



West Virginia  
**FBLA**

**STATE OFFICER CANDIDATE  
HANDBOOK**

Thank you for considering candidacy for the West Virginia Future Business Leaders of America State Officer Team. This is an opportunity to develop leadership skills and business professionalism for a successful career. This officer candidate application packet contains important information, be sure to carefully read it prior to completing the forms. Once you, your parents, your advisor, and Administrator have thoroughly reviewed the packet, provide all the required information, and return it to WV FBLA.

**BY MAIL**

WV FBLA  
PO Box 6224  
CHARLESTON, WV 25362

**ELECTRONICALLY**

SUBMIT BY EMAIL TO  
[SWAMSLEY@K12.WV.US](mailto:SWAMSLEY@K12.WV.US)

## TABLE OF CONTENTS

*To Navigate to a Section CTRL + Click on the Title*

West Virginia Future Business Leaders of America.....	3
State Officer Candidate Criteria/Eligibility .....	3
Application Review & Notification of Acceptance .....	4
Procedures.....	4
Campaign Regulations .....	6
Disqualifications .....	6
State Officer Financial Responsibilities.....	7
Responsibilities of Your Local Advisor and Chapter .....	7
WV State Officer Guidelines .....	8
Required Activities of the WV State Officer.....	9
state officer duties and responsibilities .....	11
President.....	11
Vice Presidents.....	11
Secretary’s Duties .....	11
Treasurer’s Duties .....	12
Parliamentarian’s Duties .....	12
Historian/Reporter Duties .....	12
Application Packet Checklist.....	13

## **WEST VIRGINIA FUTURE BUSINESS LEADERS OF AMERICA**

### **STATE OFFICER CANDIDATE CRITERIA/ELIGIBILITY**

To become a candidate for West Virginia Future Business Leaders of America State Officer, you must fulfill the following requirements:

1. Be a current active member of a local chapter of West Virginia Future Business Leaders of America, have at least one full school year remaining at the local high school.
2. Currently have and maintain an academic 2.5 GPA for previous 3 semesters. Submission of report cards reflecting grades and attendance are required throughout your term in office.
3. Demonstrated leadership role at the local, district, or community level (leadership role –chairperson of a committee, officer of a class organization, at work or in the community).
4. Display basic knowledge about the career and technical student organization of Future Business Leaders of America – Phi Beta Lambda Inc.
5. The Candidate for Parliamentarian must have the highest score on the Parliamentary Procedure test to obtain the office.
6. Must not be running for State Office in any other Career and Technical Student Organization.
7. No two State Officers shall be elected from the same local chapter except the parliamentarian which is an appointed position.
8. Ability to make WV FBLA one of your top priorities in your school and around the state of WV.
9. Ability to miss up to 10 class days during the school year for WV FBLA business, meetings with the State Adviser, and attend school visits, while still maintaining your grade point average.
10. Ability to travel across the state for leadership training and to promote WV FBLA.
11. Secure support from parent(s)/guardian(s), chapter adviser, and school administrator. Must include an endorsement of the local chapter and be recommended by a local adviser.

## APPLICATION REVIEW & NOTIFICATION OF ACCEPTANCE

1. Each candidate's application forms and materials will be carefully reviewed for accuracy and completeness. Candidates who submit handwritten, incomplete and/or late applications forms and materials WILL BE automatically eliminated from consideration as a candidate.
2. Candidates and candidate's local advisor will be emailed confirming acceptance as a nominee for the State Officer Team.
3. Each candidate and their local advisor are required to attend the Officer Candidate Screening Meeting held at the State Leadership Conference.

## PROCEDURES

### Step One:

*\*No entry can be made by any contestant for a state office on the day of the Conference.*

Complete the following and submit it to State Chair by established postmark date:

- Complete, sign and submit the State Officer Candidate Application Form and all other required documents by the specified date. Applications may be submitted via mail (postal service) or email. Do not submit application via fax.
  - Meet all academic (GPA) and attendance requirements.
  - Commit to attending all required WV FBLA events and activities if elected.
    - These events and dates will be on the application.
  - Submit Three (3) letters of recommendation.
- Complete the State Officer Candidate Screening.
  - Attend the scheduled State Officer Screening.
  - Business Professional Dress is required.
  - Candidates will be interviewed, asked informational questions, and be asked to read a partial script.

The announcement of candidates making the ballot will be sent to students and their Advisors following the State Officer Screening Meeting.

