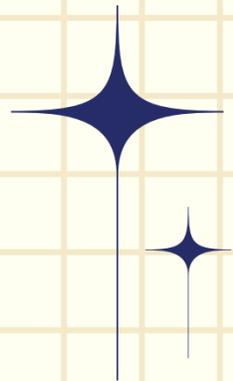
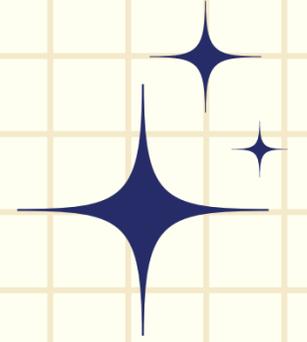


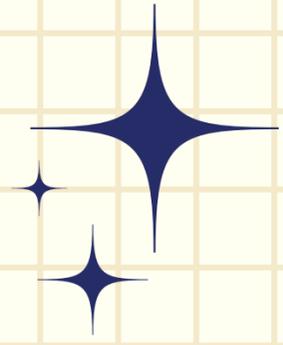
Workshop



How to Become a State Officer

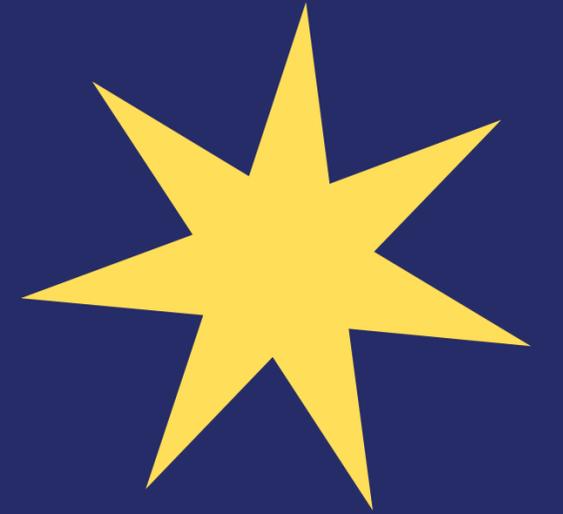
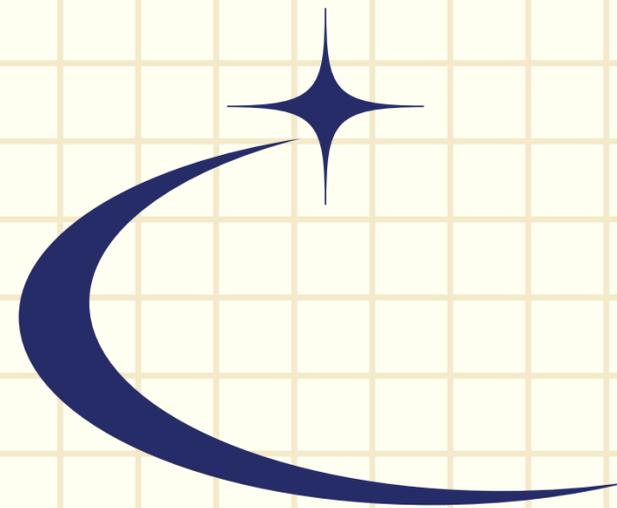


