

Virginia Business Education Association

HANDBOOK



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BUSINESS AND INFORMATION TECHNOLOGY-RELATED ORGANIZATIONS

VIRGINIA BUSINESS EDUCATION ASSOCIATION (VBEA)

SOUTHERN BUSINESS EDUCATION ASSOCIATION (SBEA)

NATIONAL BUSINESS EDUCATION ASSOCIATION (NBEA)

VIRGINIA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
(Virginia ACTE)

VIRGINIA ASSOCIATION FOR CAREER AND TECHNICAL
EDUCATION ADMINISTRATORS (VACTEA)

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
(ACTE)

VBEA is a division of Virginia ACTE and NBEA.

VIRGINIA BUSINESS EDUCATION ASSOCIATION

An Affiliate of the Association for Career and Technical Education, the Virginia Association for Career and Technical Education, and the National Business Education Association.

The purpose of this handbook is to provide guidance for officer roles and suggested monthly timeframes.

All communications including website and social media posts sent out on behalf of the organization must be reviewed and approved by the VBEA Agent.

All board members must maintain a record of VBEA-related tasks and accomplishments for submission to the president at the pre conference board meeting to be submitted for the required annual report.

OFFICER DUTIES

Duties of the President

July

Pre-Conference/Conference:

- Preside at the VBEA Executive Board and general meetings at the Annual Conference.
- Prepare (written) and present (oral) annual report of activities. Submit a copy to the Secretary.
- Coordinate the sending of thank you letters to VBEA activity supporters have been written. (VDOE staff will write thank you letters for the pre conference speakers and sponsors.)
- Prepare the following documents for the summer conference
 - Agenda for the pre conference board meeting
 - President's annual report
 - Scripts for the opening session, business meeting, and awards ceremony.
 - Agenda for business meeting
 - Contact VBEA Secretary for minutes from the previous summer business meeting
 - Contact VBEA Treasurer for report

Post Conference:

- Preside at the post conference board meeting Professional Task Force meeting (beginning of term).
- Send post conference meeting agenda, Program of Work, and attachments/handouts to all Board members.
- Fill out association forms on the current slate of officers and association information and send them to NBEA/SBEA.
- Complete forms for award nominations and send to award nominees for completion (SBEA, NBEA, Virginia ACTE, and ACTE).

August/September

- Contact NBEA award nominees and inform them that nominee application packages are due to NBEA headquarters by December 1.
- Submit three leadership candidates' names to SBEA for leadership seminar at SBEA Convention.
- Submit form for President and President-elect attending leadership session at SBEA Convention.
- Verify that the Secretary has sent an updated directory to all VBEA Board members.
- Provide VBEA Agent with all current information for the VBEA Website including summer conference award winners, announcements, etc.

October/November

- Attend the SBEA Convention.
- Attend state and regional FBLA meetings and promote VBEA.
- Send communication to VBEA Board about Winter Board meeting/Summer Conference planning session; work with VDOE staff on meeting set-up, rooms, meal functions, and reservations.

December/January

- Attend or appoint a representative to attend the ACTE Convention.
- Decide on nominees for Virginia ACTE Awards.
- Support Virginia ACTE Professional Development and Leadership Seminar.
- Follow up with the Secretary to ensure the minutes of the Winter Board meeting were disseminated to the Board members.
- Attend or appoint a representative to attend the NBEA Convention.

February/March/April

- Write the President's message for distribution through appropriate channels.
- Send an application for SBEA awards to nominees—information/forms should be sent from SBEA Awards Chairman.
- Award applications are due to SBEA by May 1.
- Invite dignitaries (CTE Director, ACTE Executive Director, NBEA Executive Director, NBEA President, SBEA President, Virginia ACTE President, Superintendent of School System where Annual Conference is held) to bring greetings at Summer Conference Awards Banquet.
- Invite State Presidents from FBLA/FBLA Collegiate organizations to bring greetings at Annual Conference Awards Banquet (work this through the FBLA State Specialist).
- Invite award sponsors to present at the award ceremony.
- Attend FBLA Conferences and present VBEA Awards and checks: Collegiate Mary B. McGinty and the Future Business Teacher Event; FBLA—Community Service, Partnership with Business.
- Attend and help host coffee sponsored by VBEA and FBLA Foundation at the FBLA State Conferences.