**Step Two:**

*Campaigning Information can be found in the Campaign Criteria/Eligibility section of this packet.*

**Individual Presentation**

Each candidate for state officer shall have a campaign manager. The campaign manager and candidates shall not exceed a total of four (4) minutes in length. This person will also introduce his or her candidate to the delegates in the meeting during the morning conference.

Organize a short talk about yourself covering the topics below (three minutes minimum, maximum of four minutes):

- Relate why you would like to become a West Virginia Future Business Leaders of America State Officer.
- Review your qualifications for a State Office.
- Explain your goals for WV FBLA and how those align with the FBLA's Goals.

**Step Three:**

New state officers are announced at the State Leadership Conference Awards Ceremony. A candidate must receive plurality vote of the delegates present at the annual State Leadership Conference. A plurality is the number of votes cast for a candidate in a contest of more than two candidates that is greater than the number of votes cast for any other candidate.

Officer positions include the President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian/Reporter. The new officers must attend the Installation Ceremony at the Closing Session that is held during the conference. Here are the expectations for dress during the installation:

**Dress Code for State Officer Candidates:**

- Officer candidates should follow the FBLA Dress Code throughout the entire conference.

## CAMPAIGN REGULATIONS

1. A candidate for state office may send out a campaign letter 3-Weeks prior to the State Leadership Conference.
2. State officer candidates can post on unofficial WV FBLA social media regarding their campaign beginning the Monday prior to the State Leadership Conference but will be responsible for all content posted, and WV FBLA will not be held accountable for managing or any associations with content posted.
3. Campaigns booths – Each candidate requesting space for a campaign booth will be allotted space within the expo hall. Candidates should develop a schedule that one person is present at their campaign booth throughout time the expo hall is open to members.
4. Campaign posters, etc. – No posters or campaign materials will be displayed outside the expo hall campaign booth or on the walls, doors, etc. of the hotel or conference center.
5. Candidates for state offices are responsible for their materials being taken down and that no material is left on the premises of the conference site.
6. There is a \$500 material budget allowed. Each candidate must have their budget available upon request. This includes all purchased and donated items used in your campaign.

## DISQUALIFICATIONS

**Please make note – Candidates may be disqualified for:**

- Being late to any Officer Candidate meeting. Candidates must be aware from the onset, that promptness is important!
- Violation of Policies and Disciplinary Procedures.
- Violation of Campaign Regulations.

## STATE OFFICER FINANCIAL RESPONSIBILITIES

As a state officer, West Virginia Future Business Leaders of America will assume some of your financial obligations including some of your travel and your conference fees, but the local chapter is expected to share in the expenses. In the event an officer does not fulfill their obligations and/or resigns their position, any current expenditure incurred (such as travel, lodging, pre-registration) shall be reimbursed to the WVFBLA.

### State Association:

#### For females:

- Expenses for room and meals while attending state-required meetings.
- One skirt or one pair of dress slacks
- One blouse/dress

#### For males:

- Expenses for room and meals while attending state-required meetings.
- One pair of dress slacks
- One shirt

### Chapters:

- Chapters inviting state officers to appear on programs will be responsible for any expenses incurred for travel, room, and/or meals.
- One chapter visit per officer will be covered by the State Association.

## RESPONSIBILITIES OF YOUR LOCAL ADVISOR AND CHAPTER

It is an honor to have a chapter member serve as a state officer. The local chapter and chapter advisor should support and encourage the state officer in every way possible.

The chapter advisor is responsible for seeing that the state officer attends all assigned functions. The chapter advisor should provide necessary guidance/transportation to the officer in terms of planning and attending meetings, prioritizing WVFBLA activities with other activities, proper grooming and dress and performing all the duties of the office. Local County Funds should cover Adviser Expenses while meeting the requirements of the State Officer's duties and responsibilities.

## WV STATE OFFICER GUIDELINES

### Duties of a State Officer

A state officer works as a member of the WV FBLA State Officer Team in establishing common goals and objectives as a liaison between the WV FBLA Executive Board and the student membership. He/she also must act as the voice of WV FBLA to those not familiar with the organization.

### Description of a State Officer

A state officer is a dedicated and enthusiastic individual with motivation and integrity to represent that in which he/she believes. As a flexible member of the team, he/she accepts his/her responsibility of being a leader as well as a follower. With the personable qualities of a public relations person, the state officer plans, coordinates, executes, and controls. In order to ensure a successful year for WV FBLA, a state officer should convey professionalism through commitment, attitude, skill, knowledge and style.

