



Massachusetts Future Business Leaders of America

**STATE OFFICER CANDIDATE
GUIDE
2020 VP OF COMMUNICATIONS**

Dear FBLA Member,

Congratulations! You have taken the first step toward serving as a state officer of Massachusetts Future Business Leaders of America. Being a state officer is one of the most challenging and rewarding experiences you can have as a member of FBLA. It takes commitment and responsibility, but it's also a lot of fun.

Before you begin, read this guide thoroughly. Be sure to pay attention to this important information:

- The receipt deadline for applications is May 24
- Candidates must upload an application form AND a resume

Running for FBLA state office is a major decision for a member who wants to become more involved with the organization at the state and/or national level. Serving at this level takes time and means added responsibility for the officer as well as their local chapter adviser. Officers must plan to attend monthly meetings and/or conferences, assume leadership roles in the State Chapter, communicate often with other officers and chapters, and provide guidance to other chapters throughout the State. In addition, the National Fall Leadership Conference and National Leadership Conference are events that officers and advisers should consider attending.

Your fellow FBLA members from across Massachusetts will vote for their choice at the State Leadership Conference. State officers will be selected based the results of the vote and, in the case of a tie or vacant office, on interview performance, experience, test scores, and their desire to grow and foster MA FBLA.

Candidates and advisers alike should be prepared to fully uphold the expectations and responsibilities of the position the student is applying for.

If you have any questions regarding the state officer application process or about the attached documentation, please do not hesitate to contact us.

Good luck!



Blake Reynolds
State Chairperson
blake@mafbla.org



Ryan Paul
State Adviser
ryan@mafbla.org

AVAILABLE OFFICER POSITIONS

Vice President of Communications

- Takes detailed minutes at each state leadership team and committee meeting, compiling in the official minutes template and distributing within 24 hours
- Maintains the state program of work
- Leads planning, content development, and distribution of state email blasts and social media sites
- Contributes content for state website
- Makes chapter visits as directed by the State Chairperson
- Encourages participation of all members in an enthusiastic manner

QUALIFICATIONS

1. In order to be eligible for state officer, all candidates must:
 - Have at least one full year remaining in his/her high school program
 - Have a cumulative 2.5 GPA and maintain that GPA throughout term in office
 - Be an active dues paying member during his/her term of service
 - Be endorsed by the local chapter adviser, school principal, and by his/her chapter
 - File a completed State Officer Application with the State Chairperson by the date indicated in this guide

SUBMITTING AN APPLICATION

A full application consists of two parts: the application form and a resume. The application must be submitted at mafbla.org/apply by the stated deadline. A resume in PDF format — highlighting the candidate's education, work, and FBLA experience along with any other relevant information such as hobbies and other extracurricular activities — must be submitted as part of the application form.

TERM OF OFFICE

The term of office for state officers begins at the conclusion of state officer training, and ends when their successor completes training. If an officer is not continuing to serve the following year, at the discretion of the State Chairperson, they may be asked to assist with transitioning projects to the new officer team in an ex-officio capacity for the remainder of the school year.

STATE OFFICER TRAINING

State officer training is required of all newly elected state officers. There are no exceptions. The initial trainings will occur via Zoom shortly after this position is appointed. An in-person meeting will be scheduled at a later date.

NEXT STEPS

Applications will be reviewed by the State Leadership Team and candidates will be contacted regarding next steps.

COMPETITIVE EVENTS

State officers may compete, as would any other member, in competitive events (individual, team, or chapter) at the State Leadership Conference.

FREQUENTLY ASKED QUESTIONS

How much work should I be expecting?

Your workload will vary throughout the year and is largely dependent on each month's activities. Plan to dedicate at least 2-3 hours per week toward FBLA responsibilities.

How much money is it going to cost me if elected?

Massachusetts FBLA covers several expenses for state officers, including a nametag and matching ties/scarves as part of the officer uniforms and some costs associated with official state functions. National events remain the responsibility of each individual officer. Financial requirements are minimal and should never be a reason to pass up the amazing opportunity to serve as a state officer.

What is the best part of the job?

The best part of being a state officer is meeting new people and constantly challenging yourself. You will encounter a lot of challenges as you go through this process, but they are all fantastic growth opportunities. Stepping out of your comfort zone and meeting new people is always scary at first, but you may discover that you are great at it!

What should I expect from the experience?

Expect to work hard and gain valuable leadership skills every day that you are an officer. The workload is completely manageable as long as you learn to balance FBLA with other aspects of your life. You will face challenges, but you will overcome them through hard work and persistence. Don't be afraid to ask questions!

How much traveling is involved?

Multiple times throughout the year, the state officers will be traveling throughout Massachusetts and may have the opportunity to attend other events outside the state. In addition to the state officer meetings and conferences, you will be visiting local chapters.

Who do I contact when I have questions?

Feel free to reach out to any current or past state officers, or our state advisers, Blake Reynolds & Ryan Paul, at advisers@mafbla.org. We're happy to answer any questions.