

# 2021-2022 BHS FBLA Officer Application: Due April 28, 2021

Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Grade Level (21-22): \_\_\_\_\_ Number of years in FBLA (not counting next year): \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Emergency Contact 1: Name and # \_\_\_\_\_

Emergency Contact 2: Name and # \_\_\_\_\_

Please rank each position available with a 1 through 7. 1 would represent the position that you most want and 7 would represent the position you least want. All positions must be ranked.

\_\_\_\_\_ **Chief Executive Officer (President)**

- Preside over all meetings
- Assists the Advisers with all aspects of the organization
- Keeps track of member point system/recognition system
- Assists with Chapter of the Year
- Serve as an ex-officio member on all committees

\_\_\_\_\_ **Vice President of Membership**

- Maintain listing of all current members
- Enter all memberships in the local and national membership databases
- Responsible for tracking and recording all member points

\_\_\_\_\_ **Vice President of Community Service**

- Responsible for coordinating all service activities for the chapter
- Responsible for acquiring guest speakers for meetings throughout the year

\_\_\_\_\_ **Vice President of Competition**

- Responsible for helping complete the Chapter of the Year (COY) report
- Responsible for helping set up help sessions for all competitive events

\_\_\_\_\_ **Vice President of Social Activities**

- Responsible for coordinating social activities
- Responsible for membership drives activities
- Responsible for RUSH Week and FBLA Week

\_\_\_\_\_ **Secretary**

- Record and read the meeting minutes at all meetings
- Assist with Chapter of the Year
- Write articles to be submitted to Georgia FBLA and *Tomorrow's Business Leader*

\_\_\_\_\_ **Vice President of Public Relations**

- Maintains the BHS FBLA website
- Maintains Instagram & Twitter Accounts
- Create video/announcements to promote FBLA

**All officers will perform duties as assigned by the adviser. All officers may be required to submit an Officer's Report to the adviser displaying completion of duties and responsibilities.**

**Which FBLA Conferences have you attended? In the blank, list the number of conferences attended.**

- \_\_\_ Summer Leadership & Officer Training Summit (SLOTS)
- \_\_\_ Fall Motivational Rally (Perry, Georgia) (CREW from 20-21)
- \_\_\_ Fall Leadership Conference (Athens, Georgia) (FUEL from 20-21)
- \_\_\_ Region Leadership Conference
- \_\_\_ State Leadership Conference (Athens or Atlanta, Georgia)
- \_\_\_ National Leadership Conference

**What other activities do you participate in? Please list clubs, sports, and civic/church organizations.**

**Will you have a business and computer science class during the 2021-2022 school year? If so, which one?**

**In 50 words or less, what does FBLA mean to you?**

**What is your biggest strength as a leader? Give examples.**

**What is your biggest challenge as a leader, and what are you currently doing to help overcome that challenge?**

**What would you change about BHS FBLA for the new school year?**

As an officer, you will be expected to:

- Attend all FBLA meetings, workshops, and conferences at the local, region and state levels
- Submit all officer assignment by the stated deadlines
- Promote BHS FBLA in all business and business-related classes, and through visitations with feeder schools and local businesses
- Wear FBLA t-shirts, business attire or official FBLA dress, as requested by the adviser
- Assume responsibility for implementing the BHS FBLA Program of Work
- Check in with the adviser at least once per week
- Assist in all local chapter membership recruitment campaigns
- Achieve the next level of the Business Achievement Awards Program
- Recruit at least 10 new FBLA members (1<sup>st</sup> year in FBLA)
- Compete in 2 competitive events at the Region and State Leadership Conferences
- Any other duties as assigned by the adviser

As an officer, you will be **required** to attend the following conferences and approximate costs. **(PLEASE NOTE THIS IS SUBJECT TO CHANGE DUE TO COVID RESTRICTIONS)**

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- SLOTS, Summer 2021 date TBD (\$35)
- Fall Motivational Rally, October 2021 @ Georgia National Fairgrounds (\$45)
- Fall Leadership Conference, November 2021 @ Athens, Georgia (\$125, overnight stay required)
- Region Leadership Conference, Date and Place TBD (\$30)
- State Leadership Conference, March 2022 @ Atlanta, Georgia (\$185, overnight stay required)

Brookwood HS FBLA will, if possible, financially help officers who are in good standing with the chapter. While BHS FBLA will not pay for a student's entire trip, BHS FBLA will do everything that it can to help officers pay for their conference expenses (registration, travel, and/or lodging). Because of this, **all officers** must participate in **all local chapter fundraisers.**

I understand the above terms of office for Brookwood High School FBLA, and I will adhere to the guidelines and regulations to the best of my ability. Should I not be able to fulfill any duty of office, I understand that it is my responsibility to talk to the adviser as soon as I know that I cannot fulfill a requirement. I understand that should I not meet the above requirements and proper notification is not given to the adviser, I may be removed from office at any time.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Printed Name