### Responsibilities of a State Officer

- ✓ The foremost responsibility of a state officer is to represent the WV FBLA members throughout the organization and not solely the members of one chapter.
- ✓ The officer must always be mindful of the image he/she projects in appearance, speaking, manners **and in attitude**.
- ✓ The officer is charged with the responsibility of projecting himself/herself as a professional student leader at all times.
- ✓ The officer is charged with the responsibility of developing enthusiasm whenever he/she speaks officially for WV FBLA.
- ✓ The officer is charged with the responsibility of being prepared for all activities in advance and meeting deadlines set forth by the State Adviser.
- ✓ The officer is charged with the responsibility of attending all state, regional and national meetings that relate to the office held.
- ✓ The officer is charged with the responsibility of encouraging and promoting membership involvement in WV FBLA activities.
- ✓ The officer is charged with creating a Program of Work that will be developed over the summer, presented at the Fall Leadership Conference, and implemented throughout the year.



- ✓ The officer is charged with showing each team member respect and keeping all lines of communication open with each other. A method of communication will be determined and all State Officers must check that communication platform daily.
- ✓ The officer is charged with sharing of knowledge and expertise with others while setting a positive example to FBLA members.
- ✓ All elected state officers MUST attend the WV FBLA State Leadership Meetings each month, State Fall Leadership Conference, National Fall Leadership Conference, State Leadership Conference, and other events as called by the State Adviser. The state has honored them with this responsibility, so they should prepare themselves by attending the conferences and meetings. The state chapter may pay some of the expenses to the Leadership Conferences, but the local chapter is expected to share in the expenses.

## **REQUIRED ACTIVITIES OF THE WV STATE OFFICER**

In addition to the list of assignments that the state officer advisor will provide, there are four major activities in which all state officers must participate.

### **Activity #1 Officers' Training Session**

The newly-elected officer must participate in the designated officers' training session. One site will be selected upon the recommendation of the State Adviser. Any officer unable to participate in this activity must provide justification in writing to the WV FBLA Executive Board, who will decide if the student will be allowed to fulfill his/her term of office.

### **Activity #2 State Officer Meetings**

Each officer must attend state officer meetings. These will usually take place each month and the evening before state meetings at the same time and location as WV FBLA Conferences. A letter of resignation to the WV FBLA Executive Board will be expected on the second missed meeting.

### **Activity #3 FBLA-PBL National Fall Leadership Conference**

This will be your first official appearance as an West Virginia Future Business Leaders of America State Officer to the National Organization. This conference is held in various cities throughout the United States. The state officers will serve as official representatives of WV FBLA at this conference. The primary responsibility of the state officers will be to attend workshops during the conference to better prepare West Virginia's local chapters. Any officer unable to participate in this activity must provide justification in writing to the WV FBLA Executive Board, who will decide if the student will be allowed to fulfill his/her term of office. *\*\*If WV FBLA is unable to arrange/justify the conference this will not be a required activity.*

### **Activity #4 WV State Fall Leadership Conference**

Your first formal appearance to the state delegation will be the Fall Leadership Conference. State officers are expected to arrive one day early to assist with conference arrangements and preparations. Any officer unable to participate in this activity must provide justification in writing to the WV FBLA Executive Board, who will decide if the student will be allowed to fulfill his/her term of office.

### **Activity #5 WV State Leadership Conference**

State officers are expected to arrive one day early to assist with conference arrangements and preparations. Any officer unable to participate in this activity must provide justification in writing to the WV FBLA Executive Board, who will decide if the student will be allowed to fulfill his/her term of office.

### **Other Relevant Information**

Appearance is an important part of the state officer's responsibilities. When on assignment, state officers will wear the official WV FBLA attire which will be designated by the state officer advisor.

All official materials used by state officers must be returned to the State Chairperson. The officers may keep the state officer pins. In the event an officer resigns during his/her tenure in office, the attire and pins must be returned to the State Chairperson. The official FBLA-PBL blazer is the property of WV FBLA-PBL.

**The WV FBLA Executive Board understands that conflicts may arise in your schedule which could prevent you from attending an important WV FBLA activity. You may present your circumstance in writing to the WV FBLA Board President 30 days prior to the activity for review by the Executive Board. The Executive Board will decide what action is warranted.**

## **STATE OFFICER DUTIES AND RESPONSIBILITIES**

Newly elected officers shall assume their respective office at the close of the State Leadership Conference and serve throughout the upcoming school year. The terms of all chapter officers shall be for one year. All chapter officers may serve successive terms.

