

JOB DESCRIPTION

VICE PRESIDENT

General Responsibilities: Coordinate regional activities, including conferences; serve as a member of the Executive Committee; and assist the President in promotion of the Washington State FBLA.

Specific Responsibilities:

1. Executive Committee
 - a. Presides at meetings in the absence of the President
 - b. Assists the President in the discharge of duties
 - c. Participates in the development of the program of work at officer training
 - d. Reports program of work progress and committee work to the President and assigned state staff member
 - e. Encourages and supports work of other officers
 - f. Completes tasks on time and encourages other officers to do so
 - g. Volunteers to serve on state standing committees and State Business Leadership Conference committees
 - h. 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 in Vice President's own region
 - i. Attendance is highly recommended at: Legislative Day (January or February), at least one regional conference in another Vice President's region, National Leadership Conference, National Fall Leadership Conference
2. Regional and State Conferences
 - a. Plans, coordinates, and follows up on fall and winter regional conferences in coordination with the Regional Adviser. **The Vice President must have transportation available for meetings with the Regional Adviser.**
 - b. Attends at least one **fall** regional conference in addition to his/her own **(required)** and is **encouraged to attend one other winter conference.**
 - c. Takes an active role in the planning of the annual State Business Leadership Conference
 - d. Attends, participates, and provides leadership in the annual State Business Leadership Conference
3. 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, displaying exceptional behavior and attitude

Candidate's Signature

Parent/Guardian Signature

Regional Adviser Signature