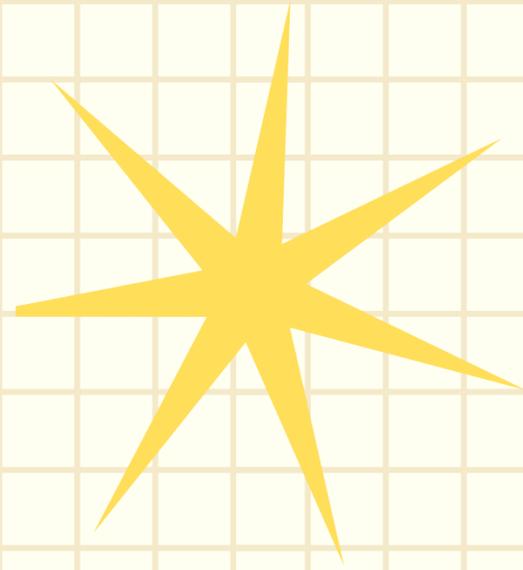
Workshop



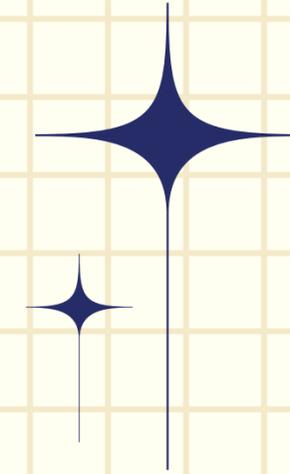
Positions

Up to 22 total State Officers



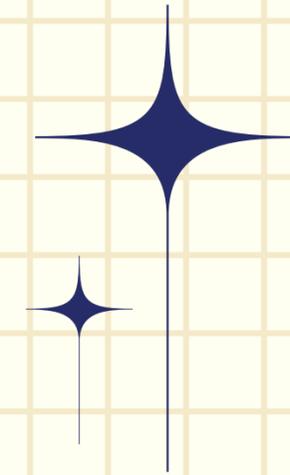


President



- Preside at all State Officer Meetings
- Remain neutral and impartial in all matters while presiding
- Oversee establishment of state goals and projects
- Assign state committees/committee chairs/ council directors

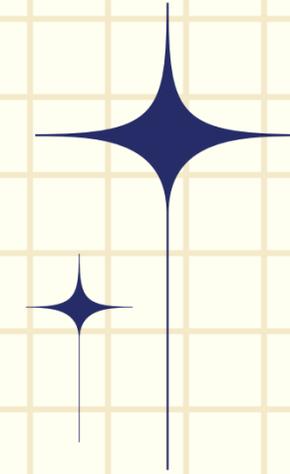
Executive Vice President



- Coordinate all activities of State Vice Presidents
- Preside at State Vice President Meeting at Joint Meeting to review SDM procedures
- Communicate regularly with all State Vice Presidents and State Officer Advisor
- Recruit new chapters
- Assume duties of any State Vice President unable to perform duties

Workshop

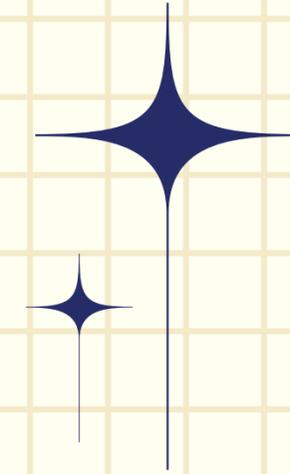
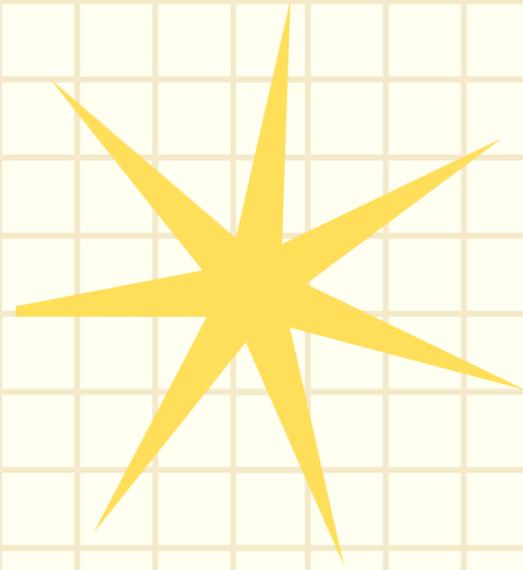
District State Vice President



- Plan and organize FDM & SDM
- Preside at Fall District Meeting and Spring District Meeting
- Coordinate District projects & social activities
- Create & publish 4 district newsletters (Sept, Nov, Feb, Apr)
- Select district officers as necessary
- Conduct district meetings at SLC
- Coordinate chapter mailings for district (registration for FDM/SDM)
- Create a district directory