May/June

- Contact Board members regarding VBEA Board meeting held prior to VBEA Annual Summer Conference.
- Work with conference coordinator to plan Board meeting and meal function—coordinate activities with and submit number of attending members for food count to VDOE staff or appropriate person or hotel.
- Write letters to past VBEA Presidents inviting them to the Awards Banquet at the Summer Conference.
- Assist President-elect (selects chair positions) and Past President (selects elected positions) to seek members for Board positions.
- Remind all Board members to submit electronic copies of the semi annual report to the Secretary

Additional Responsibilities:

- Attend regional/local meetings (when invited), as schedule permits, to promote VBEA.

- Assist Board Agent and Webmaster with Handbook update.
- Work with the Past President on the nominations for the slate of officers to include a candidate for a President-elect, a Vice President, a Secretary, and a Treasurer in the odd calendar years and a candidate for only a President-elect in the even calendar years.

Duties of the President-Elect

Yearlong

- Maintain contact with the Board to ensure completion of all responsibilities.
- Attend all VBEA Board meetings
- Maintain details about tasks, actions, and events attended
- Maintain monthly Zoom meetings with the Conference Committee
- Work with the Conference Committee and VBEA Agent on plans for the conference this needs to be regular communication- emails and/ or monthly
- Ensure that all emails sent in regards to Conference planning has VBEA Agent and VBEA President included - CC

September-October

- Figure out theme and topics of interest for the Concurrent Sessions for Summer Conference
- May attend SBEA Conference
- Begin planning for Winter Board meeting and Conference Planning sessions

November

- Draft Presenter form, cover letter for email, and acceptance email response for approval from VBEA Agent
- Establish the Scheduling Spreadsheet: use tabs for tracking
- Send Presenter form- goal to have sent 5- 10 email invitation to present each week

January-February

- Prepare (written) and present (oral) semi-annual report of activities.
- Attend Virginia ACTE Legislative Conference
- Start drafting schedule and send communications for presentation approval
- Beginning editing to match the formatting for the App and CVent programs
- Begin work on Summer Conference advertising materials: Announcements for ListServ, Website post, and Social Media posts
- Remind the Special Recognition Chairs about promoting the Awards and Scholarships
- Begin working on the “who” of Committee chairs for the following year - keep in mind to respect commitments and communications that have taken place

March-April

- Remember that VBEA Sponsors the Adviser Coffee after the Opening Session at VA FBLA SLC at that meeting, have an idea of what information you want shared
- CVent should be ready to go live for conference registration

- Continue working on the conference- secure needed sponsors ask for continued member needs and send presenter forms based on the needs
- Attend the NBEA Conference
- Send special guests and board meeting attendance requests - with the verbiage to include that attendance is required for VBEA board members at the Post Conference Board meeting

May

- Continue working on the conference- remember to place orders for plaques and communicating scholarship winners to Treasurer and ensure the needed information has been provided

June

- Continue working on conference- support the President with the scripts for meetings and awards
- Purchase gift for outgoing President- while it doesn't need to be expensive, a thoughtful gift should be given.
- Prepare agenda for post Summer conference VBEA Board meeting
- Send email and agenda to Post Summer Conference VBEA Board meeting
- Confirm headcounts for board meetings and share information with Hotel Liaison
- Complete final plans for conference

July/August

- Assist conference participants
- Assist with conference activities and VBEA Conference functions
- Take office as VBEA President at the conclusion of the conference
- Preside over the Post Summer Conference meeting
- Prepare (written) and present (oral) annual report of activities
- Send thank you letters for the Conference Presenters
- Prepare and submit membership information as an article to the Newsletter Editor (with 100 percent schools).

Duties of the Secretary

Yearlong

- Keep attendance at all meetings.
- Maintain all minutes of the Association for the year.
- Send cards during the year to include birthday cards for board members and sympathy cards as notified.

July/August

- Attend and record minutes at Summer Conference, Annual Business meeting pre and post conference board meetings, and Summer Board meeting
- If scheduled, attend the Professional Task Force meeting and record minutes of the meeting.
- Distribute minutes of the Winter Board meeting to the Board for approval.
- Follow the guidelines from the NBEA/SBEA reports.
- Distribute the previous year's business meeting minutes at the Annual Business

meeting.

