



Local Officer Positions and Duties

President

- Presides at officer meetings and chapter meetings.
- Appoints appropriately needed committees and committee chairpersons.
- Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team.
- Performs duties for the promotion and development of local, district, state and national FBLA.

Vice President

- The Vice President presides at meetings in absence of the president and assumes that position if it becomes vacant.
- Prepares the Local Chapter Annual Business Report for State Leadership Conference.
- Performs other duties as directed by the president or local adviser.
- Performs duties for the promotion and development of local, district, state and national FBLA.

Secretary

- The Secretary will perform duties common to the office.
- Record the minutes of the officer and chapter meetings.
- Maintains attendance and monthly points report.
- Performs other duties as directed by the president or local adviser.
- Performs duties for the promotion and development of local, district, state and national FBLA.

Treasurer

- The Treasurer keeps actual account of membership.
- Plans appropriate fundraising activities.
- Prepares monthly financial reports for chapter meetings.
- Performs other duties as directed by the president or local adviser.
- Performs duties for the promotion and development of local, district, state and national FBLA.

Reporter

- The Reporter encourages members to submit pictures and news articles for publication.
- Submit articles for publication in school and local newspapers.
- Submit local-level news and pictures to state and national publications.
- Performs other duties as directed by the president or local adviser.
- Performs duties for the promotion and development of local, district, state and national FBLA.

Historian

- Monitor and update FBLA social media outlets with news from the local chapter.
- Submit local news to state social media outlets.
- Keep the FBLA website updated with chapter pictures and news.
- Prepares and presents a local chapter exhibit for State Leadership Conference.
- Performs other duties as directed by the president or local adviser.
- Performs duties for the promotion and development of local, district, state and national FBLA.

Parliamentarian

- The Parliamentarian is appointed to assist the President and Vice President with the use of proper rules of order.
- Ensure that business is conducted properly at officer meetings and other business meetings of FBLA.
- Uses the newest edition of Robert's Rules of Order as a guide for decisions not otherwise outlined.
- Performs other duties as directed by the president or local adviser.
- Performs duties for the promotion and development of local, district, state and national FBLA.