

**FUTURE BUSINESS LEADERS OF AMERICA**

# Officer Resource Guide



**VICE  
PRESIDENT**

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# Congratulations

Your FBLA chapter has bestowed a great honor upon you in electing you chapter vice president. 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. Team building, section and state projects, and membership recruitment 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 Vice President's Role

As vice president, there are responsibilities and expectations placed upon you. Your role ranges from supporter of the president and officer team to informer of FBLA projects and goals. You are a motivation builder for the officer team and the chapter.

Your main responsibility is to assist and inform the president. Be prepared to fulfill the role of the president as the need arises. This means possessing basic knowledge of parliamentary procedure. You are a vital part of the officer team in building teamwork, knowledge, and enthusiasm within the chapter.

Develop knowledge of the organization and the programs FBLA supports. You will play an essential part in developing projects that support the goals of FBLA. Additionally, you will be in charge of organizing committees for those projects. Through completing Section, State, and National projects, your chapter will be successful in providing opportunities for the members of your chapter.

Enthusiasm is the key to maintaining motivation within an officer team and a chapter. Remember to keep up morale by including everyone in activities and developing new projects and activities throughout the year.

Refer to all project packets mailed at the beginning of each year from the National, State, and Section levels. You will find the guidance your chapter needs to complete the projects of the year.

# Optional VP Structures

Larger chapters may choose to have multiple vice presidents to handle various responsibilities, as shown below:

**VP OF ACTIVITIES**—This vice president organizes chapter activities, such as business tours, socials, or charity events. Committees for events listed above can be chaired by this vice president.

Alternate titles of subgroups of this position can include:

- Vice President of Community Service
- Vice President of Special Events

**VP OF MEMBERSHIP**—This vice president handles recruitment activities, the membership database, communication with members, and membership registration. Duties may also include professional membership recruitment. This vice president should work in conjunction with the treasurer.

Alternate titles or subgroups of this position can include:

- Vice President of Recruitment
- Vice President of Communication

**VP OF CONFERENCES**—This vice president oversees competitive event involvement, such as event competitors, distribution of study resources and adherence to and conference logistics.

Alternate titles or subgroups of this position can include:

- Vice President of Competitions

# Team Building

Team building is an important aspect of FBLA. As an officer, you will be working closely with your officer team all year. To build communication, understanding, and ability, you will play a role. In supporting the president, you must remember to also support the team as a whole. Below are some reasons why teams are important.

- The team planning process reduces complexity.
- More ideas. If someone is relating his/her experience with a certain topic, maybe someone else might be able to think of a new view or idea on the topic.
- FAMILY! Support for everyone by everyone.
- Better decisions will be made and with more people making the decision will make the decision more credible.
- For individuals, it will foster more involvement and empowerment and a chance to play a real part in decision making and implementation. It will give them enhanced motivation, great job satisfaction, and social and emotional benefits.

There are many ways to build a team atmosphere. Remember that activities are the responsibility of everyone. A team is only as strong as its weakest link. During meetings, make sure everyone is involved in the decision making process. Development of a Chapter Program of Work may assist in making everyone feel part of the team by seeing how teamwork can lead to success.

# Team Building

Below are some team building activities that are fun, but also build cooperation, communication, and trust within a team.

**Human Knot:** Ctrl. + Click on the following link to read all about it.  
<http://www.wilderdom.com/games/descriptions/HumanKnot.html>

**Trust Walk:** Have everyone form a single file line and place their hands on the shoulders of the person in front of them. Then everyone but the person in front must close their eyes. The front person must then lead everyone around the room. The only person who can see is the person in front. Encourage everyone to use communication to reassure their team members and develop instructional skills.

**First Impressions:** Everyone tapes a piece of paper to their back with their name on it. Then everyone spends time writing their first impression of the person on the person's back. After everyone is done, read the remarks out loud.

**Human Scrabble:** Have sheets of paper with a letter of the alphabet (about 3 to 4 inches tall) on each piece. If the group is small, eliminate seldom used letters like z, q, w, or x. Designate a leader and a recorder. Split into groups of 8 to 12 people. Each participant is given a letter. That letter is yours for the entire game. The leader of the activity will then call out a theme, i.e. barnyard, and you need to group up with other officers/advisers to spell out a word that correlates with that theme, i.e. pig. If you don't find a word you can join, then you will be out for that game. The longest word in the round will win (you get points for every letter you have). There are at least three rounds in a game.

