Duties and Responsibilities of FBLA District IV Officers

District President/State Vice-President

1. Preside at the Fall Leadership Conference, the Spring Leadership Conference, and the District Executive Council Meetings.
2. Know parliamentary procedure and conduct business according to Robert's Rules of Order - Newly Revised.
3. Serve as ex-officio member of all committees.
4. Represent your District at special school events.
5. Attend the National Leadership Conference and the National Fall Leadership Conference.
6. Represent the schools in your district on the State Executive Council.
7. Respond to all correspondence within a week of receipt. Send a copy of the correspondence to the District Coordinator and State Adviser as well as a copy of your reply.
8. Work closely with the District Vice President as he/she may be required to assume the duties of the State Vice President if he/she is absent or unable to perform the duties of the office.
9. Keep all District documents and present them to the newly-elected State Vice President.
10. Attend the State Officers Training.
11. Attend the State Leadership Conference.
12. Help the District Reporter with content for the District IV social media accounts.
13. Fall Conference:
    a. Responsibilities as determined by the coordinator.
14. Spring Conference:
    a. Responsibilities as determined by the coordinator.

District Vice-President

1. Work very closely with the district coordinator in planning the competitive events activities at the Spring Leadership Conference.
2. Conduct meetings in the absence of the State Vice President.
3. Act in an advisory capacity at all times.
4. Be fully informed of all duties of the State Vice President and be prepared at all times to assume the office.
5. Be familiar with parliamentary procedure.
6. Assume other duties at the discretion of the State Vice President.
7. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the State Vice President and District Coordinator.
8. Help the District Reporter with content for the District IV social media accounts.
9. Fall Conference:
    a. Responsibilities as determined by the coordinator.
10. Spring Conference
    a. Responsibilities as determined by the coordinator.

District Secretary

1. Serve as recorder for all official meetings:
    a. Executive Council meetings
    b. District Fall Leadership Conference
    c. District Spring Leadership Conference
2. Maintain a permanent record book of minutes during your term of office.
3. Keep records of the number of votes cast on each item of business.
4. Prepare a complete record of the annual District Spring Leadership Conference and send a copy to the District Coordinator, State Adviser, and State Reporter within ten days of the conference.
5. Prepare all records to be presented to the newly-elected Secretary at the end of your term.

6. Have on hand for each meeting the following items:
    a. Secretary's notebook and minutes of the previous meeting
    b. List of committees and committee reports
    c. Copies of the constitution and bylaws
    d. Copy of State Handbook and Awards Program (includes District Supplement)
7. Type a copy of the minutes of all the Executive Council meetings and submit to the District Coordinator. These must be approved by your adviser and the District Coordinator before mailing.
11. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state vice president and district coordinator.
12. Keep a file of all correspondence and projects to be transmitted to the next year's Secretary.
13. Help the District Reporter with content for the District IV social media accounts.
14. Fall Conference
    a. Responsibilities as determined by the coordinator.
15. Spring Conference
    a. Responsibilities as determined by the coordinator.

District Treasurer

1. Act as custodian of all funds.
2. Give financial reports as called for by the State Vice President or District Coordinator.
3. Distribute receipts of all money collected.
4. Prepare and send a Treasurer's report with assistance of the District Coordinator after the Fall Leadership Conference and the Spring Leadership Conference.
5. Prepare financial statements to include in the registration packets for District Fall and Spring Leadership Conferences.
6. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the State Vice President and District Coordinator.
7. Keep receipts for every FBLA expenditure for District business. District expenses will be reimbursed upon approval of the District Coordinator. Send reimbursement forms to the District Coordinator for approval.
8. Help the District Reporter with content for the District IV social media accounts.
9. Fall Conference
    a. Responsibilities as determined by the coordinator.
10. Spring Conference
    a. Responsibilities as determined by the coordinator.

District Reporter

1. Act as public relations officer for the District.
2. Work closely with the State Reporter in providing at least five articles from local chapters to be included in the state newsletter. These articles should be short, concise news briefs.
3. Provide articles to the state reporter for the District Fall Leadership Conference and District Spring Leadership Conference.
4. Keep a file of all correspondence and projects to be transmitted to next year's Reporter.
5. Respond to all correspondence within a week of receipt. Send a copy of the correspondence as well as a copy of your reply to the State Vice President and District Coordinator.
6. Promote District IV FBLA through the District IV social media accounts.
7. Fall Conference
    a. Responsibilities as determined by the coordinator.
8. Spring Conference
    a. Responsibilities as determined by the coordinator.

District Parliamentarian

1. Be prepared to advise the presiding officer and other members of the District Executive Council on points of parliamentary procedure.
2. Have reference material pertaining to acceptable parliamentary procedure available to refer to should the need arise.
3. Be ever alert and call the Chair's attention to significant irregularities in procedure.
4. Be prepared to explain any irregularity and its effect on the fair and equal rights of all members.
5. Keep a file of all correspondence and projects to be transmitted to next year's Parliamentarian.
6. Respond to all correspondence within a week of receipt. Send a copy of the correspondence as well as a copy of your reply to the State Vice-President and District Coordinator.
7. Help the District Reporter with content for the District IV social media accounts.
8. Fall Conference
    a. Responsibilities as determined by the coordinator.
9. Spring Conference
    a. Responsibilities as determined by the coordinator.

Officer Vacancies

Occasionally a district officer will resign his/her office or is asked to resign because he/she does not fulfill their required responsibilities for their office. The guidelines for filling these vacancies are as follows:

1. If the office was opposed, the student not elected will be offered the office. In case more than one other candidate ran for the office, the candidate receiving the highest votes would be offered the office first. (Be sure to keep the vote count for this purpose).
2. If the student resigning the office was unopposed in the election, the office will be filled by an appointment by the State Vice-President and District Coordinator.
3. Chapters holding elected officers (including those appointed to fill vacancies) will not be allowed to run for that office again the next year. This does not apply to Parliamentarian as this office is appointed based on written test score.
4. For offices in which no applications are received, the office should be offered to students running for other offices where there is more than one candidate (begin with the highest office and work down). If more than one student is involved, use the highest number of votes received. For example, if three candidates are running for State Vice-President and there are no candidates for the office of Reporter, the candidate receiving the second highest number of votes for State Vice-President would have first option to fill the office of Reporter.
5. If an officer serving as District President/State Vice-President vacates either office, the officer must vacate both offices.

If it is necessary for a district officer to resign, the student must submit a letter of resignation to the District Coordinator. In case of the resignation of a State Vice-President, the letter of resignation must be submitted to the District Coordinator and the State Adviser.

If duties are not fulfilled as required by the application contract and the Code of Conduct, an officer can be removed from office by the District Executive Council on the recommendation of the District Coordinator.

A student may not serve as an officer on the district or state level if they have not attended the required officer training for their level. An exception on a filled vacancy would be if the student had previously attended a required officer training.