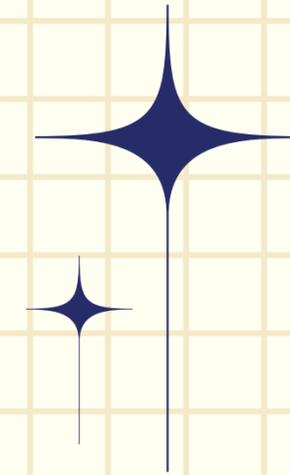
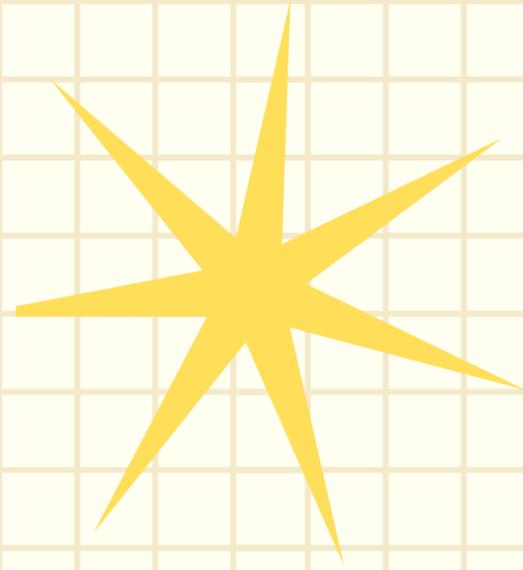
Workshop

Secretary



- Assist State President with brainstorming sessions, note-taking at State Officer Training
- Record Meeting Minutes
- Distribute Meeting Minutes to State Officers and State Officer Advisor within seven days of SOT and JJM
- Communicate regularly with all state officers and State Officer Advisor
- Recruit new chapters

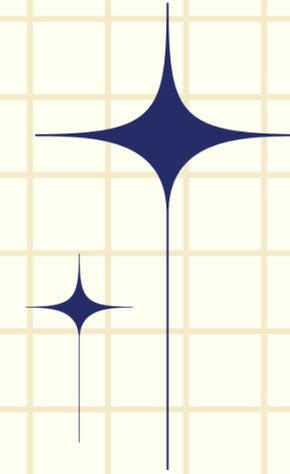
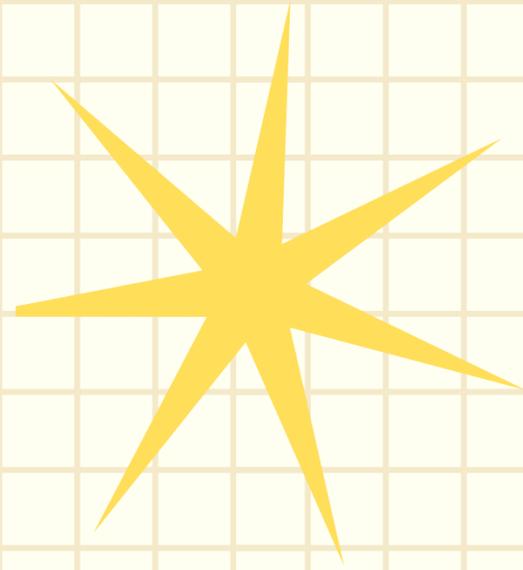
Treasurer



- Maintain records for state officer/BOT expense summary
- Review all reimbursement requests
- Collect all funds from state officers for various projects
- Write & issue checks to Executive Treasurer promptly
- Prepare treasury reports with assistance from Executive Treasurer

Workshop

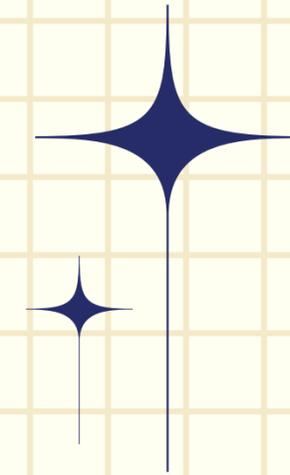
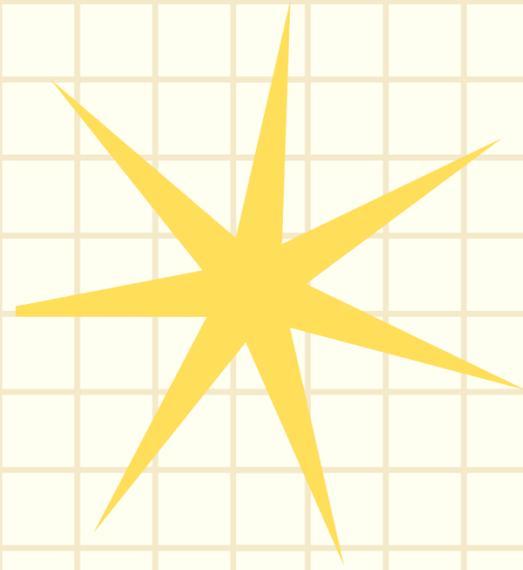
Reporter