## The Themes

Conferences	Travel	Random FBLA facts
State Projects	Teams	Leadership
Public Speaking	BAA	Leadership Summit
Business Attire	E-mails	Chapter Advisers
Competitions	Hotels	Institute For Leaders
Disneyland	Miss Lowe	The '07-08 State Team!
National Conference	Students	What I love about FBLA
Casual Business Attire		

# Team Building

**Jingle/Slogan Challenge:** One person is a mediator and divides the group into teams. When the mediator points at a team, they have ten seconds to come up with a commercial jingle or company slogan and together everyone must sing the jingle or recite the slogan to stay in the game. The team who does not think of a jingle or a slogan is out and sits down. The last team standing wins.

**Chain Activity:** The purpose of this activity is to have a way for people in groups to get to know new people in a safe, unthreatening way. It also shows that if we all work together, the chain will not break and we will be successful in the upcoming year. This activity will take 20-30 minutes (depending on the number of people in each group). Divide the room into groups of no more than ten members per group. Five-eight people per group are suggested. Make sure that each group is sitting far enough away from another group so they can hear and talk to one another without interference from the conversations of others. Each group needs one strip of paper per group member; extra paper strips to connect chain; pens, markers, etc. to write on strips; and at least one glue stick per group. Instruct participants to write or draw pictures of things they do (hobbies, sports, other clubs/organizations, family/personal life, etc.) or accomplishments in their lives. However, make sure that they understand what they draw or write because they must be able to explain their symbols, words, abbreviations, etc. to the rest of the group. Allot 5 to 10 minutes to complete this part of the activity. Then allocate the groups no more than 15 minutes to share their paper strips within their respective groups. It is imperative during this "sharing time" to ensure every group stays on task to make certain every member has a chance to talk about their link in the chain. The last step of the activity is combining all the links in the chain. All groups need to have one person glue all of the pieces together to make one large paper chain which represents the unity of the group.

**Trust Circle:** Form a tight circle with everyone shoulder to shoulder, and one person in the middle. The person in the middle must close his/her eyes and fold his/her arms across his/her chest in an "x" fashion. Then the middle person leans over and everyone in the circle must catch and push him or her to keep the person upright.

**Straw Tower:** The group is divided into teams. Each team is given straws and tape and the challenge to build the tallest tower against each group. After so many minutes see which group has the tallest tower.



# Section and State Projects

Every year the National, State, and Section chapters develop projects which promote the objectives and goals of FBLA. They usually fall in the general areas of membership, community service, chapter recruitment, business activities, and chapter activities. Please consult the California FBLA website ([www.cafbla.org](http://www.cafbla.org)) for section and state projects.

## Membership

On the national level the membership project recognizes individuals and their ability to recruit members. Membership Madness recognizes members who recruit 5 new paid members to the local chapter. Membership Mania recognizes 10 new paid members to the local chapter. They are recognized in a national publication and with a certificate. The state and section chapters promote a chapter project in which the chapter must recruit members and is recognized for percentage of membership increase. Earning recognition for the Professional Member Project requires the recruitment of at least 5 professional members to the local chapter. Your local Chamber of Commerce is an excellent source for professional members and potential guest speakers.

## Community Service

Both the National and State chapters promote service organizations, primarily the March of Dimes, through partnerships. Chapters can contact these organizations to assist in educating others of their causes and raising funds for the organizations. There is also the Community Service Project competition on the state and national levels which consists of a report (up to 30 pages long) and an oral presentation for the reports qualifying for the final round. The State and Section chapters often promote projects that recognize chapters for the service they do for their local communities and school.

# Section and State Projects

## Chapter Recruitment

The National and State chapters recognize local chapters that recruit or reactivate the most chapters with awards at their respective leadership conferences. There are also projects on all levels to encourage the recruitment of a new chapter, usually requiring the established chapter to participate in a chapter installation and joint chapter activities. To promote stronger high school chapters, members are encouraged to charter middle level chapters for grades 5-8. Middle level chapters enjoy many of the benefits of FBLA.

## Business Activity

Business activity projects promote the relationship FBLA fosters with the business community. The State and National competition Partnership with Business consists of a report (up to 30 pages long) and an oral presentation for the reports qualifying for the final round. There are also projects on all levels encouraging chapters to become involved with their local business community.

