

FUTURE BUSINESS LEADERS OF AMERICA

# Officer Resource Guide



SECRETARY

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# Congratulations

Your FBLA chapter has bestowed a great honor upon you in electing you chapter secretary. 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 your responsibilities—being present at all meetings and keeping an accurate record of what takes place.

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 Secretary's Role

As secretary, there are responsibilities and expectations placed upon you. You must be a leader and a friend to the members of your chapter. As well as this, you must take an active role in participating in chapter activities.

Always keep up the image that FBLA has in your community and your school. You represent your chapter, so it is important that people perceive you in a positive light.

Your major duties are to keep accurate minutes during both general and officer meetings and to read the minutes at the beginning of all meetings. You must also keep a membership list and take attendance at meetings.

In addition to the basic duties of your office, you are the liaison using correspondence among the members, the Executive Board, and the community. You are also responsible to update members about upcoming deadlines and events. You are the key to the communication of all chapter activities and projects to your membership.

# Parts of an Agenda

<b>Call to Order</b>	Signal by the presiding officer that the meeting will begin. It is followed by one rap of the gavel.
<b>Opening Ceremonies</b>	This is the flag salute and FBLA pledge normally led by the parliamentarian.
<b>Roll Call</b>	The secretary calls the names of the members or officers to determine their attendance. In a regular meeting a chapter may opt to use a sign in sheet rather than do a roll call.
<b>Reading and Approval of the Minutes</b>	Minutes are read by the secretary at the beginning of the meetings. The president will ask for corrections or additions and the secretary will note the necessary changes. The secretary is also responsible for making corrections on minutes from previous meetings when a motion to do so has been approved.
<b>Reports of Officers, Boards, and Standing Committees</b>	Officer reports are given in order: by the officers in the order that they are listed in the bylaws; then by the Executive Board (officer team); and finally, standing committees listed in the bylaws.
<b>Reports of Special Committees</b>	These reports are by the committees that were given one specific topic to investigate.
<b>Unfinished Business</b>	Matters not finished in the last meeting.
<b>New Business</b>	New topics brought up for the first time.
<b>Announcements</b>	Anyone with announcements may make them. Can include the date of next meeting.
<b>Adjournment</b>	Signal by the presiding officer that the meeting is over, followed by a final rap of the gavel.

Please see Appendix A for a sample agenda.

Note: Plan agenda ahead of time with president and adviser.

# Guidelines for Taking Minutes

Minutes are the official record of what went on during a chapter's meeting. Without them, your chapter would have no way of determining exactly what its members agreed to do. A meeting's minutes follow the same guidelines as the agenda, but appear as an expanded version of it.

Each paragraph of the minutes should contain a separate subject. Keep them concise and easy to understand. Here are some do's and don'ts to follow when taking minutes:

- DO:**
- Include the name of the person who made the motion.
  - Record the motions exactly as they were stated.
  - Remember to sign, along with your adviser, the minutes after they have been approved.
  - Include points of order or appeals and whether they were sustained or lost.
  - Include the exact results of a counted or ballot vote.
  - Keep printed copies as a permanent record for the chapter.
  - Bring copies of agendas and minutes to each meeting.
- DON'T:**
- Include the name of the person who seconded the motion.
  - Include the wording of the amendments.
  - Include the motions that failed.
  - Write down who debated or what they said.
  - Include your personal opinions.
  - Summarize a guest speaker's topic (just list name and subject).

The first paragraph of your minutes should be one sentence and include the following in this order.

1. The type of meeting—whether regular, special, adjourned regular, or adjourned special. (most chapter meetings are regular meetings.)
2. Name of organization.
3. Time, date, and place of meeting.
4. Whether the president and secretary were present; if not, name(s) of person(s) who substituted for them.
5. Whether the minutes were approved as read or as corrected.

The last paragraph of the minutes contains the time of adjournment.

**NOTE:** With a motion, minutes can be changed at any time after they have been approved. There is no time limit on changing the minutes.

Refer to Appendix B for sample minutes.

# Parliamentary Procedure Terms

As a secretary you will need to use parliamentary vocabulary when writing the minutes of a meeting. Below is a glossary of terms you may find helpful throughout your term in office.

<p><b>Abstention</b>—Act of not voting and is not used when determining majority, 2/3, etc.</p> <p><b>Adjourn</b>—Act of ending the meeting.</p> <p><b>Amend</b>—To modify the question, to insert, to strike out, to strike out and insert.</p> <p><b>Appeal from the Decision of the Chair</b>—To determine the assembly's attitude toward a ruling made by the chair.</p> <p><b>Chair</b>—The phrase "the chair" applies both to the person presiding and his/her station in the hall from which he/she presides.</p> <p><b>Commit</b>—To refer to a committee.</p> <p><b>Debate</b>—Discussion of the merits of a motion.</p> <p><b>Division of the Assembly</b>—Used when a member doubts the results of a voice vote or a vote by show of hands, thereby requiring vote to be taken again by rising.</p> <p><b>Floor, Obtain the</b>—To obtain the floor, the member must be recognized by the chair as having the exclusive right to be heard at the time.</p> <p><b>Lay on the Table</b>—To delay a motion and clear the floor for more urgent business.</p>	<p><b>Limit or Extend Limits of Debate</b>—To provide more or less time for discussion.</p> <p><b>Point of Order</b>—Calls attention to violation of parliamentary procedure.</p> <p><b>Previous Question</b>—Requires a 2/3 vote to secure an immediate vote on one or more pending questions; ends debate.</p> <p><b>Question</b>—Matter at hand or topic discussed.</p> <p><b>Quorum</b>—The minimum number of members who must be present in order to legally transact business.</p> <p><b>Raise Question of Privilege</b>—Permits a motion relating to the rights and privileges of the assembly or of its members to be brought up for possible immediate consideration because of its urgency.</p> <p><b>Recess</b>—An intermission in the proceedings.</p> <p><b>Reconsider</b>—To secure further consideration and another vote on the question. The member moving to reconsider must have voted on the prevailing side.</p> <p><b>Ratify</b>—Approves action previously taken.</p> <p><b>Take from the Table</b>—To bring a motion back which was laid on the table.</p>
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# Correspondence Do's and Don'ts

## LETTERS

1. Make sure that it is easy to read—short sentences, three paragraphs, logical sequence of ideas.
2. Make sure that your letter sounds sincere, friendly, and positive—one that will likely build goodwill.