September

- Make minutes from the Summer Conference, Annual Business meeting pre and post conference board meetings, and Summer Board meetings available for the President to approve.
- Make available approved minutes to Board members for approval.
- Make available approved minutes to the VBEA Agent for final approval.
- Share Approved minutes with Webmaster for posting on the VBEA Web site.
- ShareBoard directory (professional information only) to Webmaster for posting on the VBEA Web site.

November-January

- Attend the Winter Board meeting and record minutes of the meeting.

January-February

- Make minutes from the Winter Board meeting available to the President for approval.
- Make approved minutes available to Board members for approval.
- Make available approved minutes to the VBEA Agent for final approval.
- Share approved minutes with Webmaster for posting on the VBEA Web site.

Duties of the Treasurer

Some duties are required monthly, others are year-long. VBEA's fiscal year is September 1-August 31.

The Treasurer is to:

- receive and deposit payments and pay expenses of the association
 - forward dues, monthly, paid to VBEA for membership in other associations, ACTE, Virginia ACTE, NBEA, ISBE, VACTEA
 - any expenses not in the approved budget will require Board approval or if an expense is more than 10% of the budget amount, it will also require Board approval
- prepare financial statements for presentation to the Board and members
 - report at Board and Task Force meetings on financial status
 - financial statements that should be prepared are:
 - proposed budget based on the incoming president's program of work
 - financial status
 - profit and loss
 - conference statement after the conclusion of the fiscal year (August 31)
- advise the Board on the financial soundness of the association
- maintain the membership database and send membership rosters, at least monthly, for distribution to the Board
- File the annual tax return by the deadline of September 30 following the end of the

fiscal year on August 31

- If the tax return cannot be filed by the deadline of September 30, an extension should be requested to avoid penalties and interest
- The tax return must be filed electronically
- Work with the Conference Committee in the development of the Summer Professional Development Conference
- Attend the meetings of the Board and Task Force as well as the Summer Professional Development Conference

February

- Pay the Association's State Corporation Fee when requested by the VBEA Agent.

August (end of fiscal year)

- Pay all conference expenses before end of fiscal year, August 31
- Prepare Conference Statement listing all revenues and expenses of conference and whether there is a loss or gain from the conference
 - Distribute to the Board

September (beginning of fiscal year)

- Electronically file the annual tax return
- If return cannot be filed by September 30, an extension must be requested to avoid penalties and interest

Duties of the Past President

Yearlong

- Additional responsibilities as assigned or assumed
- Attend all VBEA Board meetings and VBEA meeting
- Maintain membership in Professional Associations
- Maintain communication with Vendors and Exhibitors to ensure a positive experience

July

- Attend the VBEA Summer Board meeting
- Notify NBEA/SBEA of newly elected President and Executive Board
- Write an annual report for the Association's year. Give the report to the newly elected VBEA President to take to the SBEA Convention in October (end of term)

September/October

- Develop the Vendor details - cover letter and Wufoo form for securing Vendors and Exhibitors

January/February

- Attend Virginia ACTE Legislative Seminar
- Assist President and President-elect as needed in planning the Summer

Conference

March–July

- Determine Board vacancies for the upcoming year and prepare a slate of officers and committee chairpersons for nomination at the Annual Conference
- Prepare and present Board resolutions acknowledging service for departing Board members
- Transition files to the new Past President

Duties of the FBLA State Specialist

Yearlong

- Coordinate statewide activities for FBLA relating to membership, conferences, publications, and promotion,
- Submit an annual report to the VBEA Board concerning FBLA activities, and
- Attend all VBEA functions to provide support to VBEA and the executive Board as needed.

Conference Committee Chair

The Conference Committee consists of:

- President
- President Elect
- Co-Chairs:
 - Hotel Liaison
 - Conference Coordinator
 - Registration Coordinator

The overall purpose of the Conference Committee is to plan the Professional Development Conference for VBEA. That planning involves many varied tasks and requires each member of the committee to work closely together and respond to each other in a timely manner. Many of the conference sessions are sponsored by the Department of Education necessitating the timely communication and working with the VBEA Agent.

President

The President is to serve as a resource to the conference committee. The primary duty of planning the conference is the President-Elect's responsibility with assistance from the co-chairs.

President Elect

The President Elect's main duty for the conference is to participate with each segment of conference planning and developing the overall plan which includes setting deadlines for the various tasks of the conference to be completed and following up with the individuals responsible for those tasks to make sure they are completed.

