

FUTURE BUSINESS LEADERS OF AMERICA

# Officer Resource Guide



HISTORIAN

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# Congratulations

Your FBLA chapter has bestowed a great honor upon you in electing you chapter historian. During the coming year, it will be your responsibility to serve your chapter to the best of your ability.

This resource guide is designed to aid you in the implementation of activities, which will strengthen your chapter. Creating a chapter scrapbook, obtaining community publicity, and marketing FBLA to the members and the community are other important points that will be reviewed.

The members of your chapter will be looking toward you for guidance this year. You shall be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter. **GOOD LUCK!!!**

# The Historian's Role

As a historian, there are responsibilities and expectations placed upon you. Your role ranges from documenting chapter accomplishments to publicizing FBLA to community members. You play a large part in how those around you see FBLA and the hard work of your chapter. In addition to knowing your own chapter's history, you must also know the history of FBLA.

Your main responsibility is to keep a recorded history of the chapter and to market FBLA to the community. One of your main priorities should be accurately informing members of the chapter's accomplishments, both past and present. The information you document will be useful to all future officer teams.

In the development of a chapter scrapbook, you will have the opportunity to remind others of the many aspects of FBLA, including community and school service, business preparation, socials, and other activities in which your chapter participates.

The community will respond to the publicity you give your chapter. Work to obtain publicity, so that your chapter will be supported by the community and its members. Publicize the events that benefit the community and its students and highlight the accomplishments of the chapter.

Days such as American Enterprise Day and National FBLA-PBL week are the perfect opportunity for you to use your artistic talents and create displays recognizing the hard work of your chapter members.

Work closely with your officer team (especially with your public relations officer, if applicable) to successfully promote and document the accomplishments of your chapter and its members.

# The Duties of the Historian

Here are some recommended activities a chapter historian can do:

- Present your chapter's history upon request.
- Know history of FBLA and present history to chapter members upon request.
- Take photographs at all chapter events and activities. Accurately label them with the name of the event, date, participant name(s), etc.
- \*Compile the photographs along with other chapter memorabilia—nametags, newspaper articles about your chapter, ticket stubs, program of past conferences—in a chapter scrapbook and keep the scrapbook up to date.\*
- \*Maintain a chapter bulletin board for purposes of display and membership recruitment.\*
- Develop and maintain a chapter multimedia presentation and present it at the end of the year. Submit it to the section historian, if applicable.
- Prepare and submit page(s) for your chapter in your school yearbook and section yearbook (if applicable).
- Assist with the planning and arranging of chapter exhibits.
- Record each activity your chapter conducts and compile these to pass on to the incoming officers at the end of the year.
- \*Assist in the preparation of the POW Progress Form, articles for the local, section, state, and national newsletters, and articles for the local media.\*
- Create posters and other publicity items for chapter events and activities.
- Prepare personal invitations for community members and special guests for formal chapter events.
- Assist in other duties as assigned by the chapter president.

\*Meets POW activity criteria\*

# A Chapter Scrapbook

A chapter scrapbook is a fun way to remember the events of the year and to document the accomplishments of the chapter. Working with the officer team and the members of your chapter, select activities that are fun and unique to document in a scrapbook.

Here are some tips to help you get started:

- Assign a photographer for each event who will be responsible for taking pictures of your chapter members at work.
- Have someone collect quotes from members and other people you meet.
- Find memorabilia from each event that will document your chapter's participation such as programs, letters, and certificates.

Once the event is completed, compile all your work into a common book. There are a variety of scrapbooks for sale or use a bulletin board on a wall of a classroom to hang up everything. Use construction paper, drawings, banners, etc., to highlight all of the chapter's accomplishments and draw attention to your event.

# Publicity

Publicity is a necessity for an FBLA chapter. It encourages students to participate in activities of the chapter. Below are some ways to publicize events around campus and within your community.

## Posters

Posters are a simple and quick item to draw attention to an FBLA event. Remember to include the title of the event, time, date, and a concise and clear explanation of the event. Hang posters around campus near your event.

## Newspaper Articles

Submit articles to your local paper reporting events and accomplishments of your chapter and its members. Not only do you receive community recognition, but it is a nice addition to your chapter scrapbook.

## Flyers

When it is appropriate, use flyers to inform the school and community about FBLA. Make sure it is short, clear, and eye catching so that people will take the time to read it.

## Announcements

Take advantage of your school announcements and write short statements about FBLA events and accomplishments to gain recognition on your campus.

## Invitations

There will be times where personal invitations to people will be important. At events such as your officer installation or recognition ceremonies, it is a nice gesture to write a formal invitation to community members inviting them to attend.

## Multimedia Presentations

Community leaders and students will be impressed by a presentation which promotes your local chapter activities.

# Planning for the Year

Below are some suggested events and dates to publicize during the upcoming year.

<b>September</b>	Officer Elections Officer Installation Membership Recruitment
<b>September/October</b>	Officers/Advisers Training (OAT)
<b>November</b>	Leadership Development Institute American Enterprise Day
<b>February</b>	National FBLA-PBL Week
<b>February/March</b>	Section Leadership Conference
<b>April</b>	State Leadership Conference
<b>May</b>	Officer Elections Officer Installation End-of-the-Year Event/Banquet

For each month you should also publicize your school and community activities.