

DISTRICT 14 OFFICER PACKET
DUTIES OF DISTRICT 14 OFFICERS

The District President shall:

- Preside over the business meetings of the FBLA Officer Team;
- Serve as member of the Board of Directors;
- Assist in planning the Fall Rally;
- Preside over the District Fall Rally and Leadership Conference.
- Assist with the collection and ratification of points for Monthly Reports. Secretary will keep electronic copy.
- Represent the District at the SLC Opening Session. (Out-going District President)
- Represent District at the District Presidents/District Directors Luncheon (SLC).
- Oversee voting delegates/elections for State offices at State Leadership Conference
- Represent the District during the District President Officer Installation (In-Coming District President) at the State Leadership Conference.
- Attend the FBLA District Officer Summit during the Summer – Dates TBA
- Perform other duties for the promotion and development of local FBLA-PBL.
- Adhere to National, State and District Dress Code Policies (based on event).

The Vice Presidents shall:

- Assist the president in the promotion and development of FBLA-PBL;
- Assist in planning the Fall Rally;
- Assist the President at the District Leadership Conference
- Perform other duties for the promotion and development of local FBLA-PBL.
- Adhere to National, State and District Dress Code Policies (based on event).

The Secretary shall:

- Keep an accurate record of all business meetings of the District Officer Team.
- Supply promptly at least one copy of the minutes to the District Director;
- Record chapter points from submitted Monthly Chapter Reports.
- Perform other duties for the promotion and development of local FBLA-PBL.
- Adhere to National, State and District Dress Code Policies (based on event).

2007-2008 FBLA District 14 Officer Application

To the Candidate: Please complete the application and submit to your Chapter Adviser. The application must be received by the District Director no later than January 18, 2008.

Personal Information

Please attach the following:

- 1 A 1-page resume highlighting the business classes taken or currently enrolled in, FBLA activities, and leadership activities.
- 2 A letter of recommendation from your local adviser and school administrator.
- 3 A copy of your school transcript.
- 4 A Candidate Statement of 300 words or less. This statement is your opportunity to share why you are qualified to be a district leader, what ideas you have for FBLA District 14, and what you wish to accomplish if you are elected to your position.

Name _____

Office Seeking _____ HS ML

Applicant Year in School: _____

School Name: _____ Chapter Number: _____

Adviser Name: _____

Adviser E-mail: _____

Phone #: _____ Extension: _____

School Address: _____

Home Phone #: _____ Cell Phone #: _____

Applicant E-mail: _____

FBLA-PBL Offices Held and Term of Office:

Leadership Positions Held:

Awards and Honors: _____

Please answer the following questions on a separate sheet of paper:

1. Why are you a member of FBLA-PBL?
2. Describe the arrangements you have made to ensure that you can dedicate time, energy, and resources, to your office if elected.

Partnership

Serving as a successful district officer is a commitment that requires a strong partnership between the officer, the adviser, and school officials. This section is to be signed by each party. Applicant: (Place an "x" in each box and sign). If elected to serve FBLA District 14 as a member of the district officer team, I agree to:

Follow the FBLA-PBL officer rules, guidelines, and responsibilities.

Attend District Officer Training in July(District President only), Florida FLC, District Rally and District Leadership Conference, and Florida Leadership Conference.

Cooperate with my school, adviser, local chapter, and district throughout the year.

Attend all required meetings, activities, and events.

Perform all assigned officer responsibilities.

Keep my school administration, local adviser, and district adviser informed of all FBLA activities.

Signature _____

Chapter Adviser:

If _____ is elected to national office, I agree to: (Place an "x" in each box and sign)

Support the officer.

Assist the officer with the successful performance of his/her duties and responsibilities.

Communicate with FBLA-PBL district adviser regarding any officer performance issues.

Signature _____

School Administrator: Place an "x" in each box and sign. I agree to:

Support this officer if he/she is elected.

Support the adviser's role throughout the year and attendance at required events.

Enable the officer to attend events required of a district officer.

Please note that FBLA requires officer chaperones at all district sponsored activities and events.

Signature _____