- Create & publish 4 issues of The FBLA Express
- Obtain multi-level editing of newsletter before publication
- Submit articles to district newsletters and TBL
- Monitor and oversee NYS FBLA Social Media platforms

Workshop

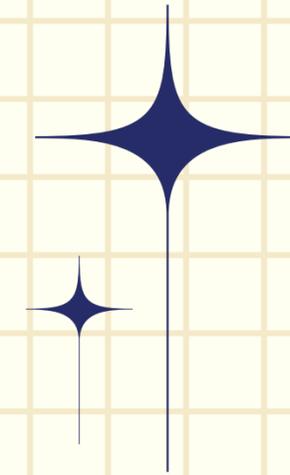
Historian



- Submit articles for FBLA Express and district newsletters
- Prepare pre-conference slideshows & videos
- Submit music requests to State Officer Advisor & other designated personnel by deadlines
- Submit portions of Annual Report to State Officer Advisor & Board of Trustee designee for proofreading
- Submit final copy of NYS Annual Report to BOT Chairperson and webmaster by May 5

Workshop

Parliamentarian



- Assist President in writing agenda and conducting meetings
- Promote parliamentary procedure through conferences & district meetings
- Develop and distribute Parliamentary Procedure Manual
- Assist with Parliamentary Procedure when requested
- Enforce proper parliamentary procedure during state caucus at NLC (if applicable)



Step 1: Application(12/15)

Step 2: State Officer Exam(SDM)

Step 3: Campaign(SLC)



Workshop



Application

- a. Cover Letter
- b. Resume
- c. Transcript
- d. Signature Page
- e. General Application
- f. Essay: In 500 words or less, please explain why you would like to be a New York State FBLA Officer.
- g. Interview by Mr. Tim Johanson (**after completing steps a-f, send interview request email by 11/22/25**)



Workshop



State Officer Exam

- a. FBLA History, Conferences, Competitions, etc.
 - b. Study Guide
 - c. Minimum 65% to be considered for office + top 3 score per position
 - d. Parliamentarian Candidates must also take Parliamentary Procedure Exam
 - i. Must have top 5 score within NYS
- 

Workshop



Campaigning

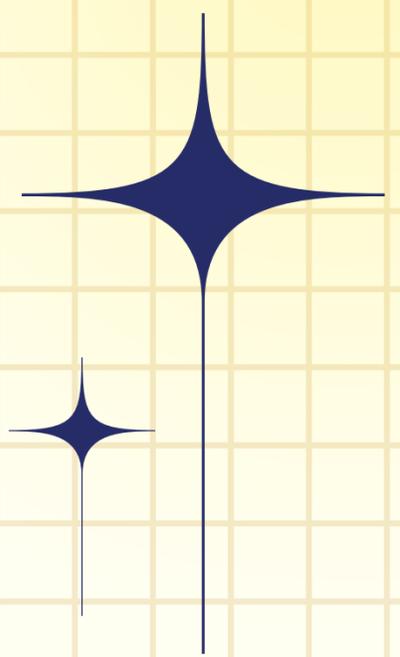


- a. Campaign Screening
 - i. Forms + Campaign Materials
- b. Speech during General Session/District Meeting
- c. Q/A with voting delegates/district members
- d. Campaign Booths
- e. Parliamentarians will be interviewed by a committee and selected(No campaign)
- e. Results revealed during closing session





Reminders:
Keep in touch with advisor
Read campaign guidelines carefully
Stay Ahead



Thank you!

Questions?

