive Director (State Adviser).

The board of directors shall consist of ten voting members and four ex-officio, non-voting members. The voting members are the three FBLA high school local advisers, three FBLA collegiate local advisers, two business and industry representatives, one at-large member, and the Executive Director (State Adviser). The ex-officio, non-voting members are the three division presidents, and the Iowa Department of Education Representative.

1.1 Board of Directors Roles and Responsibilities

1.1.1 Board of Directors Duties

An ideal candidate for a board member position includes four key areas:

- Passion for the organization and the work being done through the organization's mission
- Willingness to dedicate time to attending board and committee meetings
- Share your talents including your background, knowledge, and skills with the board and organization
- Willing to make a meaningful contribution and/or financial donation each year

Primary responsibility of board members include:



- Serve as a fiduciary of the nonprofit
- Provide strategic direction and oversight
- Evaluate progress and results
- Empowers the executive director and staff to do their jobs successfully

New board members are encouraged to take the Nonprofit Board Member Essentials Certificate training offered by Nonprofit Ready through the Cornerstone OnDemand Foundation at no cost to the organization or individual board member. The training can be accessed for free at www.nonprofitready.org.

1.1.2 Officers of the Board of Directors

President: Elected by secret ballot at the last board meeting of the year from the board's voting directors. All eligible board members shall be considered nominated for the position of president. An individual who does not wish to be considered shall withdraw their name in writing to the current board president before June 1 of the year that the election will take place. The individual receiving the most votes shall be declared president.

The president presides at all board meetings; appoints all committees, establishes agenda for each board meeting; and has such powers as may be reasonably construed as belonging to the chair of any organization, including serving as ex-officio member of all committees.

Vice President: Elected by secret ballot at the last board meeting of the year from the board's voting directors. All eligible board members shall be considered nominated for the position of vice president. An individual who does not wish to be considered shall withdraw their name in writing to the current board president before June 1 of the year that the election will take



place. The individual receiving the most votes shall be declared vice president.

Secretary: Appointed by the board president for a one-year term. The secretary takes the minutes of each board meeting and forwards them to the president of the board for review and dissemination to the board.

The board president will prepare a summary of the minutes and forward the summary to the board and staff after receiving the minutes from the secretary. The staff will publish the summary minutes in accordance with the Iowa Department of Education guidelines.

1.2 Committees of the Board Of Directors

Committees are appointed by the board president to perform governance/oversight responsibilities, assist in researching projects, review and evaluate current programs, and review budgets and new programs. The standing committees with their responsibilities are listed below. Staff members may be appointed to serve as staff liaisons. The president of the board and Executive Director (State Adviser) shall serve as ex-officio members of all committees.

1.2.1 Governance & Oversight Committee

The governance & oversight committee has power to act on all board matters of an immediate nature when the board is not in session. Actions taken by the executive committee will be reported to the board at its next meeting. The executive committee of the board of directors shall consist of the board president, the vice president, and the secretary. The committee shall:



1. Review the annual budget and present the reviewed budget to the board for approval.
2. Review all other financial matters prior to the presentation to the board.
3. Make recommendations to the board of directors concerning financial policies of the association.
4. Make recommendations to the board of directors concerning policies and bylaws of the association.
5. Review the bylaws and policies of the association to determine if they are meeting the needs of members and advisers.
6. Review proposed bylaws amendments and, if approved, submit proposed bylaws amendments to voting delegates at the next business meeting.
7. Develop a one, three, and five-year strategic plan for the organization to be presented to the board of directors for review and adoption.
8. Annually present the updated strategic plan to the board of directors for review and adoption at the board of directors' annual meeting.

Fiscal Year	Board Members			Staff
2022-23	Joe Hanson	Tracy Weber	Jamie Aulwes	Kent Seuferer & Erin Snitkey
2023-24				



1.2.2 Personnel & Operations Committee

The personnel & operations committee's main function is to employ and evaluate the executive director/state adviser and the day-to-day operations. The Personnel & Operations Committee shall:

1. Evaluate the executive director/state adviser's performance.
2. Present a summary of the executive director/state adviser's annual performance evaluation review to the board of directors.
3. Recommend to the board changes in the director/state adviser's contract, extension of contract, adjustments in benefits and salary, and the bonus incentives to be awarded to the executive director/state adviser. Compensation for all other staff is the sole responsibility of the executive director/state adviser.
4. Recommend policy regarding the association's membership, marketing, and public relations activities.
5. Annually evaluate the strategic plan and provide suggestions to the strategic planning committee for updating membership, marketing, and public relations activities in light of current internal and external trends and projections.
6. At mid-year, review the association's progress in implementing the adopted strategic plan in regard to membership, marketing, and public relations needs.
7. Oversee a program for recognizing the work of local Advisers and volunteers.

