**Regular Duties**

|  |  |
| --- | --- |
| President | Preside over the Meetings, Oversee all committees, In charge of public relations |
| Vice President | Help and assist the President, Help maintain chapter projects, fulfill the role of President if needed |
| Secretary  | Take Attendance, Record Minutes  |
| Treasurer | Manage chapter money and budget, meet budget deadlines, keep track of member numbers communicate with each ot |
| Webmaster | Social media, chapter check-up, website |
| Historian/Reporter | Take Pictures, Make Scrapbooks, Help with Website |

**Extra Duties**

|  |  |
| --- | --- |
| Candy Directors (Reminders/Teachers) (2) | Cody/Savanna |
| FBLA Week Director | Sylvie |
| BAA Mentor (Explainer/Progress/Quality) | Ashley |
| Speaking Events Mentor | Savanna |
| Written Events Mentor | Abbey |
| Project Events Mentor | Carmen |
| Go For Gold Director | Carmen |
| Membership Director (Recruiter & MofM) | Cody |
| Chapter Challenge Director | Savanna |
| Diamond Chapter Director | Ashley |

Officer Expectations

* Communication between all members
* Maintain Positive attitude
* Maintain Professionalism
* Work as a Team
* Do work efficiently
* Be a Positive Role Model
* Time Management
* Fulfill your duties as an officer, i.e. doing what you say you will do
* Work as a team, keep your duties in mind
* Work together on tasks
* Know your Limits
* Be open minded
* ENFORCE the dress code

**Goals or Accomplishments you want for our chapter/officer team:**

Accomplish the Chapter Challenge\*\*\*\*\*

Be a Gold Chapter\*\*\*\*

Be a Diamond Level Chapter\*\*\*\*\*

Finish Chapter scrapbook\*\*\*\*

**Personal Goals:**

Cody- qualify for nationals

* State office

Finish the America BAA and at least one level of my CSA/Make sure all deadlines for chapter are met/Compete at nationals (Ashley)

Finish my level of BAA and run for a state officer position - Savanna

Carmen- Finish the Leader BAA (maybe America) and make it to nationals

Sylvie - Finish the Chapter Scrapbook, Finish BAA

Abbey - Finish my Leader Level BAA, Run for Secretary State Office

**POW**

|  |  |  |
| --- | --- | --- |
| August-Officer Training | September-Super sweeps | October-FLC |
| November-Nonstop November-NFLC -March of Dimes | December- popcorn sales (Popcorn Factory) | January- Action Awareness -Valley City Conference |
| February-FBLA Week-Chuck-a-duck(March of Dimes) | March-State Prep | April-State Conference-New officer elections |
| May-NLC fundraising/Pie and Ice cream | June-Attend NLC -Burgers and Brats | July-NLC |

**Requirements for State:**

**Current:**

Earn 18 Points

Complete a Level of BAA

 or

2 New Professional Division Members with Treats/Thank Yous

**Bulletin Board Ideas:**

**Fall Leadership Interest:**

Duties we need to complete today:

|  |  |
| --- | --- |
| Bulletin Board in Middle School Lab | Savanna |
| Meeting Schedule Typed | Abbey |
| Sponsorship Thank You Letters | Carmen |
| Sponsorship Thank You Certificates | Abbey |
| First Meeting’s Agenda | Abbey |
| First Meeting’s Budget | Savanna |
| T-Shirt Ideas | Sylvie |
| Update Year Goals/Requirements of State | Savanna |
| Officer Contract Update & Signatures | Ashley |
| Take down the curled signs :) | Cody/Sylvie |
| Make a Group Me account and add everyone | Ashley |
| Update Candy Schedule | Savanna |
| Sponsor Sign | Carmen |