The Conference Committee, along with input from the Board and the Co-Chairs, is to set the location of the conference and registration rates for attendees.

The Past President is responsible for securing vendors and/or exhibitors for the conference.

Hotel Liaison

The Hotel Liaison, with input from the Board, evaluates potential conference sites that will fit the needs of the Professional Development Conference and requests proposals. The Hotel Liaison will present those proposals to the Board for discussion and approval. Once the site is selected, the Hotel Liaison will work with the committee members to keep them informed of things such as booking deadlines, rates, etc. for the registration web site to be completed in a timely manner.

The Hotel Liaison will continue to communicate with the hotel meeting planner to update on minimum requirements for meeting rooms needed, attendee rooms booked, meals, audio/visual, Internet access and other items that are necessary to conduct the conference.

Conference Coordinator

The Conference Coordinator must work closely with the President-Elect and President on the upcoming conference. They would need to coordinate with the Hotel Liaison the number of meeting rooms needed each day, helping send out emails to prospective speakers and special guests for Awards Day, coordinating the registration and membership desk during the conference, schedule/coordinate sessions for each day, sending session/speaker information to Registration Coordinator

Registration Coordinator

The Registration Coordinator is to set up the registration web site on the approved platform. To do this, the Registration Coordinator will need items such as (not limited to):

- Confirm all deadlines with the Conference Committee
- Location of conference
- Registration rates for each category of registration
- Deadlines for refunds at various percentages
- Graphics (usually have precise guidelines)
- Session names and descriptions of all sessions that will require pre-registration
- Have the site proofread and tested before opening it for actual registration
 - It is recommended that the site not be opened for registration until all sessions that require pre-registration are entered
 - It is far easier to remove/delete a session than to add one

Once the registration site is open for registration:

- The Registration Coordinator will need to monitor the registration categories. If non-members have registered as members, they need to be contacted to correct the discrepancy. This needs to be done on a regular basis and more often the closer to the conference opening.
 - Also check those who register as administrators to be sure they are indeed administrators and they have chosen the one day of attendance

- Provide the Hotel Liaison meal counts and any dietary requirements; check with them for a deadline
- A few days prior to the conference:
 - Print sign-in lists for the VBEA Agent for all sessions sponsored by the Virginia Department of Education.
 - Name tags will need to be printed as well as some without names for any on-site registrations and/or substitutions made at the last minute.
 - Make sure the Hotel Liaison has updated meal counts and dietary requirements.
 - Print a list of all First Time Attendees and sort by FBLA Region. From this list, one winner and one alternate will be selected for the First Time Attendee Stipend. The names will need to be given to the President for the Closing Session script.
 - Create balance due notices for anyone who still has an outstanding balance.
- During the conference, the Registration Coordinator will need to be available to assist with questions about specific registrations or help with any on-site registrations.

Conference App

Content that you will need that will not migrate from Cvent:

- If there is a keynote speaker, get picture and bio information from President
- Agendas for each of the general sessions; get from the President
- 100% Schools; get from membership lead
- National Board Certified Teachers; get from Judy
- VBEA Past Presidents; get from Conference Planner, usually President-Elect
- VBEA Board; get from President
- Past Award Recipients; get from President-Elect:
 - Postsecondary Teacher of the Year Gamma Gamma Chapter, Delta Pi Epsilon
 - Walter L. Shell Teacher of the Year Award
 - Al Roane Middle School Teacher of the Year Award
 - VBEA Distinguished Service Award
 - Outstanding New Business Teacher of the Year Award
 - Virginia Business Education Association Lifetime Members; get from Treasurer
 - Hotel map; get from Hotel Liaison
- The app can be tested along the way on your phone.
- Once you get at least 80% of the content loaded, you can launch the app for testing and proofreading.
- Send the information to the folks that are testing it so that changes can be made prior to announcing it to everyone.
- Send announcement about the app and to encourage folks to download it before arriving can be sent out once all content is loaded and the modifications have been made.
 - It is recommended about two weeks to 10 days prior to the event.

Post Conference

- Mark all conference registrants as “Yes” participants. Leave all no shows as “No.”