Fiscal Year	Board Members			Staff
2022-23	Shannon Smith	Jena Wiley	Janelle Larson	Kent Seuferer & Erin Snitkey



2023-24				
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1.3 Scheduled Meetings of the Board of Directors

The board of directors meets regularly in accordance with the Iowa Department of Education’s Minimum Standards for Career and Technical Student Organizations. By a consensus of the board, a special meeting may be called at any point during the calendar year. The meeting location and time must be determined by a consensus of the voting board members.

1.4 Board of Directors Rotation Schedule

The Board of Directors Rotation Schedule covers the following members: State President of each division, One (1) Iowa FBLA Executive Director (State Adviser, ex-officio), One (1) Iowa FBLA Iowa Department of Education Representative (State Chairperson, ex-officio, non-voting), Three (3) FBLA High School Local Advisers, Three (3) FBLA Collegiate Local Advisers, Two (2) Business & Industry representatives, and One (1) member at-large made up of any of the above groups.

*Iowa FBLA Executive Director (State Adviser) is a voting member of the Iowa FBLA Board of Directors.



1.4.1 Voting Members

Fiscal Year	HS 1	HS 2	HS 3	PS 1	PS 2	PS 3	B&I 1	B&I 2	At-Large
2020-21	Shannon Smith	Tracy Weber		Jennifer Anderson	Joe Hanson		Jeff Sears	Erin Snitkey	Jane Koch
2021-22									
2022-23	Janelle Larson		Shannon Smith	VACANT		VACANT	Jena Wiley		Jamie Aulwes
2023-24									
2024-25									
2025-26									
2026-27									
2027-28									

HS - FBLA High School Local Adviser

PS - FBLA Collegiate Local Adviser

1.4.2 Ex-Officio Non Voting Members

Fiscal Year	MS President	HS President	PS President	State Adviser*	State Chairperson
2020-21				Lou Voss	Chris Dzurick
2021-22		Max Aulwes	Madison Kraemer	Kent Seufferer	
2022-23		Anika Yadav	Emily Junker		
2023-24					
2024-25					

MS - FBLA Middle School Officer

HS - FBLA High School Officer

PS - FBLA Collegiate Officer

2. Travel Policies and Procedure

All persons conducting official Iowa FBLA business shall follow the Finance Policies and Procedures guidelines as approved by the Board of Directors.

3. Insurance

The national organization provides directors and Officers liability insurance coverage for all board members

4. National FBLA Organization

4.1 The Association

Future Business Leaders of America, Inc. is a nonprofit, 501(c)(3) educational association for students pursuing careers in business or related fields. It is endorsed by the Association for Career and Technical Education, Career College Association, Accrediting Council for Independent Colleges and Schools, National Association of Secondary School Principals, National Business Education Association, and the US Department of Education. The association is composed of three divisions: FBLA Middle School for students in grades 6-9, FBLA High School for secondary students in grades 9-12, and FBLA Collegiate for postsecondary and collegiate students.

4.1.1 Purpose

FBLA's purpose is to bring business and education together in a positive working relationship. The national association offers programs and



services that create a forum in which students, educators, and businesspeople learn about one another.

Membership for students in FBLA is intended to do the following:

- develop competent, aggressive business leaders;
- strengthen the confidence of students in themselves and in their work;
- create more interest in and understanding of American business enterprise;
- encourage members in the development of individual projects that contribute to the improvement of home, business and the community;
- develop character, prepare for useful citizenship, and foster patriotism;
- encourage and practice efficient money management;
- encourage scholarship and promote school loyalty; and
- facilitate the transition from school to work.

4.1.2 History

The concept of FBLA was developed in 1937 by Dr. Hamden L. Forkner of Teachers College, Columbia University, New York City. In the fall of 1940, the National Council for Business Education accepted official sponsorship of FBLA. The first chapter was organized in Johnson City, Tennessee on February 3, 1942. The Freedoms Foundation and the Horatio Alger Awards Committee have recognized the association.

