

JOB DESCRIPTION PRESIDENT

General Responsibilities: Preside at all meetings of the Executive Committee; appoint officer(s) and chairmen of committees; attend regional and state conferences; develop a program of work in cooperation with the Executive Committee; assist the Executive Director and Executive Committee with the preparation of an annual budget; serve as a member of the Board of Directors; and assist with the promotion of Washington State FBLA. The President serves as an ex-officio member of all committees except the Nominating/Screening Committee.

Specific Responsibilities:

1. Executive Committee
 - a. Presides over and conducts meetings according to accepted parliamentary law, keeping members and discussion on track
 - b. Calls special meetings as needed
 - c. Encourages and supports work of other officers
 - d. Completes tasks on time and encourages other officers to do so
 - e. Attends and actively participates in all mandatory meetings: State Officer Training (May or June), Fall Executive Committee (September), Winter Executive Committee (January), SBLC Executive Committee meeting and conference, regional conferences (see #3 below)
 - f. Attendance is highly recommended at: Legislative Day (January or February), National Leadership Conference, National Fall Leadership Conference
2. Committee Appointments
 - a. Appoints committees
 - b. Serves as an ex-officio member to committees except Nominating/Screening Committee
3. Regional and State Conferences
 - a. Attends at least one regional conference in the fall and winter in addition to his/her own
 - b. Plans, attends, and provides leadership in the annual State Business Leadership Conference
4. Program of Work
 - a. Leads in development of program of work at officer training
 - b. Coordinates program of work activities by keeping in close touch with other officers, membership, and advisers
 - c. Reviews program of work with officer team and state office on a regular basis
5. Annual Budget Preparation – contributes to development of annual operating budget
6. Board of Directors
 - a. Attends all regularly-scheduled Board of Directors meetings
 - b. Takes an active and conscientious role in Board deliberations
7. Promotion of FBLA
 - a. Represents WAFBLA at special events and to businesses and community organizations
 - b. Is enrolled in a credit-generating business class or has completed a business education sequence as defined by his/her school district
 - c. Is a role model to members and other students with exceptional behavior and attitude