

Madisonville North Hopkins High School
FBLA OFFICER APPLICATION – LOCAL CHAPTER
2014 (for 2014-15 School Year)

Name _____

Current Grade in School _____ Current Years in FBLA _____

To be an officer, you must have been a member for at least one year.

The purpose of this application is to aid the advisers in establishing a fair ballot for members to vote in a special called election meeting. This form also serves the applicant as to his/her expected responsibilities.

IF ELECTED I WILL:

- be an active member of FBLA who has paid local, state, and national dues;
- have the endorsement of the chapter's adviser(s);
- have the approval and support of his/her parent or guardian;
- be enrolled in a business class for next year;
- be nominated and make an acceptance statement at the election assembly;
- cooperate in coordinating all meetings and special functions;
- attend officer meetings, regular chapter meetings, FBLA conferences including region and state;
- follow the rules and regulations governing school activities as outlined in the Hopkins County Code of Conduct/Handbook;
- follow the FBLA bylaws as published on the FBLA national and state websites;
- wear business attire to all FBLA functions. (see web site for proper attire);
- follow and agree to the social media agreement, submit signed agreement with parent signature;
- compete in a regional or state event;
- take the initiative to volunteer for any project and follow through with given responsibilities;
- set the examples for other members. (paying dues and other expenses immediately, handing in materials, and volunteering to handle chapter business).

Signature of Member _____ Date: _____

As parents we have read the above statement and will support the FBLA chapter's decision and will allow my child to attend the various functions throughout the year. We will also support and encourage my child to use this opportunity to develop his or her leadership skills and sense of responsibility.

Signature of Parent(s)

6. If elected, how would the chapter benefit from having you as an officer? What changes or ideas would you have to offer that would improve Tri County and its FBLA chapter?

EXPECTATIONS OF FBLA OFFICERS

Officers are expected to attend all officer meetings during the school year. These meetings are generally held before school about twice a month. Officers are expected to attend all regular meetings as well. There is also a summer meeting that all officers are expected to attend.

Officers are expected to have a good attitude toward FBLA and the school. If you are going to be a business leader, you are expected to act like one. Officers are expected to demonstrate cooperation among their fellow officers as well as their fellow members. Officers are expected to act as examples for other members and encourage participation.

**Officers are expected to have a good time and enjoy food. All business and no play makes for a very boring future business leader.

ELECTION ASSEMBLY

Officer applicants shall prepare a 1-2 minute campaign speech to be given to the members at the election assembly. Officer applicants shall be nominated by a current member and introduced at the election meeting. Introductions shall be no longer than 1-2 minutes.

Once introductions and campaign speeches have been made, members will vote by secret ballot on their selection.

New leadership team will be announced at the end of the day of meeting on the intercom and web page.

RESPONSIBILITIES

PRESIDENT

- preside over all meetings and prepare an agenda for each meeting
- keep in close touch with other officers, members, and adviser
- take charge of preparing one of the reports submitted at the State Leadership Conference
- represent the chapter at special functions
- show the qualities of a leader
- plan and prepare documents for all activities

VICE PRESIDENT

- preside over meetings in the absence of the president
- oversee all committees or teams
- assist the president
- take charge of preparing **GOLD SEAL COMMONWEALTH AWARD OF MERIT** report submitted at the State Leadership Conference

SECRETARY

- prepare and read all minutes of meetings (preparing minutes means to take accurate notes of motions and type them according to the state guidelines; such minutes will be kept in a permanent book and should be readily available at all meetings)
- handle general correspondence of the chapter (thank you notes, etc.)
- keep an accurate membership and attendance roll
- take charge of preparing one of the reports submitted at the State Leadership Conference

TREASURER

- keep accurate, up-to-date financial records
- assist in the collection of money for dues and money-making projects
- prepare treasurer's report for each meeting
- take charge of preparing one of the reports submitted at the State Leadership Conference

REPORTER

- prepare news release or articles for the local chapter of all FBLA activities within one week of the activity (for MNHHS web site, announcements, The Messenger, and ISURF.
- submit articles to the state FBLA publication, THE PLEDGE, and the national magazine, TOMORROW'S BUSINESS LEADER
- take charge of preparing one of the reports submitted at the State Leadership Conference
- maintain an accurate and up-to-date scrapbook of the chapter's activities

PARLIAMENTARIAN

- see that chapter meetings are conducted in an orderly manner according to the rules of parliamentary procedure
- take charge of preparing one of the reports submitted at the State Leadership Conference
- Committee Chair for Parli Team

FBLA SOCIAL MEDIA AGREEMENT

2014-15 Madisonville North Hopkins High School FBLA Officers

As social media becomes increasingly popular means of communicating, all officers must exhibit caution in what they choose to post on social media sites, such as Facebook, Twitter, Instagram, etc. This document is not intended to be an exhaustive set of rules; rather, it is a set of guidelines of how to approach social media. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. All uses of social media must follow the same ethical standards that are expected of any FBLA officer. **As local officer, you are the model FBLA student. Your online presence must represent that. Failure to follow these guidelines can cause disciplinary action up to termination as a local officer.**

Personal Social Media Accounts:

You are held accountable for the media that is on your social media accounts. This includes data that is obscured by privacy settings, but allowed to be viewed by “friends” or “followers.” Since many FBLA members accept members and advisers friend requests, it is imperative that any material posted is professional in nature.

If you choose to have a Facebook and/or Twitter account, you will need to follow these guidelines:

- Set your privacy settings to “Friends/Followers only” so that the public cannot see your page.
- You should not use profanity or derogatory language in your posts.
- Do not repost or retweet statuses that are profane, derogatory, or offensive.
- Do not post inappropriate photos and videos:
 - Scantily clad photos and videos to your accounts
 - Photos and videos that suggest lewd, irresponsible or illegal behaviors such as underage drinking.
- Use correct spelling and punctuation, and if you need to use a spell checker, please do!
- Do not make negative comments about Madisonville North Hopkins High School, their chapter of FBLA, Kentucky FBLA, FBLA-PBL, Inc., or any other organization affiliated with FBLA.
- Be conscious that anything that you put online is impossible to take offline permanently.
- As a general rule, if you wouldn’t send it in an email to your FBLA Adviser, then do not put it online.

Violation of these guidelines may result in punishment up to and including removal from office as determined by the school and FBLA Advisers.

Please sign the following statement:

I agree to follow the FBLA Social Media Guidelines as an officer for the 2014-15 school year. I understand that my failure to follow these guidelines may result in my removal from office.

_____ Date: _____
Officer

_____ Date: _____
Parent

_____ Date: _____
Adviser