- People will come back years from now and say they attended the conference and need the recertification points.
- Create and email certificates for all conference attendees.
- Board Meetings (Summer and Winter)
- Professional Task Force meetings (in conjunction with the Board meetings)
- VBEA Summer Conference activities
- Regional FBLA Conference (Fall and Spring)
- State FBLA Conference
- SBEA and NBEA meetings when possible (not required)

Duties of the NBEA/SBEA Representative

Yearlong

- Attend all VBEA Board meeting and VBEA meetings
- Attend and contributing to the SBEA/NBEA meetings
- Additional responsibilities as assigned or assumed
- Maintain membership in Professional Membership organizations

September

- Contact all committee chairs encouraging them and their committees to join NBEA
- Send the Webmaster materials to put on the Virginia Business Listserv encouraging the business educators to join NBEA.
- Contact business education administrators asking their support in encouraging teachers to join professional organizations using the NBEA Website.

October

- Attend SBEA Convention and Membership Director's Board meeting
- Prepare the annual Report for presentation at the Membership
- Director's Board meeting
- Secure a list of lapsed members and mailing labels from the NBEA Membership Director
- Work to uncover any specific needs NBEA/ SBEA can fulfill for Summer Conference needs
- Provide details on NBEA membership benefits that meet VBEA membership needs

November-January

- Write an article for SBEA Newsletter
- Secure a list of lapsed members and mailing labels from the NBEA Membership Director.

February

- Send the Webmaster materials to put on the Virginia Business Listserv encouraging the business educators to join NBEA

April

- Attend NBEA Conference and the NBEA Membership Directors meeting.
- Network with Membership Directors from other states to share ideas.

July

- Prepare the NBEA Membership Director's Annual Report for distribution at the VBEA Summer Conference
- Attend VBEA Board/general meeting and Post Conference meeting at VBEA Conference
- Set up display of NBEA materials and operate the membership table

Guidelines for Appointing and Removing NBEA Regional and State, Territory, or Province (S/T/P) Business Education Association

Qualifications for Appointment or Election

- Must be an active member of S/T/P, regional and national associations for a minimum of three years immediately prior to assuming office.
- Demonstrated evidence of leadership at S/T/P, regional or national level-officer, Board member, Committee Chair, or Membership Director.
- Must have attended at least one regional or national convention during the past three years (Regional Membership Director).
- Must have attended at least one S/T/P association meeting and preferably one regional or national convention during the past three years (S/T/P Membership Director).

Reasons and Steps for Removal from Office

- Non-payment of NBEA dues within two weeks of anniversary date (first renewal notice is sent from NBEA headquarters three months prior to anniversary date).
- Failure to perform responsibilities based on the lack of evidence of communication with the NBEA Membership Director and communication with potential members.
- Regional Membership Directors may be removed from office upon agreement of the NBEA President, Regional President, and the NBEA Membership Director.
- NBEA S/T/P Membership Directors may be removed by agreement of the NBEA President, Regional President, NBEA Membership Director, Regional Membership Director and S/T/P President, if appropriate. The Executive Boards of the S/T/P associations may also vote to remove an S/T/P Membership Director.

Duties of the VIRGINIA ACTE/Legislative Representative

Yearlong

- Attend all VBEA Board meeting and VBEA meetings
- Attend and contributing to the Virginia ACTE Board meeting and Virginia ACTE meetings
- Additional responsibilities as assigned or assumed
- Maintain membership in Professional Membership organizations
- Continue legislative activities at local, state, and national levels.

July - August

- Attend VBEA Board meeting, Summer Conference activities, and Post Summer Conference meeting following the conference.
- Host a session at the VBEA Summer Conference - share Legislative Updates - Collect member concerns and questions and comments
- Assist at the professional Membership Booth—encourage people to join; very important that you or another ACTE/Virginia ACTE Representative is present to answer questions
- Provide (or assist with) a display and/or brochures at the professional Membership Booth
- Prepare (written) and present (oral) annual report of activities. Submit a copy to the Secretary.
- Ask members to volunteer to serve as the Legislative Committee.

September

- Place your name on lists to receive legislative mailings (contacts should include the NBEA, the Virginia ACTE, and the ACTE); also alert VBEA Agent that you would like to be aware of legislation or activities happening in the state and nation that would affect career and technical education.

October

- Maintain a VBEA/NBEA legislative network to include VBEA Board members and others who would be willing to make personal contacts, write letters, and make phone calls as needed during the year.

November/December

- Work throughout the year to encourage business educators to get to know their city, state, and national representatives as well as possible so that each will feel comfortable contacting them at a later date regarding Career and Technical Education funding.