### **PRESIDENT**

1. Shall represent the State Chapter at functions as designated by the State Advisor.
2. Responsible for meeting special guest or speakers and introducing them to others member and advisers.
3. Preside at all general sessions of the State Leadership Conference or other special FBLA functions and introduce guests of the State Chapter of FBLA.
4. Recognize the other State officers and their sponsors.
5. Introduce any previous State officers or national winners that may be present at various functions.
6. Use of parliamentary procedure during the State Leadership Conference and Executive Committee meetings.
7. Develop and Implement a Workshop at the WV FBLA Fall Leadership conference.
8. It is recommended that each officer make 2 chapter visits during their term of office.

### **VICE PRESIDENTS**

1. Should assist the State President in any way possible or assume the duties of the State President in the event the State President resigns.
2. An appointed vice president shall preside at meetings in the absence of the president and plan state programs.
3. Responsible for meeting special guest or speakers and introducing them to others member and advisers.
4. Preside/present at various sessions of the State Leadership Conference or other special or invited functions.
5. Develop and Implement a Workshop at the WV FBLA Fall Leadership conference.
6. It is recommended that each officer make 2 chapter visits during their term of office.

### **SECRETARY'S DUTIES**

1. Record and prepare the minutes of each meeting. Minutes shall be created in a digital format and uploaded to the appropriate location within 48 hours of the meeting's adjournment.
2. Responsible for having an up-to-date list of chapters to be used for roll call at all conferences.
3. Responsible for assisting the Treasurer to certify chapter delegates during registration. A table will be set up in the registration center. As delegates of the chapters present themselves for certification, the treasurer will check to see that the dues of the delegates have been paid and that the chapter is in good standing. The secretary will then issue delegate ribbons to the local delegates.
4. Responsible for assisting with recording the results of the voting delegates.
5. Develop and Implement a Workshop at the WV FBLA Fall Leadership conference.
6. It is recommended that each officer make 2 chapter visits during their term of office.

## **TREASURER'S DUTIES**

1. Responsible for having up-to-date list of the state chapters whose dues are paid up and assisting the Secretary to certify chapter delegates on the day of the State Leadership Conference. As delegates of local chapters present themselves for certification the treasurer will then issue ballots to the voting delegates.
2. Responsible for tabulating votes for the election of state officers.
3. Responsible for assisting the State Adviser in having state books, checks, receipts, etc., to turnover for audit.
4. Develop and Implement a Workshop at the WV FBLA Fall Leadership conference.
5. It is recommended that each officer make 2 chapter visits during their term of office.

## **PARLIAMENTARIAN'S DUTIES**

1. Attend and govern the rules of parliamentary procedure at all conference general sessions and Executive Committee meetings.
2. Assist the Secretary and Treasurer in the certification of voting delegates and issuance of ballots and ribbons.
3. Assist the Treasurer and Secretary in tabulating votes for election of state officers.
4. Develop and Implement a Workshop at the WV FBLA Fall Leadership conference.
5. It is recommended that each officer make 2 chapter visits during their term of office.

## **HISTORIAN/REPORTER DUTIES**

1. Maintain a channel of communication between members, local chapters, and the State Leadership Team.
2. Develop a form of communication to be sent out to local chapters.
3. Maintain Social Media Sites and Collect pictures and documentation at conferences to be saved and shared.
4. Develop and Implement a Workshop at the WV FBLA Fall Leadership conference.
5. It is recommended that each officer make 2 chapter visits during their term of office.

## APPLICATION PACKET CHECKLIST

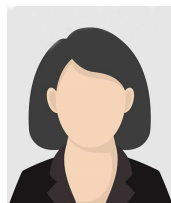
All items below are due by the specified date.

No additional pages or materials outside the items listed below should be included in this packet.

- State Officer Candidate Application/Nomination Form
- Three (3) Letters of Recommendation (One from Chapter Advisor and One from an Administrator)
- State Officer Candidate Resume
- Advisor/Officer Candidate Commitment Form
- State Officer Expectation Form
- Advisor, Administrator School Expectation Form
- Officer Code of Conduct
- Officer Candidate transcripts and attendance for previous 3 semesters
- Candidate Information Sheet
- Medical Release Form
- Media Release Form
- Conference Dates Commitment Form

Provided by the officer candidate, to be included with the application and all other required documents:

- "Passport" style color picture of candidate (Head and Shoulders only with the head centered in photograph. A solid Color Background. No selfies. Must be at 3"x3". Can be printed if mailed in.) This picture will be used in the announcement of the winners.



Samples