## Chapter Activity

Chapter activity projects promote the development of a well-rounded chapter. Activities include community service projects, business field trips, recruiting professional members, inviting business professionals to FBLA events, and adopting neighboring FBLA chapters. The Adopt-A-Chapter Project involves a stronger chapter adopting a less active chapter to increase their participation in FBLA programs.

# Membership

Members are what make a chapter, so recruitment of new members is one of the most important tasks for any chapter. As vice president, one of your duties is to help your chapter increase membership.

## Membership Recruitment Ideas

- Socials** Hold an ice cream, pizza, or any other type of food social that will attract students interested in FBLA. At the social, perform an entertaining and informative skit about FBLA. Be sure to include aspects such as conferences, community service, business activities, and leadership.
- Workshops** Present a variety of workshops throughout the year to attract many different types of students to attend. Some possible workshop topics are college life, public speaking, leadership, financial management, budgeting, and community service. Invite professional business persons from your community to present workshops.
- Projects** Encourage participation in recruitment programs sponsored by the section, state, and national chapters. Give chapter recognition to members who recruit new members, have a new members' social, hold a new members' installation ceremony, and other activities.
- Professional Membership** Write to professional business leaders, community service organizations, school administrators, and parents informing them about FBLA and asking for their support through joining the Professional Division. Remember to include that a portion of their membership goes toward scholarships for FBLA members.

# Parliamentary Procedure

Parliamentary Procedure is a formal system of rules and practices that balances the rights of individuals and subgroups within an assembly's membership. Application of Parliamentary Procedure enables assemblies to accomplish the following:

- Maintain orderly meetings
- Protect the rights of the absentee, individual, minority, and majority
- Allow every opinion to be heard and considered
- Determine the general will on a maximum of questions in the minimum time

<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>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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## Planning for the Year (Suggested)

<b>September</b>	<p>Membership recruitment activity</p> <p>Publicize FBLA through business letters, posters, and flyers to incoming students</p> <p>Use the morning announcement to increase FBLA visibility</p> <p>Plan projects for the year</p> <p>Attend Officers/Advisers Training Day (OAT DAY)—<i>may be held in October in some sections</i></p> <p>Set POW goals (use the California Business Achievement Awards-Chapter Recognition POW Progress Form)</p>
<b>October</b>	<p>Enact a fundraising activity</p> <p>Hold a community service project</p> <p>Urge business professionals to become professional members</p> <p>Encourage participation in Champions of California and the national BA<sup>2</sup> individual recognition program</p> <p>Review and update POW Progress Form</p>
<b>October or November</b>	Attend the Leadership Development Institute
<b>November</b>	<p>Attend the National Fall Leadership Conference</p> <p>Celebrate American Free Enterprise Day (Nov. 15)</p> <p>Participate in a March of Dimes: Mission LIFT Activity</p> <p>Review and update POW Progress Form</p>
<b>December and January</b>	<p>Work on all chapter projects</p> <p>Hold a mid-year planning session (Recap 1<sup>st</sup> semester and plan 2<sup>nd</sup> semester)</p> <p>Review and update POW Progress Form</p>
<b>February</b>	<p>Celebrate FBLA-PBL Week</p> <p>Plan a job shadowing activity or a field trip to a business</p> <p>Invite a guest speaker to a general meeting</p> <p>Hold a social with other chapters</p> <p>Review and update POW Progress Form</p>
<b>March</b>	<p>Submit BA<sup>2</sup> individual recognition online to nationals</p> <p>Attend the Section Leadership Conference—<i>may be held in February in some sections</i></p> <p>Hold a social service activity</p> <p>Invite school faculty to a chapter activity</p> <p>Review and update POW Progress Form</p>
<b>March/April</b>	Mail all state projects (including chapter BA <sup>2</sup> —See current year's calendar for actual deadlines)
<b>April</b>	<p>Attend the State Leadership Conference</p> <p>Submit news releases</p>
<b>May</b>	<p>Elect and install new officers</p> <p>Hold a chapter awards banquet</p>
<b>June, July, August</b>	<p>Attend the National Leadership Conference</p> <p>Hold chapter officer training</p>

**See the California FBLA Calendar At A Glance!**