January

- Attend Virginia ACTE Professional Development and Leadership Conference
- Share with the VBEA President regarding any items of interest or concern from the Virginia ACTE Board meeting
- Follow up on actions during VBEA Board Meeting
- Visit the Virginia General Assembly and maintain contact with legislative representative by email, phone, personal contact, and/or letter as issues arise.

February

- Monitor federal legislation and/or attend ACTE Policy Seminar.
- Maintain contact with congressional representatives.

March/April

- Attend Virginia ACTE Board meeting. Check to see that the VBEA President has received forms for Virginia ACTE committee appointments and Virginia ACTE awards

Duties of the Special Recognitions/Scholarships Committee Chair

Yearlong

- As needed, prepare and send Certificates of Appreciation to the VBEA President for appropriate signatures and presentation to recipients.
- Attend all VBEA board meetings and general meetings.

July - August

- Attend the VBEA Board meeting and general meeting.
- Prepare a written annual report and present at meetings. Submit a copy to the Board Secretary.
- Present all awards, including plaques and cash awards, at the summer conference.
- Prepare and submit publicity to the Website and to the Business and Information Technology listserv concerning recipients of all awards and recognitions.
- Prepare a written report of activities for the Board meeting and present an oral report at the awards function.

September

- Review each award and scholarship offered and review guidelines and guidelines for accuracy on the application, consistency on the requirements, and ease of application completion and submission.
- Prepare and send to VBEA webmaster and VDOE Business and Information Technology listserv an announcement inviting nominations for all awards. The awards currently include the Distinguished Service Award; Walter L. Shell Business Teacher of the Year Award; Outstanding New Business and Information Technology Teacher Award; Al Roane Middle School Business Teacher of the Year Award; the Virginia Postsecondary Business Teacher of the Year Award; Innovation in Action Awards; Professional Scholarships for Business Educators; Scholarships for Business Students; Certificates for VBEA 100% Membership; Certificates of Appreciation; and Certificates of Recognition.
- Review any suggestions or ideas for new awards, changing of awards titles or purposes, number of awards or scholarships, sponsorship of awards.
- Following Board approval, update all Awards and Scholarships forms, submit for approval to the VDOE Agent and submit to webmaster
- Update scholarship forms and submit to the Webmaster.

January

- Prepare and present bi-annual report of activities, submitting as requested by the President.
- Encourage sponsorships of awards by businesses and other organizations.
- Attend Virginia ACTE Legislative Conference.
- Work with the Board and VDOE Business and Information Technology Specialist on Summer Conference plans.
- Prepare nomination information and listserv reminders for all awards and recognitions as listed on the Awards and Recognitions tab of the website.

February

- Send reminders of March 1 deadlines for all awards and recognition submissions.

March

- Select committee to review nominations and applications for awards and scholarships.
- Verify requirements met of all nominees (such as membership years in VBEA and NBEA) according to guidelines of awards
- Receive applications for Student and Professional Scholarships.

April-May

- Meet with the selection committee to review all applications and select winners.
- Notify winners of awards and scholarships to ensure attendance of awards winners at summer conference.
- If possible, present scholarships to students at awards program or send information to accompany the presentation by a VBEA member at the recipient's school.

May - June

- Prepare special recognition certificates for awards and scholarships for the President's signature and plans for dissemination.
- Order plaques for awards
- Request checks for awards and recognitions, including scholarships
- Coordinate Awards Program presentations with VBEA President.
- Prepare script for presentation of awards
- Order plaque or appropriate gift for outgoing President for Awards Program planning.
- The Scholarship Chairperson for Student and Professional Scholarships receive applications. Work with a committee to determine the recipient following the appropriate award rubric.

July

- Prepare bi-annual report of activities for VBEA Summer Conference.
- Attend VBEA Board meetings and general conference meetings. Present report of activities. Submit a copy to the Board Secretary.