A sample letter is in Appendix C.

## MEMOS

1. Sign your initials next to your name in ink.
2. The body of the memo should be single spaced with double spacing between paragraphs.

A sample memo is in Appendix D.

## OVERALL

- Do's**
- Plan agenda ahead of time with president and adviser.
  - Spell out Future Business Leaders of America followed by (FBLA) the first time; all other times, FBLA can be used.
  - Type and use official stationery.
  - PROOFREAD! And get another person to proofread too.
  - Be neat.
  - Use proper style.
  - Make copies of your correspondence for later records and your adviser.
- Don'ts**
- When referring to FBLA, don't use club; use organization, chapter, or association.
  - Don't use convention; use conference.
  - Don't use the words "problems" or "obstacles"; use "challenges".
  - Don't sign letters in pencil; use black pen.
  - Don't use advisor; use adviser.



# Appendix A

## Sample Agenda

### LYNBROOK HIGH SCHOOL FBLA

#### Executive Board Agenda

Thursday, July 7, 20--

- I. Call to Order – Freya Lee, President
- II. Procedural Items
  - A. Flag salute and FBLA pledge – Anita Wong, Parliamentarian
  - B. Roll call – Maria Tsikina, Secretary
- III. Reading and Approval of Minutes – Maria Tsikina, Secretary
- IV. Officer Reports
  - A. Treasurer's report – Nancy Yu, Treasurer
- V. Other officer reports and committee reports
  - A. Community Service Committee report
    1. Save the Bay – September 12, 2005, 4:00 – 6:00 p.m.
  - B. School Club Promotion Day Committee report
- VI. Unfinished Business
  - A. Peer evaluations
  - B. Member installation planning
  - C. Competitive events
    1. Screening tests
    2. Study calendar
- VII. New Business
  - A. Summer fundraiser – ideas
  - B. New member recruitment tools
    1. Explanation of FBLA through flyers
    2. Guest speakers at chapter meetings
- VIII. Announcements
- IX. Adjournment – Freya Lee, President

# Appendix B

## Sample Minutes

LYNBROOK HIGH SCHOOL FBLA

Minutes of July 7, 20--

### **Call to Order**

The regular weekly meeting of the Lynbrook Chapter of Future Business Leaders of America was held on Thursday, July 7, at 11:00 a.m. in the Lynbrook Executive Chambers, the president being in the chair and the secretary being present. The minutes of the last meeting were approved as read.

### **Attendance**

All members were in attendance. A quorum was established.

### **Reports**

Treasurer Nancy Yu reported the cash balance on hand as \$853.26. The report was placed on file.

The report of the Inter-district Relations Committee was received.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

Ms. Freya Lee moved "that the chapter hold a candy fundraiser for the March of Dimes during the dates, September 2-8, 20--." After debate, the motion was adopted.

### **Announcements**

There will be a summer car wash on July 18, 20--. If you can bring supplies, contact Freya after the meeting.

### **Adjournment**

The meeting was adjourned at 11:30 a.m.

(Signatures needed by the chapter secretary and adviser)

Maria Tsikina, Secretary

Andrea Badger, Adviser

# Appendix C

## Sample Letter

October 12, 20—

Mr. Jim Floyd, FBLA Adviser  
Notre Dame High School  
596 South Second Street  
San Jose, CA 95112

Dear Mr. Floyd

On behalf of the Bay Section Officer Team, welcome to the largest student vocational education organization in the country! Being a part of the Future Business Leaders of America (FBLA) allows you to learn and explore the business community. As you are in the heart of the Silicon Valley, it is indeed an opportunity for your members to be able to observe one of the most respected areas of business in the world.

The interpersonal, communication, and leadership skills that students can acquire from the organization allow members to not only succeed in high school, but also acquire the transition from school to work.

Live Oak High School (located in Morgan Hill) is a very active chapter and is willing to assist you to get off the ground. Please contact Mrs. Kiki Nakauchi at 408-779-9996 if you have any questions and concerns regarding your chapter. Enclosed you will find the names and addresses of the Bay Section and the State officers. Please feel free to contact them at any time.

Best wishes to you and your chapter in your future endeavors!

Sincerely

Brian Delapena  
Bay Section Vice President

Kiki Nakauchi  
Chapter Adviser

Enclosures

c Gorette Amaral, Bay Section President

# Appendix D

## Sample Memorandum

TO: State and Section Officer Teams and Advisers

FROM: Jennifer Stalley, State Officers' Adviser

DATE: June 2, 20--

SUBJECT: The State Leadership Summit

The California FBLA Leadership Summit will take place on July 7-10, 20--. Officers will be trained in various areas: Parliamentary procedure, public speaking, business etiquette. We will also be making important decisions for the year, such as deciding on a theme, projects, and workshops. Enclosed is a form that you should complete and bring with you concerning ideas for the year.

Each officer will be required to give a speech about FBLA at this training session. It can be either addressed to a profession/service organization, or to a group of students. You must know your speech well because you will only be allowed a single note card.

Here is a list of what you need to bring with you:

- Poster describing yourself
- GAP letter
- Prepared speech and outline

Enclosure