There are over 250,000 active members and advisers in over 6,000 chapters throughout the 50 states, American Samoa, Canal Zone, Guam,



Puerto Rico, the Virgin Islands, Bermuda, and U.S. Department of Defense Schools—Europe.

4.2 State Staff

The state staff is responsible for managing the activities and training of the division officer groups. Staff work with the officer teams in helping them establish their programs of work and ensuring that the programs they are working on are consistent with the needs of the association.

The Executive Director (State Adviser) is selected by the board of directors and has the responsibility for the general management of the affairs of the association and shall carry out the mission of the board of directors, which are approved and recorded in board minutes.

5. Conferences and Seminars

5.1 National Conferences and Seminars

The conference and seminars presented by the national association fall into the following categories.

5.1.1 National Leadership Conference

The National Leadership Conference concludes the membership year and sets the stage for the upcoming school year. Participants get involved in business-related and leadership development workshops, tour business and corporate facilities, elect national officers, and participate in the National Awards Program competitive events.



5.1.3 National Fall Leadership Conferences

Held in several leading cities each fall, the National Fall Leadership Conferences provide middle and high school advisers and students with an opportunity to share ideas and reaffirm common goals with their peers from across the country.

Members participate in leadership and professional development workshops. They also gain a better understanding of the National association and their role in its success.

5.1.4 Career Connections Conference

Launched in 2018, this conference is specifically for collegiate members and advisers. It provides members a direct connection with top companies via a full day of business tours, company presentations, and career-boosting workshops.

5.1.5 State Leadership Summit

This is an annual meeting for state key contacts to share best practices and communicate with peers across the nation. National FBLA staff provide key updates for the program year and showcase the city of the upcoming National Leadership Conference.



5.2 State Conferences and Events

5.2.1 State Leadership Conference

State Leadership Conference is conducted in the spring and features state competitive events and elections. State winners in all divisions are given the opportunity to compete at national levels.

5.2.2 State Fall Leadership Conference

State Fall Leadership Conference is conducted in the fall and highlights leadership and professional development opportunities for members and advisers. Student members learn about competitive event opportunities and updates for the upcoming membership year.

5.2.3 District Leadership Conferences

District Leadership Conferences are held locally in the administrative regions in Iowa. The conferences feature certain competitive events that members must participate in to qualify for the State Leadership Conference. This conference series is currently available to FBLA Middle School and FBLA High School divisions.

6. Supportive Education Groups

Among the education groups that support FBLA are these organizations. Certain organizations have a state chapter or association that assists in the development of the mission in the state of Iowa.



6.1 United States Department of Education

6.1.2 Iowa Department of Education

The United States Department of Education (USDE) maintains a relationship with all vocational student organizations and welcomes their cooperation and support in strengthening vocational education programs throughout the United States. USDE endorses vocational student organization objectives and seeks to involve their thinking in the improvement of vocational education.

6.2 Association for Career and Technical Education

6.2.1 Iowa Association for Career and Technical Education

The Association for Career and Technical Education (ACTE) is committed to helping its nearly 40,000 members provide effective programs of vocational education. It serves vocational teachers, administrators, teacher educators, researchers and guidance counselors. ACTE develops and promotes comprehensive programs for individuals to develop occupational skills.

6.3 National Coordinating Council for Career and Technical Student Organizations

6.3.1 Iowa Coordinating Council for Career and Technical Student Organizations

The executive directors of the eight career and technical student organizations (CTSOs) form the National Coordinating Council for Career



and Technical Student Organizations. The council meets during the school year to discuss matters of common interest to the CTSOs and to establish a communication link between organizations. Representatives from Advance CTE, Association for Career and Technical Education (ACTE), and the United States Department of Education (USDE) also participate.

6.4 National Business Education Association

6.4.1 Iowa Business Education Association

National Business Education Association (NBEA) promotes all phases of business education for both vocational and non-vocational students and includes business teachers, administrators, supervisors, teacher educators, and college and university students in the business education curriculum.

6.5 National Association of Secondary School Principals

National Association of Secondary School Principals recognizes FBLA and annually places the National Leadership Conference and National Fall Leadership Conferences on its approved list of activities.