Duties of Social Media/Communications Committee Chair

Yearlong

- Attend events and document results through the proper publications
- Recruit for new contacts on proper social media publications and through school communications

- Post upcoming events on social media, listserv, school emails
- Promote professional memberships through NBEA, SBEA, Virginia ACTE, and VBEA
- Recruit members
- Provide organizational updates to members via instagram, twitter, and facebook
- Promote lifetime memberships to VBEA
- Promote FBLA and appreciation for FBLA Advisers
- Prepare a written report of activities and present an oral report at the meetings
- Promote the Summer Conference and the stipend for first-time attendees
- Use social media to promote VBEA membership

Pre Conference

- Promotion of conference participation and agenda
- Promote professional development opportunities at the conference
- Promote awards and recognitions deadline of March 1st

Post Conference

- Recognize award winners with picture and details
- Recognize sponsors from summer conference
- Prepare a written report of activities and present an oral report at annual board meeting

Duties of Membership and Engagement Committee Chair

The Membership and Engagement Committee Chairperson's duties include providing and supporting members with opportunities within VBEA as well as advertising VBEA and increasing membership each year. This position plans the new member social at the summer conference and organizes speakers, prizes, and games for this social event. This position is also responsible for communicating with new members throughout their first year with VBEA to engage them within our organization and continue membership for years to come.

Responsibilities

- Plan and execute the first time attendees social event at the summer conference.
- Communicate with and welcome new members to VBEA.
- Encourage members to get involved and help at the summer conference.
- Advertise upcoming events to all members.
- Act as a liaison for members to find answers and get information
- Maintain communication with the Secretary, Treasurer, and VBEA Board members.
- Promote membership and engagement within each region
- Promote the Summer Conference and the stipend for first-time attendees
- Use social media to promote VBEA membership

Yearlong

- Prepare 100 percent recognition certificates
- Recruit members for the various committees
- Attend all VBEA Board meetings and VBEA Meetings

- Encourage membership in appropriate Professional Associations
- Additional activities to promote membership may be undertaken. The VBEA Board may reimburse up to \$100 of your expenses when documented reimbursement is requested from the VBEA Treasurer.

September

- Plan, organize, and implement social event at SBEA conference for VBEA members

March

- Plan, organize, and implement social opportunities taking place at the VBEA Summer Conference
- Start communications for securing volunteers for the membership table
- Plan the First time attendees events
- Plan, organize, and implement social events at NBEA Annual Convention for Virginia Delegates

June

- Communicate with the Hotel Liaison about the needs for the First Time Attendees event
- Prepare schedule and make necessary contacts for Membership Booth at conference.
- Coordinate conference Membership Booth responsibilities with the Virginia ACTE Representative and the VBEA Treasurer. (Provide procedures for collecting dues—cash, checks, credit cards).

Duties of the Curriculum and Instruction Resource Committee Co-Chairs

The Instructional Resources Committee Co-Chairperson's main duty is to advance the educational mission of Business and Information Technology educators with respect to information technology, learning spaces, and resources. Other duties are to include; providing and supporting members with resources in the classroom, modeling instructional and integration strategies as appropriate, and providing recommendations with new instructional resources.

Yearlong

- Attend all VBEA board meetings and general meetings.
- To promote communication among Business & Information Technology educators across the Commonwealth on matters related to Business & IT courses.
- Work with the Conference Committee on providing an array of engaging sessions spanning all areas of Business & Information Technology courses.
- Lesson plans collected from members to a shared folder
- Provide instructional resources in a library on our site or shared drive to be shared with members
- Plans and conducts scheduled professional learning sessions and workshops for individuals and groups
- Collaborates with teachers in composing lesson plans, providing resources and supporting teachers as they innovate, implementing new digital resources into their instructional practice.
- Prepare and send information about new instructional resources to VBEA webmaster and VDOE Business and Information Technology listserv an announcement inviting members to access them.
- Review any suggestions for new instructional resources.

Pre Conference

- Promotion of conference participation and agenda
- Promote professional development opportunities at the conference

Post Conference

- Organize materials in a library on our site or shared drive to be shared with members

July - August

- Attend VBEA Board meetings, Summer Conference activities, and Post Summer Conference meetings following the conference.
- Host a session at the VBEA Summer Conference - sharing instructional materials and resources.

September

- Prepare a written annual report and present at meetings. Submit a copy to the Board Secretary.

January

- Prepare and present bi-annual report of instructional activities.

- Work with the Board and VDOE Business and Information Technology Specialist on Summer Conference plans.

February

- Gather information on possible conference sessions

March-June

- Work with Conference Planning Committee on sessions

July

- Prepare Bi-annual report of activities for VBEA Summer Conference.
- Attend VBEA Board meetings and general conference meetings. Present report of activities. Submit a copy to the Board Secretary.